

**KENT NETBALL ASSOCIATION
TERMS OF REFERENCE 2011 -12**

Any individuals, working unsupervised with U18's on behalf of Kent Netball, must undertake an England Netball 'Enhanced Disclosure' CRB check to receive approval first.

Honorary Officers

1. President
2. Chairman
3. Vice-Chairman
4. Treasurer
5. Secretary

Management Committee

The Honorary officers and:

6. Membership Secretary

Plus representatives from the following activities:

7. Academies
8. Affiliated Leagues
9. Coaching
10. Competition
11. Clubs' Tournaments
12. Marketing
13. Schools
14. Umpiring

Sub-Committees

Academies, Affiliated Leagues, Coaching, Competition, Clubs' Tournaments; Marketing; Schools; Umpiring and:

15. Finance

Working Parties and other roles

Refer to separate document 'Terms of Reference 2011 additional roles' for details of:

Development; Facilities; Fundraising; District Coordinator; County Selectors; Academy Scouts; District and Academy Coaching Centres; First Aid Officer.

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HONORARY OFFICERS

The Honorary Officers:

- a) must be Registered Participants.
- b) the Chairman, Vice Chairman, Treasurer and Secretary shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) the President is appointed by the Association annually
- d) must work within the framework set out by Kent Netball Management Committee.
- e) shall adhere to the Kent Netball Policies and Procedures.
- f) shall guide the Management Committee in formulating policies and managing the affairs of the Association.
- g) shall deal with nominations for Life Members and honours.
- h) shall fix a yearly budget for each area of work.
- i) shall set and maintain Policies and Procedures and the Constitution for Kent Netball.
- j) shall evaluate Kent Netball Development Plan each year.
- k) shall attend monthly Management Committee meetings.

COUNTY MANAGEMENT COMMITTEE

Management of Kent Netball shall be vested in the Committee; five members shall form a quorum.

The Management Committee:

- a) must be Registered Participants.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall have the power to guide the work of the Sub-Committees.
- f) shall normally meet monthly commencing September each year and at other such times as necessary.
- g) shall receive minutes of each Committee Meeting, adhering to Confidentially Clause
- h) may invite any person having specialised knowledge to attend any meeting of the Committee in an advisory capacity, but without power to vote, after consultation with the Chairman.
- i) shall establish technical sub-committees to handle the requirements of the members.
- j) shall identify and introduce personnel with the appropriate skills to serve on Committees.
- k) shall set the Kent Affiliation fees.
- l) maintain the Kent Netball Development Plan.
- m) maintain the Kent Netball Facilities Strategy plan.

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HONORARY OFFICERS

1. PRESIDENT

The President is the figurehead and ambassador of Kent Netball and:

- a) must be a Registered Participant.
- b) will be appointed annually at the Annual General Meeting.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) will preside at the Annual General Meeting.
- f) shall not have an executive function but shall be entitled to attend any meeting of the Kent Netball Management Committee.
- g) shall exercise a general interest in the association.
- h) shall be entitled to receive copies of all minutes to keep abreast of policy decisions.
- i) shall be available for consultation when required and to listen to complaints, and to serve as impartial arbiter when necessary.

2. CHAIRMAN

The Chairman:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall provide effective strategic leadership.
- f) shall be responsible for the conduct of all Committees in managing the affairs of Kent Netball
- g) shall guide and co-ordinate the Kent Netball Management Committee in formulating policies and managing the affairs of the Association.
- h) shall be entitled to attend any meeting of the sub-committees.
- i) shall represent Kent Netball on the *London & South East* Regional Netball Council (LSERNC) and other areas deemed necessary.
- j) shall be responsible for the presentation of the Annual Report.
- k) shall line manage the work of the Kent Netball Development Officer in conjunction with other partners.
- l) must be over 18 years of age and shall be authorised to sign lottery promotional returns on behalf of the Kent Netball Association.

3. VICE CHAIRMAN

The Vice-Chairman:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.

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- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall take the Chair at Kent Netball Management Committee meetings when the Chairman is unable to attend
- f) shall support the Chairman and undertake whatever part of the Chairman's work is assigned to her/him.

4. TREASURER

The Treasurer:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be responsible for providing financial advice to Kent Netball and recommend action on financial and legal matters.
- f) shall oversee the management of Kent Netball's financial affairs in accordance with the decision of the Kent Netball Management Committee.
- g) shall present written reports at all meetings of the Committee as appropriate.
- h) shall be responsible for the recommendation of the level of Affiliation fees to the Committee.
- i) shall oversee the preparation of an annual budget based on strategic and operating plans agreed by the Kent Netball Management Committee.
- j) shall oversee the preparation and monitoring of monthly operating statements against budgeted figures and shall present appropriate comments or recommendations to the Kent Netball Management Committee.
- k) shall be responsible for the presentation of the annual accounts of Kent Netball for submission to the Auditor and to the Members at the Annual General Meeting.
- l) shall recommend to the Committee the name of a suitable person to be appointed as Auditor.
- m) shall be able to attend, if necessary, meetings of the other sub-committee in an advisory capacity, without power to vote.
- n) must ensure that adequate insurance is in place for both the County Officers.
- o) will be the first point of contact for any insurance claims.
- p) must be over 18 years of age and shall be authorised to act as promoter and sign lottery promotional returns on behalf of the Kent Netball Association.

5. SECRETARY

The Secretary:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be responsible for managing the administration and implementation of the work of the Association as directed by the Honorary Officers, Management Committees and sub committees.
- f) shall prepare the agenda and minutes Kent Netball Management Committee meetings and circulate these to Committee Members.

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- g) shall ensure the minutes are confirmed and signed as a true recording for each management meeting held.
- h) Shall ensure that the confidentiality clause is upheld.
- i) shall prepare the agenda of the General Meetings and arrange for these to be circulated to Member Clubs and others as necessary.
- j) shall prepare the Annual Reports and Minutes for distribution at the Annual General Meeting.
- k) shall support the Chairman and undertake work assigned to her/him.
- l) shall further the work of Kent Netball.
- m) shall act in an advisory capacity to ensure compliance with policies and procedures.
- n) shall keep up to date records of circulation lists of all Members, Honorary Officers, Committee Members, Life Members, AENA Officials and others as directed by the Kent Netball Management Committee.
- o) shall submit to AENA an up to date list of the members of the Kent Netball Management Committee and the Affiliated Leagues Secretaries.
- p) shall deal with all enquires regarding Netball in Kent.
- q) must be over 18 years of age and shall be authorised to sign lottery promotional returns on behalf of the Kent Netball Association.

KENT NETBALL MANAGEMENT COMMITTEE

The Kent Netball Management committee consists of The Honorary Officers, Membership Secretary and the members representing Academies; Affiliated Leagues; Coaching; Competition; Clubs' Tournaments; Marketing, Schools and Umpiring.

6. MEMBERSHIP SECRETARY

The Membership Secretary:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be the accounting officer for the receipt of the membership fees excluding Schools for the AENA and Kent Netball
- f) shall liaise with the Treasurer to co-ordinate the collection of membership fees.
- g) shall submit regular accounts to the Treasurer of Kent Netball in relation to membership fees collected.
- h) shall maintain and regularly submit funds and details of affiliation membership excluding Schools to the AENA.
- i) shall be able to attend, if necessary, meetings of the sub-committee in an advisory capacity, without power to vote.
- j) shall maintain a database of names and addresses of the Secretaries of member Clubs.

7. ACADEMIES

The representative:

- a) must be a Registered Participant.

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- b) shall be elected by the Coaches at the first meeting before the start of the season.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be responsible for the organisation of trials, as directed by the Kent Netball Management Committee, to select players to represent Kent Netball
- f) shall work with the Selectors selecting Academy Squads at all age groups, as directed by the Kent Netball Management Committee.
- g) shall initiate discussion with the Coaches, Assistants, Selectors, Scouts, Coaching Secretary and Development Officer, to agree principles and procedures which foster the cohesion of all selected squads;
- h) shall identify for discussion by the appropriate committee, policies which affect the back-up services for squad training, matches and tournaments and be responsible to the Kent Netball Management Committee for implementing such policies;
- i) shall co-ordinate the individual reports from the Academy Coaches Sub Committee's bi-monthly meeting and submit to the Kent Netball Management Committee monthly meetings;
- j) shall be represented at each match as appropriate to support Academy Coaches;
- k) shall co-ordinate and circulate Minutes of the Academy Coaches Sub Committee Bi-Monthly Meeting to relevant personnel on Kent Netball Management Committee;
- l) shall undertake to implement the Development Plan approved by Kent Netball Management Committee;
- m) shall be responsible for promoting courses for the training of Coaches, Scouts and Scorers as outlined in KN Development Plan;
- n) shall work within the budget set by the Treasurer of Kent Netball
- o) shall deal with any matter referred by Kent Netball Management Committee;
- p) shall be responsible for co-ordination of Annual Report of Coaches and Sub Committee

8. AFFILIATED LEAGUES

The representative:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be the liaison between the Affiliated Leagues and the Kent Netball Management Committee.
- f) shall undertake to encourage Members of the Affiliated Leagues within Kent Netball to take an active part in county affairs and events.
- g) shall deal with any matters referred by the Kent Netball Management Committee.
- h) shall circulate minutes of each meeting to the members of the sub-committee and Kent Netball Management Committee.
- i) must work within the budget set by the Treasurer of Kent Netball.
- j) must maintain a contact list for all Affiliated Leagues secretaries.
- k) must submit an Annual Report for presentation at the Annual General Meeting.

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9. COACHING

The representative:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall liaise between the LSERNC, the Affiliated Leagues, the sub-committees and the Kent Netball Management Committee.
- f) shall bring to the attention of the Kent Netball Management Committee any matters from LSERNC Coaching Sub-Committee that requires decisions by LSERNC for the AENA Coaching Committee.
- g) shall deal with any matters referred by the Kent Netball Management Committee.
- h) shall circulate minutes of each meeting to the members of the sub-committee and Kent Netball Management Committee.
- i) shall be responsible for promoting courses for the training of coaches affiliated to Kent Netball in accordance with AENA.
- j) shall be responsible for the testing of coaches in accordance with the testing procedures laid down by the AENA.
- k) shall work within the budget set by the Treasurer of Kent Netball.
- l) must submit an Annual Report for presentation at the Annual General Meeting.

10. COMPETITION

The representative:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be responsible for the organisation of competitions as instructed by the Kent Netball Management Committee, and the booking of necessary facilities.
- f) shall work closely with the Marketing representative in promoting competitions.
- g) shall recommend dates and venues for events.
- h) shall work within the budget set by the Treasurer of Kent Netball.
- i) must submit an Annual Report for presentation at the Annual General Meeting.

11. CLUBS' TOURNAMENTS

The representative:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.

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- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be responsible for the organisation of Tournaments as instructed by the Kent Netball Management Committee, and the booking of necessary facilities.
- f) shall work closely with the Publicity Officer in promoting tournaments.
- g) shall recommend dates and venues for tournaments.
- h) shall, in consultation with the Kent Netball Management Committee, appoint Tournament Referees for all Tournaments.
- i) shall in an emergency, and after consultation and agreement with the Tournament Referee have power to take any necessary action in the running of the Tournaments, liaising and reporting to the Kent Netball Chairman.
- j) shall work within the budget set by the Treasurer of Kent Netball.
- k) must submit an Annual Report for presentation at the Annual General Meeting.

12. MARKETING

The representative:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be responsible for publicising Kent Netball and its events to its Members and the media.
- f) shall deal with any matter referred by the Kent Netball Management Committee.
- g) shall liaise with the other sub-committees in order that relevant information is given to the Members.
- h) shall keep an up to date list of fixtures, events, tournaments, courses etc., and publicise these regularly on website.
- i) shall work within the budget set by the Treasurer of Kent Netball.
- j) must submit an Annual Report for presentation at the Annual General Meeting.

13. SCHOOLS

The representative:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be the liaison between the Kent Netball Management Committee and Schools.
- f) shall deal with any matters referred by the Kent Netball Management Committee.
- g) shall circulate minutes of each meeting to the members of the sub-committee, affiliated Schools and Kent Netball Management Committee.
- h) shall work within the budget set by the Treasurer of Kent Netball.
- i) must submit an Annual Report for presentation at the Annual General Meeting.

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14. UMPIRING

The representative:

- a) must be a Registered Participant.
- b) shall be elected at an Annual General Meeting, be eligible for re-election and hold office to the end of the Annual General Meeting at which her/his successor is appointed.
- c) must work within the framework set out by Kent Netball Management Committee.
- d) shall adhere to the Kent Netball Policies and Procedures.
- e) shall be the liaison between LSERNC, the Affiliated Leagues, the sub-committees and the Kent Netball Management Committee.
- f) shall bring to the attention of the Kent Netball Management Committee any matters from LSERNC Umpiring Sub-Committee that requires decisions by LSERNC for the AENA Umpiring Committee.
- g) shall deal with any matters referred by the Kent Netball Management Committee.
- h) shall circulate minutes of each meeting to the members of the sub-committee and Kent Netball Management Committee.
- i) shall be responsible for improving standards of umpiring within Kent Netball by providing opportunity for the continuous updating of knowledge and skill.
- j) shall be responsible for arranging the testing of umpires in accordance with the testing procedure laid down by the AENA/FENA.
- k) shall work within the budget set by the Treasurer of Kent Netball.
- l) must submit an Annual Report for presentation at the Annual General Meeting.

SUB COMMITTEES

15. FINANCE

The Chairman:

- a) will be the Honorary Treasurer of Kent Netball.
- b) must work within the framework set out by Kent Netball Management Committee.
- c) shall adhere to the Kent Netball Policies and Procedures.
- d) shall be responsible for proposing changes to budgets.
- e) shall be responsible for organising bi-monthly meetings.