

# **Tyne and Wear County Netball Association**

## **Constitution**

**1<sup>st</sup> December 2013 Update**



## Document Control

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## Distribution List

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0.9	Tori Brady	County Chair
0.9	Ashleigh Gibson	County Secretary

## 1. TITLE

The Association shall be called the Tyne and Wear County Netball Association (hereinafter called 'NetballT&W') and shall be affiliated to the All England Netball Association Ltd (referred to as EN) and the North East Region (referred to as the Region).

## MISSION STATEMENT

*Netball T&W aims to contribute towards England Netball's 10.1.1 vision of being a top ten participation sport, the number one sport for women and girls and number one in the world.*

*At local level Netball T&W will promote safe and equal opportunities for people to take part in Netball at a level appropriate to their needs and aspirations.*

*Netball T&W aims to achieve this by taking positive action to develop Netball as a sport, by promoting and developing productive partnerships with appropriate sporting and outside agencies and by seeking to ensure that the distribution of grant aid is subject to the principle of sports equity.*

## 2. OBJECTIVES

- 2.1 Coordinate within the national strategic framework the implementation and monitoring of a County Delivery Plan.
- 2.2 Provide leadership, support and guidance for Netball within the County.
- 2.3 Promote the game of netball and encourage and enable the development and growth of the game within the County, acting as an advocate for the sport and the National Governing Body.
- 2.4 Manage local resources in an effective and efficient manner ensuring targeted investment and the sourcing of partnership funding and new income streams as appropriate and if necessary.
- 2.5 Ensure robust governance procedures and high operational standards are in place, in line with England Netball's **minimum operating standards** and model constitution, to position the County Association as "fit for purpose" in meeting the needs of its membership.
- 2.6 Coordinate and deliver County programmes, competitions and events, complying with England Netball competition regulations.
- 2.7 Work with the Regional Manager to prioritise the work programme of the Netball Development Officer to support the delivery of agreed targets.

## 3. JURISDICTION & MEMBERSHIP

- 3.1 Netball T&W covers the geographical area encompassed by the local authorities of Gateshead, Newcastle and North Tyneside (hereinafter called the "County Boundaries".)
- 3.2 The membership shall consist of:
  - i. All clubs and young person's groups affiliated as first claim to the County Netball Association.
  - ii. All Middle, Upper and Secondary Schools, College and Universities affiliated to the County Netball Association.

All members shall be bound by this Constitution and any rulings made by the County Netball Association, and by the current rules of the game.

## 4. GOVERNANCE

- 4.1 Netball T&W shall be governed by the County Committee. The role of the committee shall be to further the objectives of Netball T&W by establishing policy and overseeing its implementation

and the investment of funds in conjunction with any Technical Support Groups the association sees fit to establish.

- 4.2 Netball T&W adopts the Rules of England Netball (including the articles of association and membership regulations) and the England Netball Safeguarding Policy.

## **5. NETBALL TYNE AND WEAR COUNTY COMMITTEE**

- 5.1 The composition shall be

### **Voting Members:**

- a) Chair
- b) Treasurer
- c) Secretary
- d) Officiating Officer
- e) Coaching Officer
- f) Talent (Excel) Officer
- g) Competition Officer
- h) Schools Officer
- i) Publicity Officer
- j) Affiliations Officer
- k) Youth Representative
- l) Up to 2 other members as appointed by the CNA

### **Non Voting Member**

- m) The England Netball 'Netball Development Officer' who, in addition, may not hold any of the posts listed in 5.1a) - 5.1l) inclusive.

- 5.2 County Committee shall meet at least **three** times each year.
- 5.3 The minutes of all meetings will be taken by the Secretary and circulated within three weeks of each meeting. In the absence of a Secretary the Chair will appoint a member of the committee to cover this role.
- 5.4 In advance of all meetings, committee members will submit a progress report as agreed with the Chair.
- 5.5 No full time employee of England Netball may hold any post listed in 5.1a)-5.1c) inclusive without special permission from the Chief Executive Officer.
- 5.6 All County Committee members will sign up to the England Netball code of conduct.
- 5.7 The Chairman, Treasurer and all the Elected Members shall serve until the end of the Annual General Meeting immediately following the second anniversary of their appointment. At the end of their term of office any elected member is entitled to stand for re-election to the same position.
- 5.8 The County Committee may fill any vacancy that may occur during the year. If this involves filling an elected position then that person must offer themselves for election at the next Annual General Meeting following their initial appointment.
- 5.9 Non elected members will serve for a period of two years. At the end of that period, they must relinquish their appointment but may be re-appointed at the discretion of the County Committee.
- 5.10 At AGM meetings each voting member present, as defined at 3.2, shall have one vote. In the event of a tie of votes, the Chairman shall have a second and casting vote.
- 5.11 All Elected members must hold a current affiliation to England Netball.
- 5.12 Any person seeking election to the County Committee must submit a nomination form detailing their suitability for a role, supported by two members entitled to vote at an AGM. All nominations must be received 30 days prior to the date of the AGM at which the election is due to take place.
- 5.13 All vacant positions and those up for re-election will be openly advertised, details sent direct to member clubs and displayed on the County website (where one is in place) at least 60 days prior to the AGM.

- 5.14 A post on the County Committee may be vacated if the officeholder:-
- a) gives 28 days notice in writing of their resignation from the post;
  - b) is absent for 2 consecutive meetings without justifiable reason;
  - c) fails to submit a report for 2 consecutive meetings without justifiable reason; or
  - d) is requested to resign by a majority vote of the County Committee.
- 5.15 The quorum of the County Committee shall be 6 voting members.

## **6. POWERS OF THE COUNTY COMMITTEE**

- 6.1 Establish such 'Technical Support Groups' as it may deem necessary and shall determine their membership and terms of reference.
- 6.2 Co-opt members on to the Technical Support Groups as it deems necessary.
- 6.3 At the request of England Netball, nominate appropriate person(s) to serve on any national standing, working or technical committee established by England Netball.
- 6.4 Have the power to raise funds by an annual levy on members as it considers appropriate. The scale and rate of any levy will be reviewed and agreed annually by the County Committee. The levy shall be valid between 1<sup>st</sup> September and 31<sup>st</sup> August in the following year. The levy will be collected either
- a) by Netball T&W if a club pays its affiliation fees through that Association;
  - b) by England Netball for those member clubs who affiliate directly through England Netball.

County Committee shall also have the power to raise funds from other means including but not exclusively, grants and sponsorship.

- 6.5 Agree a budget in line with the aims, objectives and County Plan and spend funds as detailed in the annual budget.

## **7. GENERAL MEETING**

- 7.1 The Annual General Meeting shall be held before 31st July each year. The County Committee shall determine the date of the Annual General Meeting in advance and must advise all members as defined at 3.2 of the date and positions for election at least 60 days in advance of the set date.
- 7.2 All nominations and proposals must be submitted by first claim affiliated clubs; middle or secondary schools and received by the County Secretary at least 30 days prior to the date of the Annual General Meeting.
- 7.3 Formal Notice of the Annual General Meeting, with a copy of the Agenda, together with all proposals and details of nominations for office, will be published not less than 21 days prior to the date of such a meeting, to each member as defined at 3.2.
- 7.4 At all General Meetings, if the Chairman is not present then the Chairman of the meeting shall be elected from those present at the meeting.
- 7.5 Business to be transacted at the Annual General Meeting shall be:
- i To receive reports
  - ii To adopt an independently reviewed/ audited statement of accounts
  - iii To elect Members of the Association as appropriate.
  - iv To appoint an Auditor
  - v To consider any proposed resolution submitted in writing 30 days before the date of the General Meeting, which has been proposed and seconded by two members of Netball T&W entitled to vote at General Meetings.
- 7.6. No attending member as defined at 3.2 shall be permitted to more than one vote each.
- 7.7 Only Registered Participants of England Netball and representatives of member schools,

provided the representative is currently employed at that school, are entitled to attend General meetings. They may speak but are not entitled to vote unless they are:

- i The Chair, Treasurer, Secretary or the accredited deputy of a member club affiliated to the county: or
- ii The representative of a member club; or
- iii The representative of a member middle, upper or secondary school paying the higher rate school's membership fee to England Netball.

7.8 Present members of the County Committee are entitled to attend and speak, but may not vote unless they are a club or school representative as defined in the preceding sentences.

7.9 The Chairman shall convene an Extraordinary General Meeting at any time –

- i By order of the County Committee; or
- ii By written request of any five member clubs and schools as defined in Clause 3.2. above, stating the purpose for which a meeting is required and setting out any resolution which it is desired to propose, and such a meeting shall be convened within 30 days from receiving the request.

7.10 A quorum of a General Meeting shall be fifteen voting members.

7.11 At General Meetings all resolutions shall be passed by simple majority of those present and entitled to vote. In the event of a tie of votes cast, the Chairman of the Meeting shall have a second and / or casting vote in addition to that conferred in Clause 7.7 above.

7.12 The minutes of all general meetings will be taken by the Secretary. In the absence of a Secretary the Chair will appoint a member of the committee to cover this role.

## **8 FINANCIAL MATTERS**

8.1 The financial year shall end on 31<sup>st</sup> August.

8.2 The accounts will be annually reviewed by an independent, competent person whose report will be made available to the voting members at the AGM.

8.3 Netball T&W is a 'not for profit' organisation, all funds generated will be paid towards the furtherance of the objectives outlined in section two. All funds or other property of Netball T&W shall not be paid to or distributed among members of Netball T&W. Payment to individuals, other than petty cash expenses, shall be sanctioned by the County Committee.

8.4 Members of the County Committee and TSG's will be able to claim all out of pocket expenses incurred through fulfilling the responsibilities of their role in line with the Netball T&W expenses policy. Expense claims will be authorised by the Treasurer. Where claims exceed £30 these will be authorised by both the Treasurer and Chair.

## **9 AMENDMENTS TO THE CONSTITUTION**

9.1 Proposals to alter the Constitution shall be submitted in writing not later than 30 days before the Annual General Meeting by:

- i County Committee; OR
- ii Two members of Netball T&W entitled to vote in General Meetings.

9.2 No alteration shall be made to the Constitution unless supported by over half of those present and entitled to vote.

## **10 COUNTY TEAMS**

These shall be selected as necessary in accordance with England Netball regulations currently in force.

**11 DISSOLUTION**

In the event of the dissolution, the funds remaining shall be;

- a. divided equally between the teams who have participated in the most recent completed winter or spring county league.

**12 INDEMNITY**

Any member of the County Committee or a TSG shall be indemnified by Netball T&w against all costs and losses which they may incur in relation to the execution of the duties or their office, or by reason of any duty performed with the authority of the County Committee.

**13 DISCIPLINARY POWERS, PROCEDURES AND APPEALS**

Complaints will be referred to the most local level. The CNA will follow the guidelines set out in the England Netball codes of conduct and disciplinary manual.

**14 MISCELLANEOUS**

All members of the Netball T&W should ensure that the County complies with all relevant and applicable laws and regulations in England.

**Bye laws**

Bye-laws shall comprise such rules and regulations that may be required at any time for the organisation and operation of the game of netball under the auspices of Netball T&W. These include league rules, tournament rules and cup competition rules.

[Approved        ]

## ROLE DESCRIPTIONS OF COMMITTEE MEMBERS

### a) Chair

- Be a figurehead for the County Schools and Clubs.
- Act in the best interests of netball across the County at all levels and ensure that the Committee administers all facets of netball for the benefit of all Affiliated Members.
- Be responsible for the Committee in managing the affairs of the County in line with England Netball, North East Region and Tyne and Wear County Governance Policies, guidelines and/or constitutions.
- Be familiar with the relevant Policies, Constitutions and Byelaws.
- Represent the County at Regional and National Level as required.
- Be familiar with general rules for Committee procedure and business in hand
- Take the chair at meetings (as indicated in the Constitution) and conduct in an organised manner (try!).
- Promote and listen to discussion and clarify decisions, guiding the course of Committee deliberations towards achieving its aims. Express opinions but try to see all points of view.
- Liaise with the Secretary on the Agenda for each meeting and approve the Minutes before circulation.
- Keep a 'watching brief' over the work of the Officers and Standing Sub-committee Secretaries
- Be responsible in conjunction with the Secretary for organising the AGM
- If unable to attend a meeting, ensure that relevant information is submitted and that an alternative person takes the Chair.
- Ensure that no policy decision is taken until the whole committee has had a voice.
- Ensure that the name of Tyne and Wear County Netball continues to be respected.
- Ensure the county adheres to England Netball Duty of Care Guidelines.

### b) Treasurer

- Be responsible for the management of the County's and County Leagues' finances in accordance with the decisions of the Committee and have the right to query any expenditure.
- Recommend action on financial matters to the Committee.
- To ensure that all England Netball affiliation monies are returned to England Netball by the date requested.
- Present a written financial report to all meetings of the Committee.
- Present an Annual Report and an Audited Balance Sheet at the County's Annual General Meeting.
- Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the auditors.
- Be responsible for all monies belonging to the County and County League.
- Request and receive Club / League / County monies from the members of the Club/League/County.
- Be available to attend sub-committee meetings or working parties in an advisory capacity.
- Allocate monies upon the order of the Committee as follows:-
  - ◆ Petty Cash to Committee members
  - ◆ Gratuities
  - ◆ Honorarium
  - ◆ Payment for facilities
- If unable to attend Committee Meetings ensure that a written report is sent.
- Ensure the County and County League adheres to the England Netball Duty of Care Guidelines.

### c) Secretary

- Take minutes of committee meetings and AGM
- Liaise with the Chair on the Agenda, Papers and Minutes for each Meeting before they are circulated.
- Liaise with the Chair as and when appropriate.
- **Annual General Meeting / Winter League Entry**



- ♦ Send a letter to all players and / or clubs requesting that any proposed alteration to the Constitution or ByeLaws, that any Member wishes to make at the Annual General Meeting of that year, must be sent to the Secretary twenty eight days before the Meeting.
- **General Meeting / Spring League Entry**
  - ♦ Send a letter to all clubs notifying them of the General meeting at least twenty eight days before the meeting.
- **Tyne and Wear County Netball Association**
  - ♦ Prepare any papers to be submitted to the Members at the Annual General Meeting.
  - ♦ Circulate any relevant information received from the Leagues / County / Regional Association or England Netball to Members of the Committee where necessary.
  - ♦ Distribute the County Handbook to Committee members and other appropriate people.
  - ♦ Distribute any other relevant information to Committee Members and appropriate people.
  - ♦ Deal with any netball enquiries and necessary correspondence and notify England Netball of any changes that are required in the England Netball Handbook.
  - ♦ Act as first point of contact for any complaints received and oversee the Complaints Process.
  - ♦ Keep the County's Terms of Reference up to date.
  - ♦ If unable to attend any Meeting, arrange for correspondence to be sent to the Meeting.
  - ♦ Ensure the County adheres to the England Netball Duty of Care Guidelines.
- d) **Officiating Officer**
  - Be responsible for the implementation of the umpiring aspects of the County's Development Plan including umpires, testers and tutors.
  - Be responsible and make recommendations for umpiring within the County. No policy decisions may be taken until approval is received from the Committee.
  - Arrange or liaise with Counties for the training of umpires in preparation for England Netball awards.
  - Submit candidates for testing of the England Netball awards.
  - Liaise with the Treasurer over fees, expenses and other finance matters.
  - Maintain an up-to-date record of all qualified umpires in the County.
  - Produce estimates of future umpiring courses to assist in finance planning taking into account all sources of finance.
  - Produce a written report at the Committee Meetings. If unable to attend, the report must be sent to the Secretary.
  - Ensure the County adheres to the England Netball Duty of Care Guidelines
- e) **Coaching Officer**
  - Be responsible, and make recommendations for Coaching within the County. No policy decisions may be taken until approval is received from the Committee.
  - Be responsible for the implementation of the coaching aspects of the County's Development Plan including coaches, testers and tutors.
  - Work with the Talent Officer to recruit and appoint Coaches to all required roles at County and Satellite level within the County.
  - Arrange or liaise with Counties for the training of coaches in preparation for England Netball Coaching awards.
  - Submit candidates for testing of England Netball coaching awards.
  - Liaise with the Treasurer over fees, expenses and other monies.
  - Maintain an up-to-date record of all qualified Coaches in the County.
  - Produce estimates of future coaching courses to assist in financial planning, taking into account all sources of finance.
  - Produce a written report at the Committee Meetings. If unable to attend, send it to the Secretary.
  - Ensure the County adheres to the England Netball Duty of Care Guidelines.
- f) **Talent (Excel) Officer**
  - Be responsible for the organisation and administration of all Trials Events required by the County, working in conjunction with relevant bodies (eg: Schools) as required.

- Work with the Coaching Officer to recruit and appoint Coaches to all required roles at County and Satellite level within the County.
- Be responsible for overseeing the running of County and Satellite Academies and any other development groups, including accounting for the costs of these academies
- Be responsible for ensuring the County has appropriate numbers of scouts in attendance at relevant events and that a County Head Scout is appointed annually.
- Maintain an up-to-date record of all qualified scouts in the County. And work with them to ensure they maintain their qualifications.
- Work with appropriate county, school and regional personnel to develop Club/school links.
- Ensure the County adheres to the England Netball Duty of Care Guidelines.

**g) Competition Officer**

- Represent the interest of the various adult and youth leagues at T&W meetings
- Feedback to the league, where appropriate, decisions made within the county committee meetings
- Maintain a list of affiliated teams and contacts participating in the league
- Be responsible for all Adult and Youth leagues including entry, fixtures, court hire, rules and regulations, results publication, and payments.
- Administer the league within the T&W code of conduct for affiliated players and within the County League Rules.
- Be jointly responsible with the county committee for the organising of the Annual Presentation Awards
- Ensure the County adheres to the England Netball Duty of Care Guidelines.

**h) Schools Officer**

- Attend relevant Schools Netball meetings
- Report to Netball T&W on all relevant Schools Netball matters
- Maintain a list of affiliated schools.
- Liaise with schools throughout the year
- With the Schools Committee contribute to the following:-
  - ♦ Schools' Annual meeting
  - ♦ Tournament dates
- Support the National Schools Tournament
- Ensure the County adheres to the England Netball Duty of Care Guidelines.

**i) Publicity Officer**

- Be responsible for publicising the County, its events and members through the County website and the County Newsletter
- Be responsible for the production of the annual County Handbook and organise it's distribution.
- Liaise with the Committee in promoting the County.
- Be responsible for any website queries and forwarding to the appropriate person to deal with.
- If unable to attend the Committee Meeting, send a written report to the Secretary.
- Ensure the County adheres to the England Netball Duty of Care Guidelines.

**j) Affiliations Officer**

- Be responsible for publicising the County policy on affiliation, relevant dates and costs and respond to enquiries from clubs relating to affiliation.
- Liaise with England Netball on behalf of clubs who encounter significant affiliation issues.
- Work with the Treasurer to ensure that all relevant monies associated with Affiliation fees are collected and banked.
- Ensure the County adheres to the England Netball Duty of Care Guidelines.

**k) Youth Representative**

- Be responsible for the voice of the Youth within Netball T&W.
- Liaise with other clubs to understand any issues or concerns and bring new ideas into Netball T&W from the Youth Perspective
- Promote Youth development

**l) Up to 2 other members appointed by Netball T&W**

Responsibilities will be allocated as appropriate, depending upon the circumstances of the appointments. It is envisaged that these roles will be occupied by individuals seeking to join the committee in a more permanent role as such they may be asked to shadow one of the Officers above.