



## **HAMPSHIRE NETBALL ASSOCIATION**

### **ROLE DESCRIPTIONS**

#### **President**

The President shall be a figurehead and Ambassador for Hampshire Netball Association (HNA).

- ▲ Preside at the AGM and any meetings as required
- ▲ Exercise a general interest in the county affairs and be entitled to receive copies of the Meetings
- ▲ Be available for consultation when required
- ▲ Sign certificates, awards and letters needed for HNA other than those written by the Chairperson and / or Secretary
- ▲ Present awards gained by members
- ▲ Represent Hampshire as and when necessary

#### **Chair**

The Chair shall be elected annually at the AGM and shall:

- ▲ Chair all committee meetings and AGM
- ▲ Agree agenda for committee meeting
- ▲ Work with the members to shape a development plan for the county
- ▲ Be responsible for guiding the work of the Committee in formulating policy and managing the affairs of HNA
- ▲ Receive and disseminate information received from England Netball, Netball South and other organisations
- ▲ Attend any external meetings that is beneficial to HNA as and when necessary with any organisation
- ▲ Liaise with Netball Development Officer on the development plan for the county
- ▲ Liaise with treasurer to ensure funds are spent properly and in the best interest of the members

#### **Vice Chair**

The Vice Chair shall be elected annually at an AGM and shall:

- ▲ Support the Chairperson and stand in for the chairperson when required
- ▲ Take the chair at a committee meeting when the chairperson is unable to attend
- ▲ Stand in for the Chairperson when necessary
- ▲ Attend committee meetings

## **Honorary Secretary**

The Honorary Secretary shall be elected annually at an AGM and shall:

- ▲ Be directly responsible to the Chair for the organisation and implementation of the work in the County in accordance with decisions reached by the committee
- ▲ Ensure that the minutes of the AGM and minutes of the Executive Committee meetings typed and are circulated as required
- ▲ Ensure that the Notice of Meetings are circulated as appropriate
- ▲ Liaise with the Chair to prepare an agenda for the AGM, committee meetings and any other meeting scheduled
- ▲ Ensure addressed correspondence is forwarded to the appropriate personnel. To read all correspondence, discuss with appropriate committee member and reply accordingly
- ▲ Keep accurate records of all correspondence received and dispatched
- ▲ Book venues for committee meetings and AGM
- ▲ Maintain and update a contact list
- ▲ Attend committee meetings

## **Honorary Treasurer**

The Honorary Treasurer shall be elected at an AGM and shall:

- ▲ Be responsible for the Hampshire Netball Association bank account and account for the management of HNA financial matters
- ▲ Keep detailed records of all income and expenditure
- ▲ Reimburse expenses as appropriate providing supporting documents
- ▲ Work with the affiliation secretary ensuring EN have paid HNA the club county affiliation fee
- ▲ To be responsible for payment of expenditures and record information
- ▲ To recommend action on all financial matters
- ▲ To present written financial reports at all meetings
- ▲ To be responsible for the finalisation and presentation of the annual accounts at the AGM
- ▲ Recommend to the committee the name of suitable qualified accountants to be appointed auditors of the Association
- ▲ To be instrumental in producing a working budget for the County for the coming season and to advise the committee if that budget is not adhered to
- ▲ To bank all monies in the HNA bank account
- ▲ To produce a budget forecast for future years
- ▲ Attend committee meetings

## **Officiating Secretary**

The Officiating Secretary shall be elected annually at an AGM and shall:

- ▲ Receive all correspondence relating to umpiring and to disperse the same information throughout the County as necessary
- ▲ Work with the Netball Development Officer organise courses, workshops and forums as necessary
- ▲ Provide Treasurer with claim forms to be paid
- ▲ Supply information back to EN / NS / NDO / other sources as required

- ▲ Keep a record of all qualified umpires within Hampshire
- ▲ Provide an annual report at the AGM and other meetings as required
- ▲ Be responsible for setting up C Award Umpire Test
- ▲ Attend committee meetings

### **League Fixture Administrator**

The League Fixture Administrator shall be elected annually at an AGM and shall:

#### Leagues

- ▲ Chair TSG to ensure succession planning
- ▲ Organise Entry Tournament (if required)
- ▲ Book venue for Entry Tournament (if required)
- ▲ Prepare and send out entry form
- ▲ Organise the leagues and send fixtures to clubs
- ▲ Book courts at the central venues for juniors
- ▲ Received result sheets, check eligibility of players after fixtures
- ▲ Check result sheets are fully completed and submitted in times as per rules
- ▲ Input results to generate league tables
- ▲ Re-schedule postponed matches and send out revised fixtures to clubs
- ▲ Liaise with Junior venues to re-book courts and advise of bookings not taken up

#### National Schools

- ▲ Liaise with School Rep and organise County round of National School
- ▲ Book Venue
- ▲ Liaise with Officiating Secretary to supply umpires
- ▲ Prepare Playing Schedule and send to schools
- ▲ Run the Tournament on the day
- ▲ Up load final results to region

#### Membership

- ▲ Advise clubs and schools how to buy membership on-line as requested by England Netball
- ▲ Check all clubs and members are members prior to start of HNA League season
- ▲ Liaise with Honorary Treasurer to ensure payments are made

#### Meetings

- ▲ Prepare report for AGM
- ▲ Prepare details of trophy winners for presentation at the AGM
- ▲ Attend committee meetings

### **Coaching Secretary**

The Coaching Secretary shall be elected annually at an AGM and shall:

- ▲ Receive all correspondence relating to coaching and to disperse the same information throughout Hampshire
- ▲ Work with the Netball Development Officer to organise courses, workshops and forums when required
- ▲ Book all venues / tutors / resources for courses / workshops and forums
- ▲ Be responsible for advising the leagues and clubs of all the courses / workshops / forums taking place in the County / Region / Nationally
- ▲ Collect monies from all participants attending courses
- ▲ Provide Treasurer with claim forms to be paid
- ▲ Supply information back to EN / NS / NDO / other sources as required
- ▲ Keep a record of all qualified coaches in Hampshire
- ▲ Provide an annual report at the AGM and any other meetings as required
- ▲ Attend committee meetings

### **Schools Secretary**

The Schools secretary shall be elected at an AGM and shall:

- ▲ Provide a link between the schools, Hampshire Schools Netball Association and the committee
- ▲ Disseminate any information from HNA to the schools
- ▲ Liaise with Hampshire County Council Education on behalf of the committee on any education issues
- ▲ Provide an annual report at the AGM and other meetings as required
- ▲ Work with Hampshire Schools Netball Association to ensure all school matters are addressed (competition, coach education, finance, training)
- ▲ Encourage all schools to affiliate to England Netball, Netball South and HNA
- ▲ Attend committee meetings

### **Website and Publicity Administrator**

The Website Administrator shall be elected at an AGM and shall:

- ▲ Maintain the Hampshire Netball Association website
- ▲ Liaise with the committee to obtain information for the site
- ▲ Update the site as and when necessary
- ▲ Promote website content
- ▲ Act as a point of contact for any queries that arise
- ▲ Attend committee meetings
- ▲ Help raise the profile of Hampshire Netball Association
- ▲ Prepare an information pack for the media
- ▲ Attend committee meetings
- ▲ Support Social Media Profile

## **Safeguarding Officer**

The Safeguarding Officer shall be elected at an AGM and shall:

- ▲ To provide information and advice on safeguarding and protecting children within the county and promote a child focused approach
- ▲ To ensure that the county adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures
- ▲ To ensure that all members are made aware of and clearly informed about the role of the Safeguarding Officer and know how to contact them for advice, support and resources
- ▲ To promote awareness of the EN Codes of Conduct and to support the implementation of safe recruitment and induction procedures
- ▲ To receive information from volunteers, children or parents and carers who have any concerns relating to the welfare of children and young people and to signpost to EN and maintain appropriate records
- ▲ To clarify any information received carefully, ensuring that this is referred on promptly to enable assessment to be undertaken, and support offered, by the EN Lead Child Protection Officer
- ▲ To follow the EN Responding and Reporting Concerns flow chart
- ▲ To ensure that the referral is confirmed in writing using the EN Safeguarding and Protecting Children Report Form
- ▲ To advise clubs on appropriate training for coaches and volunteers based on the EN recommended training requirements
- ▲ To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities
- ▲ Attend committee meetings

## **Local Committee Representatives**

- ▲ Represent their area/league at HNA meetings
- ▲ Forward any information from HNA to area / league members and forward information from area/league members to HNA
- ▲ Assist HNA in any planning / events
- ▲ Attend committee meetings

## **Affiliation Secretary**

The Affiliation Secretary shall be elected annually at an AGM and shall:

- ▲ Receive annual affiliation information from England Netball and Netball South and forward this information to members, leagues and clubs
- ▲ Receive from England Netball details of affiliated leagues and clubs with their county fee (county fee set at AGM). This ensures members may participate in the game of Netball in Hampshire, regionally and nationally
- ▲ Be the main point of contact regarding affiliations in Hampshire
- ▲ Keep records given of the affiliations of all participants in Hampshire
- ▲ Work with the treasurer to ensure funds have been debited into the HNA account
- ▲ Advise the Committee of those participants who have not paid their affiliations in order that steps may be taken
- ▲ Assist and encourage clubs and leagues to affiliate using the on line process
- ▲ Attend committee meetings