

AYLESBURY & DISTRICT NETBALL LEAGUE

Est 1971

Committee Roles and Duties

It is not only the aim of the ADNL committee to effectively run and administer the league but to improve it for the all club members.

All committee members demonstrate the following characteristics

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|------------|--------------|----------|---------------------------|
| Dedication | Impartiality | Fairness | Ability to work as a team |
| Passionate | Approachable | Helpful | Communicative |

COMMITTEE ROLES

Chair and Vice Chair

- Agree and chair committee meeting dates throughout the year
- Schedule and Chair the Open Meeting and the Annual General Meeting
- Has deciding vote on any issues
- Maintain league rules and constitution and amend
- Ensure any issues are dealt with promptly and communication to clubs is appropriate and timely
- Approve committee minutes prior to release
- Endeavour to have all committee roles in place
- Attend all meetings where possible
- Maintain a presence throughout all divisions where possible
- Motivate other committee members
- Progress and improve ADNL

Secretary

- Attend all league committee meetings and Open & AGM
- Take minutes, actions and ensure they are an accurate representation of what has been discussed – being aware of sensitive information
- Chase follow up actions from minutes
- Circulate minutes to committee and liaise with web editor to publish on adnl.org.uk
- Advise clubs of information added to website
- Maintain club secretary and treasurer contact list including address, telephone and email
- Manage the league email account and directing communication accordingly (committee members, divisional representatives)
- Answer any queries where possible and bring to the attention of the committee any issues that need to be discussed
- Co-ordinate agenda and notification for AGM and Open Meeting
- Ensure all items on the website are correct and up to date including fixtures, umpiring courses etc.
- Maintain league documentation known as the bumper bundle
- Liaise with Divisional Representatives to resolve matters arising from games wherever possible
- Receive, scan and email record sheets to Umpiring Secretary

Umpiring Secretary

- Monitoring the umpiring email account to ensure prompt response, answering queries and questions

- Identifying and communicating issues that need to be brought to the attention of the committee
- Liaise with ADNL secretary of any league communication about courses, testing dates, workshops, protocols, mentoring opportunities

Umpires Database

- Manage and maintain the database of umpires
- Liaise with Affiliations to ensure divisional umpiring is as per specified qualifications
- Update Hotmail account contacts to ensure umpire details according to qualification and are consistent across the committee
- Manage umpire registrations for all clubs with the league
- Maintain up to date qualification and course attendance
- Maintain date of qualification and course attendance
- Receive and check umpires signatures from league games

EN Courses, Workshops and Refreshers

- Liaise with County Umpiring Secretary, England Netball and Course Tutors for courses, workshops and refresher courses
- Arrange Dates for courses and Source Tutors, Book venues and confirm with tutors
- Use the Hotmail account to notify league and confirm places to candidates
- Manage applications forms and fees
- Report to Committee on attendance, interest
- Attend courses and assist tutor in paperwork
- Supply of equipment
- Arrange players/teams as required
- Manage follow up correspondence through the hotmail account

Testing Candidates

- Provide test candidates with application forms and co-ordinate payment for tests
- Arrange dates for assessment with League appointed assessor
- Source venue and teams as required for assessing and tests
- Liaise with candidates and confirm dates and venues of tests
- Liaise with Lisa Murfet (who will arrange testers) and confirm date, venue and time
- Send payments, forms and appropriate paperwork to CUS when tests are completed
- Assist Lisa Murfet with paperwork if required
- Attend to help when tests are being done
- Ensure candidates receive appropriate certification as a result of their test

MENTORING

- Develop a mentoring programme for the league
- Liaising with CUS, South Region and England Netball
- Monitoring and acting upon feedback once the programme is in place

Treasurer

- Maintain ADNL accounts and regularly advise committee of balance
- ADNL Registration - Send letters out March time as payments due by end of April and update records – liaise with secretary as appropriate
- Liaise with affiliations secretary for second claim teams
- Invoice teams for court fees in arrears twice yearly and pay venues when invoiced, record on venues sheet
- Pay prizes at the AGM at the end of each season 1st £100, 2nd = £50, 3rd = £25 for all divisions
- Present accounts at Open Meeting & AGM
- Administer any expense claims as appropriate with auditable trail
- Check and keep monthly statements and maintain ADNL Blue Book
- File statements & paying in book
- Maintain spreadsheets detailing Forecasts, Income & Expenditure for each financial year and carried forward balance
- Audit accounts annually - Seymour at Seddon Smith, Milton House, Gatehouse Road, Aylesbury, Bucks, HP19 8EL, 01296 394648 (usually charged at rate of schools or charities)
- Pay any monies by cheque, two signatures required, never pay by cash (signatories are Treasurer and two other committee members)

- Liaise with Fixtures secretary and keep track of cancelled games / rearranged games etc so invoices can be adjusted to charge teams accordingly
- Maintain access to bank account online

Fixtures Secretary

- In April, contact venues to advise we wish to renew our booking for the following season and request booking forms
- Check the school holiday dates
- Allow an extra week at one venue for the umpiring forum (at the beginning of the season) and two extra weeks (at the end of the season) for any games that may need rearranging.
- Allow two weeks for the play-offs at Stoke Mandeville Stadium
- Utilise existing format for fixtures, ensuring the number of late/early games is fair for each team and also that the number of rota duties is as even as possible
- Review fixtures upto season start covering withdrawals from the league
- Be aware of teams waiting to join the league and accommodate where possible
- Agree fixtures with committee and arrange publication on website
- Organise any rearranged games and liaise with teams involved and treasurer to ensure correct payment made
- Organise venue for Open Meeting & AGM
- Attend committee meetings
- Aylesbury High School 01296 388203 Pam Knox Pknox@ahs.bucks.sch.uk, Sarah Taylor Staylor@ahs.bucks.sch.uk
- Aylesbury Vale Academy (Quarrendon) 01296 428551 Yvonne Conway yconway@bucksgfl.org.uk
- Aylesbury College 01296 588588 Wendie Mobile 07738 583801 williamson@aylesbury.ac.uk
- Stoke Mandeville Stadium 01296 484848 or 461125 sms.events@leisureconnection.co.uk
- Waddesdon C of E School 01296 651382 dbroomhead@waddesdonschool.com

Affiliations Secretary

Pre Season Checks

- Check all registration forms have been returned from clubs & chase up where necessary
- Notify committee of any missing who miss the deadline (to be added if penalty rule brought in)
- Check players listed on forms are registered to the club on EN site and have paid (for ease of reference add date paid against their name on registration form)
- Inform clubs if they have any players not paid (but CLUBS responsibility to ensure paid before players play)

Weekly

- Check names & signatures from scorecards against registration forms
- Inform Results Secretary (Sonia) of any illegal play up/downs or uninsured players to adjust table accordingly
- Update registration forms with players from scorecards if any new joiners. Will also then need to check these are paid and listed on EN site
- Add any play up/downs to registration forms to monitor throughout the season
- Respond to any club/individual queries regarding affiliations
- Detail any transfers of players on registration forms and list date of transfer, to track eligibility for play offs if applicable
- If players are transferred and they will not be eligible for the play offs inform the club of this when confirming you have carried out the transfer

Results and Publicity

Results

- Collecting in the results updating the tables and results (34 teams updated per week) and arranging publication on the website
- Keeping a record of teams who have been penalised and teams awarded points
- Ordering scorecards, record sheets and address labels from printers and ordering stamps and any other items of stationary required
- Making up rota bags annually - Preparing envelopes for results sec and affiliations sec- putting on stamps and labels; ensuring the bags are fully stocked for the season

- Point of contact if further supplies needed

Publicity

- Advertising for the League
- Publicising the Play offs and any other event
- Maintaining records of teams wishing to join the League

Divisional Representative Coordinator

- To provide a link between the committee and the elected division representatives (one from each division)
- Keep the division representatives up to date with any ADNL or EN changes or news, to administer checking of signatures, to delegate duties to ensure the smooth running of each division
- Ability to represent the views and requests of the committee to the division representatives and vice versa

ADNL Divisional Representatives

- provide a regular link between your division and the committee
- deal with matters arising from games and liaise with co-ordinator for any issues to be discussed by the committee via adnl@live.co.uk
- check the folder in the rota bag to ensure that it is correctly maintained and complete
- when at the venue check that the signatures on the team registration form match those on the scorecard
- when requested photocopy the team registration forms and post to the affiliation secretary
- order replacement stationary as and when necessary
- report any issues regarding the safety/hygiene/running of your venue
- towards the end of the season collect in the trophies
- at the end of the season collect in the rota and bring to the AGM

June 2010