



England Netball – South West Regional Association - Constitution

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1 NAME & LOGO

- 1.1 The Association shall be called England Netball South West Region otherwise known and referred to as Regional Association or Netball South West
- 1.2 The Regional Association will use the logo as approved by the Board of Directors (meaning the Board of Directors at England Netball).



2 OBJECTIVES

- 2.1 The Regional Association is a member of England Netball and will be bound by and conform to rules, strategies, plans policies and procedures of, and be accountable to, the Board of Directors for the participation, regulation, growth and development of the game in the South West Region.
- 2.2 The Regional Association will serve as a forum to co-ordinate activities, organise regional competitions, arrange technical courses and elect representatives to serve on National Committees in line with plans and strategies approved by the Board of Directors.
- 2.3 The Regional Association will seek to develop the game of netball within the South West Region in line with plans and strategies approved by the Board of Directors.

3 VISION & MISSION STATEMENT

The Regional Association supports and endorses England Netball's vision, mission and strategic goals.

The Regional Association's own Vision is:

'To be the number 1 sport for women and girls in the South West'

The Regional Association's own Mission Statement is:

'To establish Netball in the South West as the first choice sport for women and girls either as a player, coach, official or volunteer and across all levels of the game'

4 GUIDING PRINCIPLES

The Regional Association will:

1. Always place the participant at the heart of everything we do and provide the best quality service we can but we will balance that with the need to grow and manage a sustainable Regional Association.
2. Value and respect the contribution and needs of our volunteers who are integral to our success.
3. Coordinate and locally deliver England Netball's portfolio of programmes and products.
4. Be innovative and progressive in our thinking, always connecting short-term actions to medium-term strategies and long-term goals striving to improve the quality and standard of what we do and how we do it.
5. Work together with England Netball as 'one team aligned to one dream' for the benefit of Netball within the Region and as such we will succeed or fail together.
6. Work in partnership and collaboration with England Netball where there is a mutual benefit in terms of operations effectiveness and efficiency, value for money and added value for participants in Netball.
7. Develop, enable, encourage programmes and activities that have a positive and beneficial impact on the lives of netball participants within the South West Region.
8. Establish integrated planning and process pathways that enable rather than constrain service excellence.
9. Recognise and celebrate individual and collective contributions and success

5 MEMBERSHIP

5.1 The members of the Regional Association are:

- Avon Netball Association
- Cornwall Netball Association
- East Devon Netball Association
- West Devon Netball Association
- Dorset Netball Association
- Gloucestershire Netball Association
- Jersey Netball Association
- Somerset Netball Association
- Wiltshire Netball Association
- Any schools association within each of the above Counties
- The Regional Management Board
- Each Honorary Life Member of the Region,
- Each individual paying a Netball South West membership fee
- Each member club of EN and Netball South West

- Each member School of EN and Netball South West

Hereinafter these will be referred to as the 'Members'

- 5.2 The voting members of the Regional Association shall comprise a representative from:
- Each constituent County Association,
 - Each club affiliated to the Region and
 - Each school affiliated to the Region

No-one may represent more than one member.

- 5.3 All persons who assist in any way with the Regional Association's activities shall become members of the Regional Association and hence of England Netball and all membership fees shall be paid.
- 5.4 All paid persons (who are not members of the Regional Association) must acknowledge and adhere to the South West Regional Association Constitution and incorporated policies and processes whilst engaged in activities under the jurisdiction of the Regional Association thus subject to all the constraints and privileges associated with it.
- 5.5 The Regional Association may refuse membership only for good and sufficient cause, such as but not limited to a conduct or character likely to bring the Regional Association or sport into disrepute.

6 STRUCTURE OF THE REGIONAL ASSOCIATION

- 6.1 The Regional Association's structure led by a Regional Management Board.
- 6.2 The Regional Management Board has the authority to establish, determine terms of reference, set roles and responsibilities and dissolve various groups, forums and Technical Support Groups (TSGs) at its sole discretion to assist with the management and operation of the Regional Association.
- 6.3 At the date of this Constitution the structure of the RMB is set out as per the structure chart – Appendix A

7 REGIONAL MANAGEMENT BOARD

- 7.1 The Regional Management Board shall normally meet every four months in April, September and December.
- 7.2 The members of the Regional Management Board will be reimbursed by the Regional Association at England Netball Travel and Subsistence

Rates for travel, accommodation and other expenses incurred by them in connection with meetings of the Board or other approved business of the Board.

7.3 Role and Powers of the Regional Management Board

7.3.1 The principle role of the Regional Management Board is to plan, support and co-ordinate the development of the game within the South West Region in a manner that meets the requirements of national plans and strategies determined by England Netball Board of Directors whilst engaging with the Counties to formulate and implement plans responding to the specific needs of the game within the South West Region.

7.3.2 The Regional Management Board will work with England Netball Regional Staff on an ad hoc basis to prepare and submit a budget to England Netball to deliver national targets according to regional need and will be accountable to the England Netball Board of Directors for the use of such funds in achieving these targets.

7.3.3 The Regional Management Board will provide direction, support and guidance to regional and sub-regional sporting partnerships to ensure that the overall policies and strategies for the development of the game are communicated consistently and effectively to regional partners and that any additional funding opportunities within the region are identified and secured and used in line with England Netball and regional priorities.

7.3.4 The Regional Management Board shall, where asked to by England Netball, submit an Annual Report and independently examined accounts to England Netball on the significant activities held at Regional and County level.

7.3.5 The Regional Management Board may at the request of England Netball nominate appropriate individuals to serve on any national standing, working or technical committees established by England Netball.

7.3.6 The Regional Management Board has the authority to establish, determine terms of reference, set roles and responsibilities and dissolve various groups, forums and Technical Support Groups at its sole discretion to assist with the management and operation of the Regional Association.

7.3.7 The Regional Management Board may from time to time allocate certain areas of responsibility to members of the Regional Management Board or set further terms of references or roles and responsibilities for the Regional Management Board itself.

7.3.8 The Regional Management Board will appoint an independent auditor to examine, verify and confirm the accuracy of the yearly income.

7.3.9 The Regional Management Board shall have the power to make, alter, add to and revoke By-Laws of the Regional Association, provided that such By-Laws or any alterations, or revocation shall not be effective until the earlier of:

- a) Approval by the Regional Association (AGM or EGM) or
- b) Three months after passing of an appropriate resolution by the South West Regional Management Board

7.4 Composition of the Regional Management Board:

7.4.1 The composition of the Regional Management Board shall be:

- a) Chair
- b) Vice Chair
- c) Finance Director
- d) 4 Elected members
- f) Up to 5 members appointed by the Regional Management Board, one of whom must be an England Netball Member at the time of appointment. The other 3 appointed members may or may not be in membership of England Netball at the time of appointment
- g) The Regional Management Board may, from time to time, appoint members with relevant knowledge and experience on a short term basis to carry out specific and time-bound strategic work and will not have any voting rights.

7.4.2 Regional Management Board members listed in 7.4.1 sub clauses a-f have voting rights. Voting members must not be a paid employee of England Netball other than those issued with zero hours contracts

7.4.3 Each member of the Regional Management Board (except the Regional Office Personnel) will have one vote. Any member of the Regional Management Board who is a paid member of staff of England Netball will not be entitled to vote. In the event of a tie in votes cast on any item of business the Chair shall have a further casting vote.

7.4.4 The Volunteer/Governance lead at England Netball is invited to attend all meetings as a communication link with England Netball and is not a member of the RMB and therefore has no

voting rights. Minutes of the meeting will be taken by the Regional Office personnel.

7.4.5 Five members of the Regional Management Board who are entitled to vote, must be present to form a quorum for Regional Management Board Meetings.

7.4.6 Regional Management Board members shall serve for a term of two years from date of election

7.4.7 All members of the Regional Management Board shall be eligible for re-election after serving their term at the Annual General Meeting in accordance with this Constitution.

7.5 Roles of Members of the Regional Management Board (see appendices for Role Descriptions)

7.5.1 The Chairman shall:

- a) Attend all Regional Management Board Meetings where possible and send apologies where they are unable to attend.
- b) Chair all meetings of the Regional Management Board;
- c) Be responsible for the conduct of the Regional Management Board in managing the affairs of the South West Region;
- d) Co-ordinate the work of the Regional Management Board;
- e) Be entitled to attend any meeting of the forums, groups or Technical Support Groups established by the Regional Management Board.
- f) Adhere to the relevant Code of Conduct

7.5.2 The Vice Chairman shall:

- a) Deputise for the Chairman
- b) Attend all Regional Management Board Meetings where possible and send apologies where they are unable to attend.
- c) Assist the Chairman in all matters relating to 7.1.7 b-d above
- d) Adhere to the role description set by the Regional Management Board
- e) Adhere to the relevant Code of Conduct

7.5.3 The Finance Director shall:

- a) Attend all Regional Management Board Meetings where possible and send apologies where they are unable to attend
- b) Be responsible for providing financial advice to the South West Region
- c) Oversee the production of annual Accounts
- d) Be a member of the Management and Finance Group, contribute to the preparation of an annual budget based on strategic and operational plans as submitted by the Management & Finance Technical Support Group and any other groups or TSGs
- e) Be responsible for the preparation and monitoring of operating statements against budgeted figures in line with Management and Finance Group meetings
- f) Prepare a balance sheet for each Regional Management Board Meeting
- g) Prepare regular finance reports for Technical Support Groups as per their requirements
- h) Manage the Regional Associations Bank Accounts
- i) Adhere to the role description set by the Regional Management Board
- j) Adhere to the relevant Code of Conduct

7.5.4 The Appointed Members shall:

- a) Attend all Regional Management Board Meetings where possible and send apologies where they are unable to attend.
- b) Adhere to the role description(s) set by the Regional Management Board
- c) Adhere to the relevant Code of Conduct

7.5.5 The Elected Members shall:

- a) Attend all Regional Management Board Meetings where possible and send apologies where they are unable to attend.
- b) Adhere to the role description(s) set by the Regional Management Board
- c) Adhere to the relevant Code of Conduct

7.5.6 The Regional Management Board 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.

7.6 Elections to the Regional Management Board

7.6.1 The dates for re-election will be incorporated with the Regional Association's By-Laws and notified to members within AGM/EGM notification time scales

7.6.2 Members of the Regional Association would consider and vote on a list of nominations received (against the published roles and responsibilities documents) for:

- a) Chair
- b) Vice Chair
- c) Finance Director
- d) Elected members

7.6.3 Each nomination should be accompanied by a Netball Curriculum vitae highlighting appropriate experience. Appointments would be by a simple majority. Nomination forms will be circulated to Members of the Association by the Regional Management Board and completed forms must be returned to the Board 28 days before the Annual General Meeting.

7.6.4 Only members of the Regional Association can be nominated.

7.6.5 At the first meeting of the Regional Management Board each year the elected members shall decide who shall be appointed as the 5 appointed individuals.

7.7 Resignation from the Regional Management Board:

A post on the Regional Management Board may be vacated if:

- a) The Member concerned resigns their post by notice to the Regional Management Board
- b) They shall be absent for more than 2 consecutive meetings without justifiable reason
- c) They are requested to resign by the vote of the Regional Management Board

7.8 The members of the Regional Management Board shall have limited liability and are covered by England Netball's insurance in place for its affiliated members. No member of the Regional Management Board is to be held personally liable for any action.

8 HONORARY MEMBERS

8.1 The Regional Management Board may recognise special service to the South West Region by the appointment of Honorary Members. Nominations may be submitted by any South West regional member throughout the year for approval by the Regional Management Board.

- 8.2 Honorary Members shall be eligible to attend all General Meetings of the South West region in a non-voting capacity and receive such rights and privileges as determined by the Regional Management Board
- 8.3 The President may be appointed by the RMB from time to time. The President cannot be a member of the RMB. A person so appointed shall hold office for the term of three years, after which such person shall retire but shall be eligible for re-appointment. The President will be a voluntary position. The President will be entitled to any such terms agreed by the RMB and recorded in the minutes; entry in the minutes shall be conclusive evidence of such a resolution.

9 GENERAL MEETINGS OF THE REGION (AGM and EGM)

9.1 The Annual General Meeting:

9.1.1 The Annual General Meeting shall be held annually on a date to be determined by the Regional Management Board.

9.1.2 The date of the Annual General Meeting shall be fixed and reported not less than 70 days prior to the date of such meeting. Agenda and motions shall be circulated not less than twenty-one days prior to the meeting to each member of the Regional Association. The Regional office personnel will be responsible for circulating notices to each Member of the Regional Association. Each Member shall be responsible for notifying their nominated representatives.

9.1.3 The Chair of the Regional Management Board shall act as Chair of the Annual General Meeting. If not present, the Vice Chair of the Regional Management Board shall act as Chair of the meeting.

9.1.4 There must be 4 members present and entitled to vote and shall form a quorum

9.1.5 Business to be transacted at the Annual General Meeting shall be:

- (a) To receive reports;
- (b) To elect those members of the Regional Management Board who have been nominated in accordance with paragraph 7.6.3, each of whom shall hold office to the end of the General Meeting at which her/his successor is appointed;
- (c) To consider any proposed resolution submitted in writing to the Regional Office not less than 21 days before the date of the Annual General Meeting, which has been proposed by one Member and seconded by another Member.
- (d) To receive the independently examined accounts of the Association

9.2 Extra-Ordinary General Meeting

9.2.1 An Extra-Ordinary Meeting may be convened at any time provided that either

- (a) By order of the Regional Management Board;
- (b) upon receipt of a written request from 4 or more Members entitled to vote at a General Meeting stating the purpose for which a meeting is required and setting out any resolution that it is desired to propose.

9.2.2 An Extra-Ordinary Meeting shall be convened within 28 days from receiving the request.

9.2.3 There must be 4 members present who are entitled to vote and shall form a quorum

9.3 Voting at General Meetings (AGM and EGM)

9.3.1 The following shall be entitled to attend, speak and vote at a General Meeting (AGM or EGM) of the region:

- (a) An appointed representative of each County Association
- (b) An appointed representative from each member school association within each of the Counties
- (c) Members of the Regional Management Board

9.3.2 The following shall be entitled to attend and speak at a General Meeting (AGM or EGM) but shall not be entitled to vote:

- (a) Honorary Members of the South West Region
- (b) The Partnership Manager
- (c) Directors of England Netball
- (d) Any registered member in the South West Region
- (e) Any other person determined by the Regional Management Board from time to time

9.3.3 Voting procedure at General Meetings (AGM or EGM) shall be as follows:

- a) Each person entitled to attend and vote shall be permitted to cast one vote;
- b) No proxy voting will be allowed;
- c) No postal voting will be allowed;
- d) A simple majority of those present and entitled to vote shall be required to pass any resolution. The Chairman of the meeting shall have a second and/or casting vote in the case of an equality of votes.

10 FINANCE, MEMBERSHIP AND OTHER FEES

- 10.1 The financial year shall end on 31 March.
- 10.2 Each Member shall pay their annual membership fees direct to England Netball.
- 10.3 The annual membership fee as in 10.2 above will include a regional contribution which will be set by the Regional Management Board at its meeting prior to the AGM. The rates are set out in the Regional Associations Bye-Laws

11 AMENDMENTS TO THE CONSTITUTION

- 11.1 Proposals to alter the constitution shall be submitted in writing to the Regional Office not later than 21 days before the Annual General Meeting by a member of the Regional Management Board seconded by another member of the Regional Management Board.
- 11.2 No alteration or addition to the constitution shall be made except by special resolution passed at a General Meeting (AGM or EGM) with not less than two-thirds of the votes cast being in favour.

12 DISCIPLINARY PROCEDURE

The Regional Management Board shall have the power to discipline, in such a manner as it thinks fit, but subject to the current Disciplinary Regulations adopted by England Netball in place at the time of any incident.

13 ANTI DOPING POLICY

The Regional Management Board adopts England Netball current policy in relation to Anti-Doping which is the WADA Code and UK Anti-Doping Rules.

14 SAFEGUARDING YOUNG PEOPLE IN NETBALL POLICY

The Regional Management Board adopts England Netball current Safeguarding Young People in Netball Policy.

15 DBS DISCLOSURE INFORMATION AND INFORMATION SHARING PROTOCOL

The Regional Management Board adopts England Netball current procedures in relation to DBS Disclosure Information and Information Sharing

16 RECRUITMENT OF EX-OFFENDERS POLICY

The Regional Management Board adopts England Netball current policy on the recruitment of Ex-Offenders.

17 DATA PROTECTION AND PRIVACY POLICY

The Regional Management Board adopts England Netball current policies in relation to Data Protection and Privacy.

18 ANTI-BULLYING & HARASSMENT POLICY

The Regional Management Board adopts England Netball current policy in relation to Anti-Bullying and Harassment.

19 COMPLAINTS AND CUSTOMER CHARTER POLICY

The Regional Management Board adopts England Netball current policy in relation to Complaints.

20 EQUALITY POLICY

The Regional Management Board adopts England Netball Equality Policy.

21 WHISTLE BLOWING

The Regional Management Board adopts England Netball current policy in relation to Whistle Blowing.

22 CODES OF CONDUCT

The Regional Management Board adopts the England Netball Codes of Conduct.

23 SOCIAL MEDIA

The Regional Management Board adopts the England Netball Social Media Policy

24 INTERPRETATION

For the avoidance of doubt, all policies adopted in clauses 12 to 23 shall, where applicable, be interpreted as if the Regional Association were the principal of the policy, by way of example only, if a policy states a complaint should be sent to England Netball's Office, it should be sent to the Regional Association's office. In the event of any confusion on processes please contact the Regional office for further guidance.

25 GOVERNING LAW & JURISDICTION

This Constitution and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

Further, the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Constitution or its subject matter or formation.

26 ARBITRATION AND MATTERS NOT PROVIDED FOR

If any dispute shall arise on the interpretation of this Constitution or the need arise to deal with any matter not provided for in this Constitution, reference shall be made to the Chair of the Regional Management Board who shall refer the same to the Board of Directors of England Netball whose decision shall be binding on all parties.

27 DISSOLUTION

In the event of dissolution, any assets remaining after the satisfaction of all debts and liabilities shall be dealt with in a manner to be determined by resolution of a general meeting so as to promote the objects of the South West Region or of some organisation with, kindred aims. In the event of there being a deficit, the general meeting shall decide how it should be met.

28 ACKNOWLEDGEMENT

Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the Members of the Regional Association.

29 POLICY HISTORY

POLICY HISTORY

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date
30.03.16	Policy First Draft	K Jones	16.04.2016	April 2017
30.03.18	Change to Vision and Mission Statement New JDs added, board structure changed. No. of elected/appointed board members changed, References to Regional manager updated.	K Jones	10.06.2018	April 2019
15.11.19	Change all affiliation and subscriptions references to membership. Addition of Governing Law and Jurisdiction statement	K Jones	06.12.2019	
14.05.20	Change to the board structure	K Jones	14.05.2020	

APPENDICES TO SOUTH WEST REGIONAL ASSOCIATION CONSTITUTION

ROLE DESCRIPTIONS FOR:

- **CHAIR**
- **VICE CHAIR**
- **FINANCE DIRECTOR**
- **FRANCHISE REP**
- **LEGAL MATTERS LEAD**
- **COMMERCIAL LEAD**
- **I.T./SYSTEMS LEAD**
- **YOUTH LEAD**
- **VOLUNTEERING LEAD**
- **EDUCATION AND TRAINING LEAD**
- **OFFICIATING LEAD**
- **COMPETITIONS LEAD**
- **MEDIA AND COMMS LEAD**
- **DISCIPLINARY SECRETARY**

NSW BOARD STRUCTURE CHART

NETBALL SOUTH WEST CHAIR ROLE SUMMARY

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ROLE SUMMARY:	To be a member of and coordinate the affairs of Netball South West Regional Management Board (RMB)
ESTIMATED HOURS:	8-10 hours per month
DUTIES:	<ul style="list-style-type: none"> ▪ Be responsible for the RMB in managing the affairs of the Netball South West Region and fulfill the responsibilities outlined in this role description ▪ Adhere to the EN Code of Conduct for a Regional Management Board ▪ Ensure the RMB operates within its Terms of Reference ▪ Be completely familiar with the constitution of the Netball South West Region, the procedures for the committee meetings and the current affairs and business in hand ▪ Behave impartially at all times ▪ Guide the region in the planning process and provide strategic vision ▪ Work with the regional staff to compile a relevant agenda for each RMB meeting ▪ Chair all RMB meetings, guiding members through the agenda and ensuring clear decisions are made ▪ Ensure that all Board members fulfil the responsibilities outlined in their Role Descriptions and adhere to the EN Code of Conduct for a Regional Management Board ▪ Ensure that all Regional Board members are able to have a 'voice' on delivery in the Region ▪ If unable to attend a Regional meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda ▪ Proof read RMB minutes before they are circulated ▪ Provide leadership for the Region taking decisions as required with consultation with the RMB ▪ Hold the casting vote in the event of a split decision ▪ Chair the County Chair's Forum ▪ Keep up to date on Government direction and Sport England initiatives ▪ Ensure that all meetings and other work undertaken through-out the Region are necessary and carried out effectively ▪ To attend working group regional meetings as deemed necessary and without the need for a formal invitation ▪ Be responsible, in conjunction with the Finance Director, for the presentation of the annual report ▪ Act as Chair of the Annual General Meeting. ▪ Represent the Region at the National membership meeting ▪ Give speeches where necessary (e.g. end of season dinner / AGM) ▪ Lead the Region's disciplinary committee ▪ Authorise expenses ▪ Act as a signatory on Region's cheques ▪ Provide support / guidance to the Regions members where appropriate ▪ Refer any dispute arising to the Board of Directors of England Netball regarding the interpretation of the Constitution or any matter not provided for in the Constitution

ESSENTIAL QUALIFICATIONS/ SKILLS/ KNOWLEDGE REQUIRED:	<ul style="list-style-type: none">▪ To have knowledge of the netball structure with in the region▪ Be able to co-ordinate a large and varied area of work▪ Ability to control meetings effectively▪ Good interpersonal skills▪ Good management and leadership skills▪ Good organisation skills▪ The ability to make decisions▪ Good communication skills▪ The ability to delegate▪ Have access to email and telephone▪ Be a member of England Netball
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NETBALL SOUTH WEST VICE CHAIR ROLE SUMMARY



ROLE SUMMARY:	To be a member of the Netball South West Regional Management Board (RMB) and support the Chair to co-ordinate affairs of the RMB
ESTIMATED HOURS:	1-2 hours per month
KEY TASKS:	<ul style="list-style-type: none"> ▪ To support the chair in any of the duties and undertake work assigned by the Chair ▪ To attend Regional Management Board (RMB) Meetings ▪ Chair RMB Meetings in the absence of the Chair ▪ Act as Chair of the AGM in the absence of the Chair. ▪ Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the Regional Management Board
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> ▪ Have knowledge of the netball structure within the region ▪ Ability to co-ordinate a large and varied area of work. ▪ Ability to control meetings effectively ▪ Good management and leadership skills ▪ Ability to make decisions ▪ Ability to delegate ▪ Good interpersonal skills ▪ Good organisational skills ▪ Good communication skills ▪ Have access to email and telephone ▪ A member of England Netball

NETBALL SOUTH WEST FINANCE DIRECTOR ROLE SUMMARY

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ROLE SUMMARY:	To manage the finance of the Region
ESTIMATED HOURS:	4-5 hours per month
KEY TASKS:	<ul style="list-style-type: none"> ▪ Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the Regional Management Board ▪ Manage regional finances in accordance with the decisions of the Regional Management Board (RMB) and have the right to query any expenditure ▪ Keep a record of all regional income and expenditure ▪ To attend Regional Management Board (RMB) Meetings and report on the Region's financial position ▪ If unable to attend the RMB Meetings, ensure that a written report is sent ▪ Prepare an annual report and balance sheet for the AGM ▪ Ensure that Technical Support Group (TSG) budgets are set and agreed by the RMB ▪ Liaise with England Netball regarding membership finances ▪ Recommend action on financial matters of the RMB ▪ Provide guidance to TSGs on the regions financial processes ▪ Raise cheques as requested ▪ Act as a signatory on regional cheques ▪ Pay expenses as details in the regional constitution ▪ Bank all money collected ▪ Record and monitor all transactions and keep accurate records of region income and expenditure ▪ Undergo audits when requested ▪
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> ▪ Be able to produce budgets and forecasts ▪ Access to a computer, email and telephone ▪ Be numerate ▪ Good organisational skills

NETBALL SOUTH WEST

FRANCHISE REPRESENTATIVE ROLE SUMMARY



ROLE SUMMARY:	To work strategically to guide the development of netball within the region
ESTIMATED HOURS:	Up to 2 hours per month
KEY TASKS:	<ul style="list-style-type: none">▪ To attend Regional Management Board (RMB) Meetings▪ To be the RMB representative on the Franchise Board(s) and attend meetings▪ To send apologies if you are unable to attend▪ Report back from the Franchise Board meeting(s) to the RMB▪ Keep the RMB updated with relevant information from the Franchise Board(s)▪ To work on ad hoc projects delegated by the RMB▪ Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the Regional Management Board
KNOWLEDGE & SKILLS	<ul style="list-style-type: none">▪ To have knowledge of the netball structure within the region and nationally▪ Good interpersonal skills▪ Good organisational skills▪ Good communication skills▪ Access to email and telephone▪ A member of England Netball
CONTACT	If you are interested please email: chair@netballsouthwest.co.uk for more info and an application form



NETBALL SOUTH WEST LEGAL MATTERS LEAD ROLE SUMMARY



ROLE SUMMARY:	To lead on and support the legal/governance needs of Netball South West's Regional Management Board (RMB)
ESTIMATED HOURS:	Up to 2 hours per month
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be the main point of contact for legal/governance matters within NSW ▪ Explore gaps in provision within NSW ▪ Ensure that the RMB and working group receive appropriate support ▪ Liaise with colleagues to find out what they want and to advise them objectively on where an awareness of legal matter might make a difference to NSW ▪ Keep the RMB updated on new legislation
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> ▪ Excellent organisational skills ▪ Strong leadership and decision making skills ▪ Good prioritisation skills ▪ Good IT skills ▪ Ability to explain legal terms simply ▪ An ability to work to deadlines and within constraints ▪ Good knowledge of the netball structure with in the region ▪ Good management and leadership skills ▪ Good communication skills ▪ Access to email and telephone ▪ A member of England Netball ▪ Able to recruit people to be involved
BENEFITS	<ul style="list-style-type: none"> ▪ Satisfaction of making a vital difference ▪ Learning new skills and developing your leadership skills ▪ NSW will reimburse any agreed expenses that you incur as a result of your volunteer role ▪ Platform for future legal/governance opportunities ▪ The enjoyment of meeting new people as part of a team ▪ Training opportunities through external courses

NETBALL SOUTH WEST COMMERCIAL LEAD ROLE SUMMARY



ROLE SUMMARY:	To provide leadership and guidance on potential commercial opportunities and new ventures Netball South West's Regional Management Board (RMB)
ESTIMATED HOURS:	3-4 hours per month, attend RMB Meeting (up to 3 per year)
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be the initial point of contact for commercial partners ▪ Work alongside the RMB to identify potential avenues and opportunities for external/commercial involvement ▪ Work with colleagues to generate income, minimise costs and looks for efficiencies ▪ Ensure that the RMB and working groups receive appropriate support ▪ Manage any projects in a professional manner ▪ Keep the RMB updated on progress ▪ Evaluate each project stage and once completed
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> ▪ Excellent organisational and prioritisation skills ▪ Experience in the commercial sector ▪ Strong leadership and decision making skills ▪ Resourceful and enthusiastic ▪ Excellent IT skills ▪ An ability to work to deadlines and within constraints ▪ Good management and leadership skills ▪ Good communication skills ▪ Access to email and telephone ▪ A member of England Netball ▪ Able to recruit people to be involved
BENEFITS	<ul style="list-style-type: none"> ▪ Satisfaction of making a vital difference to a community based organisation ▪ NSW will reimburse any agreed expenses that you incur as a result of your volunteer role ▪ Platform for future commercial opportunities ▪ The enjoyment of meeting new people as part of a team ▪ Training opportunities through external courses
CONTACT	If you are interested please email: chair@netballsouthwest.co.uk for more information and an application form

NETBALL SOUTH WEST

I.T AND SYSTEMS LEAD ROLE SUMMARY



ROLE SUMMARY:	To lead on and support the IT, systems and data managements of Netball South West's Regional Management Board
ESTIMATED HOURS:	2-3 hours per month
KEY TASKS:	<ul style="list-style-type: none">▪ Be the main point of contact for IT and Systems within NSW▪ Identify the existing and new IT needs for NSW▪ Encourage best practice across the RMB▪ Provide support for county colleagues▪ Ensure that the RMB and working groups receive appropriate support▪ Liaise with colleagues to find out what they want and to advise them objectively on where IT might make a difference to NSW▪ Ensure there is a smooth change over from any old systems to new ones▪ Keep the RMB updated on progress▪ Evaluate each project stage and once completed
KNOWLEDGE & SKILLS	<ul style="list-style-type: none">▪ Excellent organisational skills▪ Strong leadership and decision making skills▪ Excellent analytical and problem solving skills▪ Good prioritisation skills▪ Excellent IT skills▪ Ability to explain complex systems in simple terms▪ An ability to work to deadlines and within constraints▪ Good knowledge of the netball structure within the region▪ Good management and leadership skills▪ Good communication skills▪ Access to email and telephone▪ A member of England Netball▪ Able to recruit people to be involved
BENEFITS	<ul style="list-style-type: none">▪ Satisfaction of making a vital difference▪ Learning new skills and developing your leadership skills▪ NSW will reimburse any agreed expenses that you incur as a result of your volunteer role▪ Platform for future IT opportunities▪ The enjoyment of meeting new people as part of a team▪ Training opportunities through external courses
CONTACT	If you are interested please email: chair@netballsouthwest.co.uk for more information and an application form

NETBALL SOUTH WEST YOUTH LEAD ROLE SUMMARY



ROLE SUMMARY:	To be the voice of young members on Netball South West's Operational Regional Management Board (RMB)
ESTIMATED HOURS:	4 hours per month
KEY TASKS:	<ul style="list-style-type: none"> ▪ Listen to young people, gaining feedback to help improve their experience ▪ Attend RMB meetings, contributing from a young person's perspective ▪ Champion the importance of developing young leaders ▪ Support the co-ordination of a youth group ▪ Provide support for county colleagues ▪ Work alongside regional staff and other working groups to promote opportunities for young people
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> ▪ Confident and approachable ▪ Enthusiastic with a good knowledge of Netball ▪ A strong communicator ▪ Good IT and social media skills ▪ Access to email and telephone ▪ A member of England Netball ▪ Able to recruit people to be involved ▪ A good listener with the ability to gain feedback and share them at board level ▪ Well organised with good planning skills
WHAT ARE THE BENEFITS AND HOW WILL YOU SUPPORT ME?	<ul style="list-style-type: none"> ▪ Satisfaction of making a vital difference ▪ Valuable experience for your CV and future job applications ▪ References – the RMB will be in a position to write you a reference for a job or a further education application ▪ Improved confidence and experience in public speaking, planning and delegating ▪ Sense of self achievement, fulfilment and giving back ▪ Meeting lots of people from different backgrounds ▪ A chance to develop other skills ▪ Learning new skills and developing your leadership skills ▪ NSW will reimburse any agreed expenses that you incur as a result of your volunteer role ▪ Platform for future volunteer opportunities ▪ The enjoyment of meeting new people as part of a team ▪ Training opportunities through external courses.
CONTACT	If you are interested please send an expression of interest to the South West Office, southwest@englandnetball.co.uk



NETBALL SOUTH WEST VOLUNTEER LEAD ROLE SUMMARY



ROLE SUMMARY:	To lead on volunteer recruitment and support the needs of the volunteers directly involved with the running of the Netball South West Regional Management Board (RMB) and Groups
ESTIMATED HOURS:	4 hours per month
KEY TASKS:	<ul style="list-style-type: none">▪ Be the main point of contact for volunteers and volunteering within NSW▪ Identify the volunteer needs for NSW▪ Recruit new volunteers▪ Ensure that volunteers receive support▪ Work alongside the RCo to organise and promote the Golden Globes and other volunteer recognition opportunities▪ Link to local volunteering opportunities▪ Adhere to the EN Code of Conduct▪ Behave impartially at all times▪ Support volunteer leads on county committees▪ To attend working group meetings as deemed necessary
KNOWLEDGE & SKILLS	<ul style="list-style-type: none">▪ Good knowledge of the netball structure within the region▪ Good interpersonal skills▪ Good management and leadership skills▪ Strong organisation skills▪ Good communication skills▪ To be able to delegate▪ Access to email and telephone▪ A member of England Netball▪ A good role model▪ Able to delegate volunteering responsibility▪ Able to recruit people to be involved.
BENEFITS	<ul style="list-style-type: none">▪ Satisfaction of making a vital difference▪ Learning new skills and developing your leadership and team building skills▪ NSW will reimburse you any agreed expenses that you incur as a result of your volunteer role▪ Platform for future volunteering/employment opportunities▪ The enjoyment of meeting new people as part of a team▪ Training opportunities through external courses



NETBALL SOUTH WEST **EDUCATION AND TRAINING LEAD ROLE** **SUMMARY**





NETBALL SOUTH WEST **OFFICIATING LEAD ROLE SUMMARY**





NETBALL SOUTH WEST COMPETITIONS LEAD ROLE SUMMARY



ROLE SUMMARY:	Supporting and delivering the strategic vision for competitions in the South West.=
ESTIMATED HOURS:	6-8 hours per month plus regional and national meetings when required
KEY TASKS:	<ul style="list-style-type: none">▪ Input with the RMB to the Regional plan▪ Respond to regional competition queries in relation to TSG led events and initiatives▪ Be an advocate for netball▪ Chair the Competitions Technical Support Group (TSG) and lead the group to ensure they:▪ Monitor and deliver the competition section of the regional plan▪ Work with England Netball staff to communicate relevant competition information throughout the region▪ Communicate regional competition related information with England Netball via the Regional Chair▪ Advise and guide County Competition Chairs/officers▪ Work with RMB & TSG colleagues to establish a calendar of match days and events▪ Co-ordinate the work of the Regional Schools Lead, Senior Regional League & Junior Regional League▪ Link with the regional Management and Finance colleagues to manage the budget and to coordinate any regional income and payments appropriately
KNOWLEDGE & SKILLS	<ul style="list-style-type: none">▪ Strong communication and interpersonal skills▪ Strong leadership and delegation skills▪ Excellent planning, organisational and facilitation skills▪ Presentation skills▪ Confident user of technology▪ Ability to be flexible and work with volunteers from diverse backgrounds▪ Ability to build and maintain effective networks▪ Flexibility and willingness to take on responsibility▪ Good decision making skills
CONTACT	To get involved contact Les Thomas, NSW Competitions Lead at Lesley.thomas@glos-netball.org.uk for an informal chat or email an expression of interest to the South West Office, southwest@englandnetball.co.uk

NETBALL SOUTH WEST

MEDIA & COMMS LEAD ROLE SUMMARY



ROLE SUMMARY:	To be the voice of young members on the Netball South West's Operational Regional Management Board (RMB)
ESTIMATED HOURS:	4 hours per month
KEY TASKS:	<ul style="list-style-type: none">▪ Full voting member of the RMB▪ Lead the Marketing and Comms Technical Support Group (TSG)▪ Strategic input to Regional Plans▪ Support delivery of the region's Golden Globes event▪ Liaise with other TSGs when needed▪ Be an advocate for netball▪ Ensure that equity, ethics and safeguarding policies and good practice are applied across all communication and marketing activities▪ Ensure that all marketing is appropriately and correctly branded as guided by England Netball▪ Oversee the maintenance of the regional website & social media presence▪ Access opportunities for publicity across all forms of the media▪ Oversee promotion of activities, successes and achievements within the region▪ Attract investment & sponsorship for the South West Region through its media presence
KNOWLEDGE & SKILLS	<ul style="list-style-type: none">▪ Strong interpersonal & communication skills▪ Excellent IT skills▪ Good political & influencing & team leaderships skills▪ Facilitation & presentation skills▪ Ability to manage a group of volunteers from a variety of backgrounds▪ Build & maintain effective networks▪ Flexible & enthusiastic▪ Fundraising & sponsorship▪ Understand the role of Social Media in promoting netball
CONTACT	If you are interested please send an expression of interest to the South West Office, southwest@englandnetball.co.uk

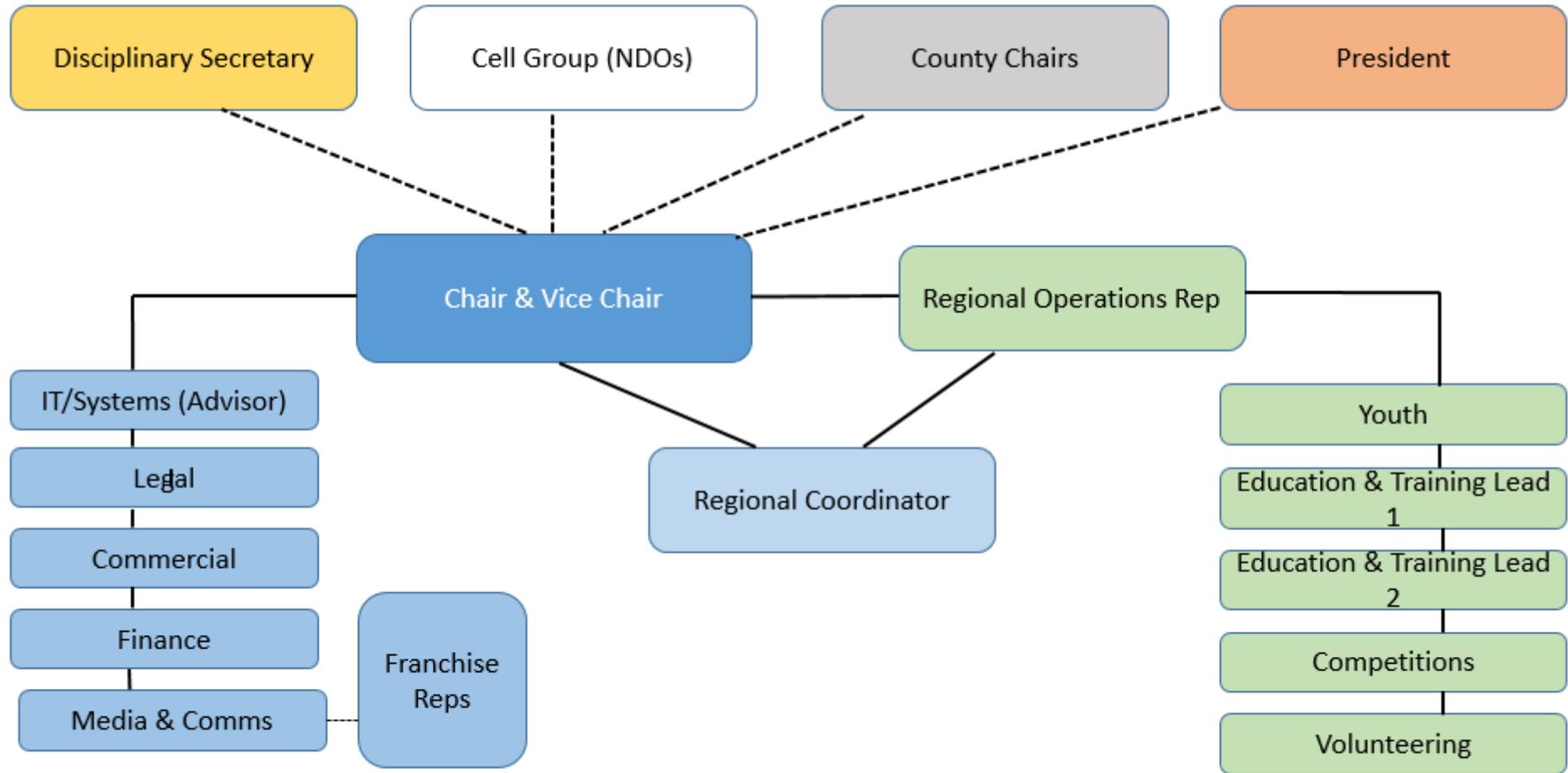
NETBALL SOUTH WEST

DISCIPLINARY SECRETARY ROLE SUMMARY



ROLE SUMMARY:	To coordinate and facilitate disciplinary investigations and disciplinary panels set up to deal with complaints referred under the disciplinary regulations
ESTIMATED HOURS:	Approx. timings dependent on complexity of case Investigation: 2-3 hours over 4-8 weeks Disciplinary: 10 hours over 4-8 weeks Appeal: 2-3 hours over 4 weeks
KEY TASKS:	<ul style="list-style-type: none">▪ Receive and process complaints in accordance with EN's Disciplinary Regulations▪ Convene Investigation Panel/Disciplinary Panel and Appeal Panel, as appropriate▪ Contact potential Chair/Members and arrange suitable date and venue for the panel to meet▪ Liaise with Chair re conduct of hearing etc.▪ Collate, produce and distribute relevant documents and supporting material for the Panel▪ Respond to queries, and act as an impartial point of contact for both the complainant and the respondent▪ Record accurate minutes from any hearings and notify the complainant and respondent of any decisions made by the Panel. Complete and send Disciplinary Forms in accordance with required time-line▪ Ensure all necessary disciplinary case records are logged and provided to England Netball▪ Input with the RMB to the Regional Plan
KNOWLEDGE & SKILLS	<ul style="list-style-type: none">▪ Strong communication & interpersonal skills▪ Good political and influencing skills▪ Excellent planning, organisational and facilitation skills▪ Confident user of technology▪ Ability to be flexible and work with volunteers from diverse backgrounds▪ Ability to build and maintain effective networks▪ Flexibility & willingness to take on responsibility▪ Good decision making skills▪ Ability work within time frames▪ Sensitivity and ability to listen without pre-judging▪ Knowledge of England Netball's Disciplinary Regulations (available online)
TRAINING REQUIREMENTS	<ul style="list-style-type: none">▪ The role involves mandatory training which is facilitated by England Netball and designed to support volunteers in their role
CONTACT	To get involved, contact Karen Jones for an informal chat or send an expression of interest to: chair@netballsouthwest.co.uk

NSW STRUCTURE CHART



Working Groups (as required)