



**EXAMPLES OF ROLES
&
RESPONSIBILITIES
FOR
NETBALL CLUBS
LEAGUES & COUNTIES**

**WELSH NETBALL
ASSOCIATION LTD.**

33-35 Cathedral Road,
Cardiff, CF11 9HB

Tel: 02920237048 Fax: 02920226430
E-mail: welshnetball@welshnetball.com
Website: www.welshnetball.co.uk



MISSION STATEMENT

Welsh Netball is committed to providing a safe environment in which all members, children and young people can participate, maximise their potential and enjoy the game.

GOALS

NETBALL IS A GAME FOR ALL

KEY OBJECTIVES

The principle objectives are to:

- ***increase participation***

Target initiatives to encourage more women and girls and young people of all abilities to take part in and enjoy Netball and sustain a lifelong interest in the sport.

- ***offer opportunities***

Welsh Netball aims to attract and retain members by providing opportunities for them to perform and achieve at their highest level, whether as players, coaches, umpires, officials or administrators

- ***encourage coaching and umpiring***

To develop locally provided education programmes to improve the standards and qualifications of umpires and coaches linked to competition

- ***develop talent***

Support our talented young people through the player pathway and identify those with the greatest potential to succeed

- ***improve performance***

through the High Performance Plan Welsh Netball will develop Netball through the achievement of excellence

- ***maintain financial stability***

Ensure financial planning takes full account of priorities outlined in the strategic plan and that available funds are directed towards maximising the potential of Welsh Netball

EQUITY in WNA

No players, coaches, umpires, officials, administrators, volunteers, employees or job applicants will receive less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed or disability, or will be disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.



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Introduction

The following roles and responsibilities are merely a guide to help your Club / League / County in identifying the kind of tasks specific volunteers may be able to do during their time in office. They are '*The Full Monty*' of what, in a very unrealistic world your volunteers may achieve, therefore it is recommended that you look at sections of the roles and responsibilities and pull out what your Club / League / County feel is appropriate, and is a priority at this moment in time. You should then discuss this with the volunteers who are looking to take on the roles so as to ensure that they are happy with the suggestions. As with most new roles, it's best to set *SMART* goals:

- **Specific**
- **Measurable**
- **Achievable**
- **Realistic**
- **Timescales**

If you find that your volunteers are willing to do the roles but feel that they need further help the Sports Council for Wales (SCW) has a programme of resources and course called 'Running Sport' that advises and trains volunteers in sports administration. For further details of courses being organised in your area please contact the Sports Council for Wales or log on to the SCW Coaching Website.

Tel: 02920338100 (reception at Sports Council for Wales)

Website: www.sports-council-wales.co.uk
www.coachingwales.com



CHAIRMAN

The Chairman shall:-

1. Be responsible for the Committee in managing the affairs of the Club / League / County.
2. Take the chair at Committee Meetings.
3. Guide the course of the Committee's deliberations towards fulfilling its avowed aims.
4. Liaise with the Secretary on the Agenda for each Meeting and to approve the Minutes before they are circulated.
5. Be completely familiar with the Constitution and ByeLaws of the Club / League / County Association and Welsh Netball Constitution and ByeLaws; the general rules for Committee procedure; the current affairs and business in hand.
6. Co-ordinate the work of all the Officers.
7. Be responsible, in conjunction with the Secretary, for the presentation of the Annual Report.
8. If unable to attend any Committee Meeting, a written report should be sent to the Meeting and the Vice-Chairman briefed on the Agenda.
9. No policy decisions may be taken until approval is received from the whole committee.
10. Ensure the Club / League / County adheres to the WNA Child Protection Regulations.

VICE CHAIRMAN

The Vice Chairman shall:-

1. Take the chair at Committee Meetings when the Chairman is unable to attend and also at times when the Chairman wishes to speak and take part in discussion.
2. Support the Chairman and undertake whatever part of the Chairman's work is assigned to her/him.
3. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



SECRETARY

The Secretary shall:-

1. Liaise with the Chairman on the Agenda and Minutes for each Meeting before they are circulated.
2. Liaise with the Chairman as and when appropriate.
3. ANNUAL GENERAL MEETING
 - a. 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.
 - b. Prepare the Annual Report to be submitted to the Members at the Annual General Meeting.
4. Circulate any relevant information received from the League / County / Regional Association or Welsh Netball to Members of the Committee where necessary.
5. Distribute the Club / League / County Handbook to Committee members and other appropriate people.
6. Distribute any other relevant information to Committee Members and appropriate people.
7. Deal with any netball enquiries and necessary correspondence and notify Welsh Netball of any changes that are required in the Welsh Netball Handbook.
8. Keep the Club's / Leagues / County's Terms of Reference up to date.
9. If unable to attend any Meeting, arrange for correspondence to be sent to the Meeting.
10. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



TREASURER

The Treasurer shall:-

1. Be responsible for the management of the Club's / League's / County's finances in accordance with the decisions of the Committee and have the right to query any expenditure.
2. Recommend action on financial matters to the Committee.
3. To ensure that all Welsh Netball affiliation monies are returned to Welsh Netball by the date requested.
4. Present a written financial report to all meetings of the Committee.
5. Present an Annual Report and an Audited Balance Sheet at the Club's / League's / County's Annual General Meeting. Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the auditors.
6. Be responsible for all monies belonging to theClub / League / County.
7. Request and receive Club / League / County monies from the members of the Club/League/County.
8. Make arrangements with the Team Manager for the control of monies for the Squad including a bank account with 2 signatures, fees, expense payments, etc.
9. Be available to attend sub-committee meetings or working parties in an advisory capacity.
10. Allocate monies upon the order of the Committee as follows:-
 - a. Petty Cash to Committee members
 - b. Gratuities
 - c. Honorarium
 - d. Payment for facilities
11. Renew insurances annually.
12. If unable to attend Committee Meetings ensure that a written report is sent.
13. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



UMPIRING SECRETARY

The Umpiring Secretary shall:-

1. Be responsible for the implementation of the umpiring aspects of the Club's / League's / County's Development Plan including umpires, testers and tutors.
2. Be responsible and make recommendations for umpiring within the Club / League / County. No policy decisions may be taken until approval is received from the Committee.
3. Be responsible for the implementation of the Club / League / County umpires, testers and tutors.
4. Arrange or liaise with Counties for the training of umpires in preparation for Welsh Netball awards.
5. Submit candidates for testing of the Welsh Netball awards.
6. Liaise with the Treasurer over fees, expenses and other finance matters.
7. Maintain an up-to-date record of all qualified umpires in the Club / League / County.
8. Produce estimates of future umpiring courses to assist in finance planning taking into account all sources of finance.
9. Produce a written report at the Committee Meetings. If unable to attend, the report must be sent to the Secretary.
10. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Guidelines.



COACHING SECRETARY

The Coaching Secretary shall:-

1. Be responsible, and make recommendations for Coaching within the Club / League / County. No policy decisions may be taken until approval is received from the Committee.
2. Be responsible for the implementation of the coaching aspects of 'x' Club's / League's / County's Development Plan including coaches, testers and tutors.
3. Arrange or liaise with Counties for the training of coaches in preparation for Welsh Netball Coaching awards.
4. Submit candidates for testing of Welsh Netball coaching awards.
5. Liaise with the Treasurer over fees, expenses and other monies.
6. Maintain an up-to-date record of all qualified Coaches in the Club / League / County.
7. Produce estimates of future coaching courses to assist in financial planning, taking into account all sources of finance.
8. Produce a written report at the Committee Meetings. If unable to attend, send it to the Secretary.
9. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



PUBLICITY OFFICER

The Publicity Officer shall:-

1. Be responsible for publicising the Club / League / County, its events and members through the media.
2. Liaise with the Chairman in promoting the Club / League / County.
3. Build a list of local media contacts and liaise with the Events Officer over possible sponsors.
4. Produce news releases of any Club / League / County events and produce articles as relevant.
5. Send results and anything else of interest to National press and / or local press as relevant.
6. Invite the local press to events.
7. Keep a record of press cuttings, radio mentions and T.V. programmes.
8. If unable to attend the Committee Meeting, send a written report to the Secretary.
9. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.

EVENTS AND FUND RAISING OFFICER

The Events and Fund Raising Officer shall:-

1. Be responsible for and submit recommendations for fund raising activities to the Committee. No policy decisions may be taken until approval is received from the Committee.
2. Liaise with the Treasurer on financial planning for the Club / League / County to ensure adequate funds are generated.
3. Organise all fund raising activities in the Club / League / County including Indoor Evenings - delegate where necessary.
4. If unable to attend the Committee Meeting ensure that a written report is sent to the Secretary.
5. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



DEVELOPMENT OFFICER

The Development Officer whether paid or a volunteer shall:-

1. Be responsible for the development of all aspects of the development plan and gain approval from the Committee for implementing any changes.
2. Be responsible for the overall implementation of the Development Plan, either directly or through the relevant Officers.
3. Liaise with other Development Officers whether County / League / Club regarding the development plan.
4. Liaise with the Treasurer over all monies involved in development projects.
5. Maintain a record of all development projects and their results.
6. Submit a written report at the Committee Meetings. If unable to attend send to the Secretary.
7. Promote modified games from Dragon Netball.
8. Support adult leagues to set up junior/youth leagues, if none exists.
9. Support clubs and leagues with their actions.
10. Liaise with leagues and region regarding facility development.
11. Publicise coaches to Local Authorities, schools, clubs, leagues, leisure centres and youth organisations.
12. Hold a playday for junior/youth players and one for adults.
13. Encourage county players to take coaching awards.
14. Develop an action plan for development.
15. Circulate specific information to schools, clubs, Local Authorities, leisure centres, youth organisations and sports development officers in conjunction with the Club / League / County Secretary.
16. Be involved in other schemes, for example, Young Coaches and Umpires award, Dragon Netball etc.
17. Hold Running Sport Workshops in conjunction with the Sports Council for Wales
18. Buy and circulate the Running Sport Booklets to committee members.
19. Encourage clubs/league to appoint junior/youth co-ordinator.
20. Involve young people in the committee.



21. Ask young people to design leaflets on activities for youngsters.
22. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Guidelines.

YOUTH DEVELOPMENT CONTACT

The Youth Development Contact whether paid or a volunteer shall:-

1. Be responsible for the youth development of all aspects of the development plan and gain approval from the Committee for implementing any changes.
2. Be responsible for the overall implementation of the Youth Development Plan, either directly or through the relevant Officers.
3. Liaise with other Development Officers whether County / League / Club regarding the development plan.
4. Liaise with the Treasurer over all monies involved in development projects.
5. Maintain a record of all youth development projects and their results.
6. Submit a written report at the Committee Meetings. If unable to attend send to the Secretary.
7. Promote modified games from Dragon Netball
8. Set up youth leagues, if none exists.
9. Support youth clubs and leagues with their actions.
10. Hold playdays for junior/youth players.
11. Encourage young players to take Young coaches and umpires Awards.
12. Encourage young players to take the 'Coca-Cola' Skills Awards.
13. Develop an action plan for youth development.
14. Circulate specific information to schools, clubs, Local Authorities, leisure centres, youth organisations and sports development officers in conjunction with the Club / League / County Secretary.
15. Hold Running Sport Workshops in conjunction with the Sports Council for Wales.
16. Buy and circulate the Running Sport Booklets to committee members.
17. Encourage other clubs/league to appoint a Youth Development Contact.
18. Involve young people in the committee.



19. Ask young people to design leaflets on activities for youngsters.
20. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.

MINUTING SECRETARY

The Minuting Secretary shall:-

1. Take Minutes at all Annual General Meetings and Committee Meetings.
2. Send draft Minutes of Annual General Meetings and Committee Meetings to the Chairman for clearance.
3. Type the Minutes within one month of the Meeting and send to Secretary for distribution.
4. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.

LOCAL FACILITIES CONTACT

The Local Facilities Contact shall:-

1. Hold a copy of the county's facilities strategy.
2. Have an understanding of those priority areas in terms of potential facility developments.
3. Distribute copies of the strategy to interested partners as requested.
4. Distribute copies of the Welsh Netball Performance Requirements and National Facilities Strategy as required.
5. Distribute copies of the Welsh Netball Facility Enquiry Information Sheet.
6. Liaise with partners and Development Officers to plan for development at a new site.
7. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



TEAM MANAGER

The Team Manager shall:-

1. Be responsible to the Committee and attend their Meetings.
2. The Team Manager will be appointed by the Committee and hold office for two years.
3. Liaise with Coaches and Events and Fund Raising Officer where the teams are involved.
4. Make arrangements for matches and tournaments in conjunction with the Coaches, Umpiring Secretary and Treasurer.
5. Act as hostess at matches.
6. Deal with any contingency on the day of the match.
7. Collect in match refreshment money, away travelling expenses, training fees and liaise with the Treasurer about all monies concerning the Squads.
8. Supervise distribution and care of kit and equipment.
9. Be responsible for issuing necessary information to players. Check that players are affiliated to Welsh Netball, correctly registered and have their affiliation cards at Tournaments and Trials.
10. Submit a written report at the Committee Meetings. If unable to attend, send report to Secretary.
11. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.

COACHES

The Coaches shall:-

1. Hold at least a Level 1 Welsh Netball Coaching Award.
2. Be responsible for the coaching of their respective Squad.
3. Arrange practices as necessary in liaison with the Team Manager and attend matches and tournaments.
4. Be represented, through the Team Manager on the Committee.
5. Liaise with the Team Manager on matters pertaining to the Squads.
6. Be a member of the Squad Selection Panel.
7. The Senior Coach will be responsible for the general direction of coaching policy and create training programmes as necessary.



8. Be selected by the Committee and hold office for one year.
9. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.

UMPIRES

The Umpires shall:-

1. Hold at least a Q Umpiring Award.
2. Be responsible for the umpiring their respective Squad/s.
3. Arrange practices as necessary in liaison with the Team Manager and attend matches and tournaments when required.
4. Be represented, through the Team Manager on the Committee.
5. Liaise with the Team Manager on matters pertaining to the training sessions.
6. The Senior Umpire will be responsible for the general direction of the umpiring policy in discussion with other Club / League / County Umpires.
7. Be appointed by the Committee.
8. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.

PHYSIOTHERAPIST

The Physiotherapist shall:-

1. Be qualified to practice physiotherapy.
2. Be physiotherapist to the Squads.
3. Attend: Trials

Practice prior to an Event
Matches and Spotlights (Home)
Other Tournaments and demonstrations (Away) as relevant
4. Receive expenses for travel, accommodation and equipment, as used for the above events except for away tournaments and demonstrations where the hosts are usually responsible. The Club / League / County may still cover these expenses by exception.
5. Liaise with the Team Manager, who shall be responsible for collection of money for equipment used on the players (100%) and reimbursing the physiotherapist.



6. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.

SCHOOLS CONTACT

The Schools Contact shall:-

1. Encourage schools to affiliate to Welsh Netball.
2. Work with Physical Education Advisors to set up schools leagues.
3. Build strong links with existing junior / youth leagues.
4. Encourage club coaches to assist with after school clubs and teams.
5. Consider starting a Dragon Sport League
6. Hold and support regular junior/youth playdays.
7. Promote netball activities, holidays schemes, etc. to all youngsters.
8. Encourage schools to open up facilities for netball.
9. Support and encourage school staff to attend coaching and umpiring courses.
10. Provide after school coach & umpire education opportunities for teachers.
11. Organise relevant courses for teachers alongside tournaments.
12. Encourage parent / guardian participation with after school clubs and teams.
13. Circulate / display posters and information on netball.
14. Promote the Coca-Cola Skills Awards in schools.
15. Be involved and aware of other schemes in schools Sportsmark, etc.
16. Organise trips to watch county/regional/national matches.
17. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



CLUB CONTACTS

The club shall:-

1. Appoint a junior/youth representative.
2. Contact your Local Authority Sports Development Officer.
3. Provide information sheet on the club.
4. Send club information to local schools and the Local Authority Sports Development Officer.
5. Find out what other activities / opportunities there are for netball in the area.
6. Hold a club playday to introduce new members.
7. Enter junior/youth team into the local league.
8. Encourage league to set up a junior/youth section.
9. Provide regular coaching sessions for your players with qualified coaches.
10. Encourage young people to take the Coca-Cola Skills Awards.
11. Encourage players to become coaches, umpires and administrators.
12. Encourage coaches to support holiday schemes.
13. Identify players to help with after school clubs.
14. Organise trips to watch county/region/national matches.
15. Provide opportunities leaflet for young people.
16. Actively encourage local media - newspapers, radio, etc. to cover netball in the sports pages.
17. Set up a scholarship fund to help fund players and parents taking their coaching awards.
18. Ask for funding from Rotary Club, Lions, , Charitable Trusts, Local Sports Council, Local Authority, etc.
19. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.



DRAGON NETBALL CO-ORDINATOR

The Dragon Co-ordinator shall:-

1. Set up Dragon Netball Taster sessions for local schoolteachers and club coaches.
2. Organise Dragon Netball playdays for local children.
3. Communicate with the local Education Advisor on introducing Dragon Netball into the school.
4. Distribute information to local clubs on Dragon Netball.
5. Circulate details of clubs with Dragon sections to other Dragon Netball Sections.
6. Introduce a Dragon Netball newsletter.
7. Send articles to Welsh Netball on the Dragon Netball developments in your local area.
8. Send photographs and articles to local press on Dragon Netball.
9. Ensure the Club / League / County adheres to the Welsh Netball Child Protection Regulations.