

# Chester Northgate Netball League

Handbook - *Revision: 2.0 Aug 2023*

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**Website:** <https://www.chesternorthgatenetball.co.uk/>

## Mission Statement

The Chester Northgate Netball League (CNNL) promotes equal access and opportunity for participants, promoting enjoyment and skill development through dedication and sound management practises.

No players, coaches, umpires, officials, committee members or volunteers 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.

The committee will be responsible for the running of the league.

## The Committee

**Chairperson:** Laura Roberts - [Braith1906@gmail.com](mailto:Braith1906@gmail.com)

**Vice Chairperson:** Laura Price - [Lozprice@outlook.com](mailto:Lozprice@outlook.com)

**Secretary:** Kate Scott - [kate\\_scott@outlook.com](mailto:kate_scott@outlook.com) supported by Kelli Hutton

**Treasurer:** Llinos Halpin

**Umpiring Secretary:** Ann Burt Williams

**Fixture Secretary:** Jenny Mooney - [mikeandjennymooney@gmail.com](mailto:mikeandjennymooney@gmail.com)

**Website Administrator:** Paul Stretton - [paulstretton@outlook.com](mailto:paulstretton@outlook.com)

## Roles and Responsibilities

### Chairperson:

1. Be responsible for the Committee in managing the affairs of the County Association & the League.
2. Take the chair at Committee Meetings.
3. Guide the course of the Committee's deliberations towards fulfilling its 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 the general rules for Committee procedure; the current affairs and business in hand.
6. Coordinate the work of all the committee.
7. Be responsible for the preparation and presentation of the Annual Report.
8. Be responsible for updating the CNNL Handbook.
9. Be responsible for updating the CNNL Constitution.
10. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice-Chairman briefed on the agenda.
11. No policy decisions may be taken until approval is received from 3 members of the committee.
12. Ensure the League adheres to the EN and WNA Child Protection Regulation

### Vice Chairperson:

1. Take the Chair at committee meetings when the Chairperson is unable to attend and also at times when the Chairperson wishes to speak and take part in discussion.
2. Support the Chairperson and undertake whatever part of the Chairpersons work is assigned. Liaise with the Treasurer and be responsible for the purchase of CNNL League Vouchers.
3. Liaise with the Chairperson and committee on the update of the CNNL website
4. Ensure the League adheres to the EN and WNA Child Protection Regulations.

### Secretary:

1. Liaise with the Chairperson on the agenda and minutes for each meeting before they are circulated.
2. Liaise with the Chairperson as and when appropriate.
3. Coordinate the Annual General Meeting administration
  - a. Send an email to all clubs requesting that any proposed alteration to the Constitution that any Member wishes to make at the AGM of that year, is sent to the league secretary two weeks prior to the meeting.
  - b. Support the Chair in preparing the Annual Report to be submitted to the Members at the AGM
  - c. Circulate Nomination Forms for committee positions annually.
4. Circulate any relevant information received from EN to members of the CNNL committee.
5. Distribute the CNNL Handbook to Committee and league members.
6. Be the point of contact for all teams in the league and distribute any relevant information to Committee Members and League members.
7. Be responsible along with the CNNL committee for ensuring that the CNNL website remains up- to-date.

8. If unable to attend any meeting, arrange for correspondence to be sent to the meeting.
9. Maintain a record of all club contacts
10. Manage the submission of team sheet with teams ensuring:
  - a. Submission of match results
  - b. Escalate any issues arising by teams throughout the league to the committee
  - c. Contact the Website Administrator who will apply points on to the results table
  - d. Keep a record of "The Player of the Match" for each team.
  - e. Manage the additional player registration process

#### **Treasurer:**

1. Be responsible for the management of the League 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. Present a written financial report to all meetings of the Committee.
4. Present an Annual Report and an Audited Balance Sheet at the League Annual General meeting. Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the auditors.
5. Be responsible for all monies belonging to the CNNL League.
6. Request and receive League monies from the members of the CNNL League.
7. Make arrangements with the committee for the control of monies for the CNNL league including a bank account with 2 signatures, fees, expense payments, etc.
8. Be available to attend committee meetings or working parties in an advisory capacity
9. Pay for facilities for meetings
10. Allocate monies upon the order of the Committee as follows:
  - a. Payment for facilities
  - b. Payment for umpires
11. If unable to attend Committee Meetings ensure that a written report is sent.

#### **Fixture Secretary:**

1. Be responsible for generating CNNL fixtures each season
2. Be responsible for booking the venues/ facilities for the CNNL League
3. Liaise with the committee as and when appropriate
4. Be responsible along with the committee for ensuring that the CNNL website remains up to-date with the latest fixtures and venue details
5. If unable to attend any Meeting, arrange for correspondence to be sent to the meeting.
6. Be responsible for informing the opposing team, secretary and Umpiring Secretary of any league match cancellations.
7. Be responsible for re-arranging and booking any match cancellations due to any un-foreseen circumstances.

#### **Umpire Secretary:**

1. Be responsible for the implementation of the umpiring in the CNNL League.
2. Be responsible and make recommendations for umpiring within the CNNL league. No policy decisions may be taken until approval is received from the Committee.
3. Liaise with the Treasurer over fees for umpires in the CNNL League.
4. Collate names of all umpires willing to officiate in the CNNL League.
5. Maintain an up to date record of all qualified umpires in the CNNL League.

6. Produce a written report at the Committee Meetings. If unable to attend, the report must be sent to the Secretary.
7. Ensure the League adheres to the EN and WNA Child Protection Regulations.

**Website Administrator:**

1. Be responsible for entering scores on CNL website fixtures
2. Be responsible for ensuring latest documentation has been uploaded to the CNL website
3. Liaise with secretary Divisional Reps on any matters associated with the fixtures and scores
4. Liaise with the committee as and when appropriate.