

Copeland Netball League

Working Committee 2019/2020

Chairperson	<p>Run the committee meetings and lead the organisation in terms of strategy, vision and mission.</p> <p>Monitor effectively and provide advice to promote the success of the organization.</p> <p>Encourage active engagement by all the members of the working committee</p> <p>Checking that agreed actions are carried out.</p>
Secretary	<p>Liaising with the Chair to plan meetings.</p> <p>Deputising for Chair, as necessary.</p> <p>Receiving agenda items from committee members and league Members.</p> <p>Circulating agendas and meeting notes via email.</p> <p>Booking meeting venues.</p> <p>Keeping up-to-date contact details for the management committee, team contacts and League members via registration forms.</p> <p>Keeping a record of the League's activities.</p> <p>Responding to all League correspondence.</p> <p>Liaison with England Netball (EN) and Cumbria Netball (CCNA).</p> <p>Preparation for the Annual General Meeting.</p>
Treasurer	<p>Be responsible for the management of Copeland Netball League's finances in accordance with the decisions of the Working Committee and have the right to query any expenditure</p> <p>Presentation of the organisation's financial position</p> <p>Advising the organisation on how to carry out its financial responsibilities</p> <p>Liaising with professional advisors in the preparation of annual accounts</p> <p>Liaison with bank and League teams</p> <p>Present an Annual Report and Audited Balance Sheet at AGM</p> <p>Liaison with venues - bookings</p>
Fixtures	<p>Liaison with venues - bookings</p> <p>Liaison with web-based League Manager for creation of fixtures prior to the commencement of the League</p> <p>Checking of fixtures to ensure all fixtures are scheduled</p> <p>Issue of fixtures to website.</p>
Results and Website	<p>Receipt of match results/ Player of the Match/ Scorers.</p> <p>Liaison with Web Manager to upload results weekly.</p> <p>Notification of deductions.</p> <p>Liaise with teams for any items or photos of interest.</p> <p>Ensuring the website is up to date and items are in appropriate pages.</p> <p>Photos of teams/ events uploaded.</p>
Umpiring Secretary	<p>Add and assign a mentor to a trainee and include in fixtures where appropriate.</p> <p>Liaison with qualified umpires as to availability.</p> <p>Liaison with Fixtures Secretary to upload umpire rota to website as per agreed dates.</p> <p>Liaison with Treasurer for umpire payments twice per season.</p> <p>Liaison with trainee umpires and mentors.</p> <p>Creation of log books and purchase of equipment for trainee umpires.</p> <p>Planning theory and practical sessions.</p>

	Liaison with County Umpire Secretary. Advising of courses for all qualified umpires. Keeping list of qualified officials.
Affiliations	Affiliation of all players. Liaison with League teams for receipt of England Netball (EN) Registration Forms. Liaison with Treasurer. Undertaking 'spot checks' during season.
Media and Publicity	Issue relevant posts on CNL Facebook Page. Production of timely press releases to local media.
Safeguarding	Liaison with teams. Ensuring all Safeguarding documents are current and issued. Attend EN courses as required. Give a written report at AGM.

Roles listed below are not required to be on the League Working Committee:

Trophies	Liaison with League Secretary for list of award winners. Liaison with awards winners for return of trophies. Transfer to engravers. Transfer to engravers to Presentation Evening.
Notice Board (Sports Centre)	Liaison with Working Committee. Responsible for keeping information on board in Sports Centre up to date. Liaison with Sports Centre staff.
County Representative	Attendance at county committee meetings. Liaison between CNL and CCNA.
Summer League	Liaison with Working Committee. Entry forms distributed to all West Cumbria teams and secondary schools. Liaison with venue. Liaison with League Treasure. Issue of Summer League Rules. Production and distribution of fixtures (via web). Collection of results and uploading to website. Secure return of Summer League trophy for presentation on evening of final fixtures.
Presentation Evening	Booking and liaison with venue Booking food and entertainment. Organisation of games and raffle Liaison with Working Committee. Notification to teams.
Team Captain or Team Representative	Attendance at all Copeland League meetings Ensuring scores, players of match and scorers are forwarded to Results Timely payment of league fees. Making the League aware of the needs for any opinions of your team embers To enhance or improve the structure of the League, it's players, umpires and committee Ensure your team members are aware of: League Rules Constitution Website Future Events All information that is relevant to them for the Committee

	meetings. Requirement to provide scorers either before or after each of your team's fixtures. A representative at AGM to register your team's interest in the forthcoming season. Return trophies as requested.
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Note: There may be instances when some individuals incur out of pocket expenditure whilst undertaking business on behalf of Copeland Netball League. All these expenses may be claimed for. Please consult the League Treasurer before you undertake any expenditure, and she will advise what can/cannot be claimed and how to make your claim.

All those positions that involve monetary transactions should ensure that all dealings are via the League Treasurer and the League bank account. For all events a statement of account should be produced. Please liaise with the Treasurer of the Working Committee should you have any queries whatsoever.