

**ENGLAND NETBALL WEST MIDLANDS REGION**

**REGIONAL MANAGEMENT BOARD**

**POLICY DOCUMENT APRIL 2006**



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## **ENGLAND NETBALL**

### **REGIONAL NETBALL ASSOCIATION CONSTITUTION**

There shall be 9 Regional Associations constituted as set out in paragraphs 21 – 23 inclusive in the Membership Regulations. Each Regional Association will use the approved England Netball logo and branding as determined by the Board of England Netball from time to time.

#### **1 NAME**

1.0 The Association shall be called England Netball West Midlands Region.

#### **2 OBJECTIVES**

2.1 The region will be bound by the policies and procedures and accountable to the Board of Directors of England Netball for the growth and development of the game in the region in line with plans and strategies approved by the Board of Directors;

2.2 The region will serve as a forum to co-ordinate activities with an aim to increase and enhance participation, 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.

1.0 The region will seek to develop facilities for the game of netball within the Region in line with plans and strategies approved by the Board of Directors.

2.0 The region shall pay such subscriptions and receive such rights and privileges as may be determined from time to time by the Board of Directors.

#### **3 MEMBERSHIP**

1.1 The members of the Regional Association (“the Members”) shall comprise:

Birmingham County Netball Association  
Herefordshire County Netball Association  
Shropshire County Netball Association  
South Staffordshire County Netball Association  
Staffordshire County Netball Association  
Warwickshire County Netball Association  
Worcestershire County Netball Association

3.2 Voting members of the Regional Association may make nominations and vote in the elections for the Regional Management Board.

#### **4 REGIONAL MANAGEMENT BOARDS**

1.0 The business of the region shall be managed by a Regional Management Board (RMB).

1.0 The Regional Management Board will comprise a minimum of 6, and a maximum of 8, individuals, who must be registered participants of the Association, and elected by the members, together with 2 individuals appointed by the Regional Management Board who may or may not be in membership of England Netball.

- 2.0 The Regional Management Board shall comprise:
- ☞ Chair
  - ☞ Treasurer
  - ☞ Up to 4 elected members
  - ☞ 2 members appointed by the Regional Management Board
- For the avoidance of doubt, members of the Regional Management Board should not be full-time employees of England Netball.
- The Regional Manager is a co-opted non-voting member and will attend all meetings. Minutes of the meeting will be taken by a professional secretary (non-voting), - normally the Regional Administrator.
- 4.4 The Regional Management Board may from time to time allocate certain areas of responsibility to members of the Regional Management Board provided that one such member shall at all times be responsible for welfare matters.
- 4.5 The Chairman shall:
- 4.5.1 Chair all meetings of the Regional Management Board;
  - 4.5.2 Be responsible for the conduct of the Regional Management Board in managing the affairs of the Region;
  - 4.5.3 Co-ordinate the work of the Regional Management Board;
  - 4.5.4 Be entitled to attend any meeting of the Technical Support Groups
  - 4.5.5 Be responsible for the preparation of the Annual Report for submission to England Netball.
- 4.6 The Treasurer shall:
- 4.6.1 Be responsible for providing financial advice to the Region
  - 4.6.2 Oversee the production of annual Accounts
  - 4.6.3 Contribute to the preparation of an annual budget based on strategic and operational plans
  - 4.6.4 be responsible for the preparation and monitoring of quarterly operating statements against budgeted figures
- 4.7 At the Annual General Meeting in each year all members of the Regional Management Board shall be eligible for re-election in accordance with this Constitution.
- 4.8 The Regional Management Board may fill any vacancy that may occur during the year.
- 4.9 Each member of the Regional Management Board (except the Regional Manager) will have one vote. In the event of a tie in votes cast on any item of business the Chair shall have a further casting vote.
- 4.10 A post on the Regional Management Board may be vacated if:
- 4.10.1 The Member concerned resigns their post by notice to the Regional Management Board
  - 4.10.2 They shall be absent for more than 2 consecutive meetings without justifiable reason
  - 4.10.3 They are requested to resign by the vote of the Regional Management Board
- 4.11 The members of the Regional Management Board will be reimbursed by the Regional Management Board for Travel and Subsistence for travel, accommodation and other expenses incurred by them in connection with meetings of the Board or other approved business of the Board.

## **5 ROLE OF THE REGIONAL MANAGEMENT BOARD**

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

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

- 4.0 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.
- 5.0 The Regional Management Board may establish technical support groups as may be deemed necessary and determine their membership and terms of reference.

## **6 ELECTIONS TO THE REGIONAL MANAGEMENT BOARD**

- 6.1 Members would consider and vote on a list of nominations received (against the published job description / person specification) for:
- Chair
  - Treasurer
  - All general members (to replace those retiring under paragraph 4 above)

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

- 6.2 Only fully paid up registered participants of the region can be nominated. A voting member cannot be a full-time paid member of staff of England Netball.
- 6.3 At the first meeting of the RMB each year the elected members shall decide who shall be appointed as the 2 appointed individuals.

7 **HONORARY MEMBERS**

- 7.1 The Regional Management Board may recognise special service to the Region by the appointment of Honorary Members who may be nominated by the Regional Management Board and will be announced at the Annual General Meeting of the region following their nomination.
- 7.2 Honorary Members, who for the purpose of the Constitution shall be deemed to be Registered Participants, shall be eligible to attend all General Meetings of the region in a non-voting capacity.

8 **GENERAL MEETINGS OF THE REGION**

- 8.1 The Annual General Meeting shall be held annually on a date to be determined by the Regional Management Board.
- 8.2 The date of the Annual General Meeting shall be fixed and reported not less than 28 days prior to the date of such meeting and Agenda and motions shall be circulated not less than twenty-one days prior to the meeting to each member of the Regional Management Board. The Secretary to the Regional Management Board (normally the Regional Administrator) will be responsible for circulating notices to each Member. Each Member shall be responsible for notifying their nominated representatives.
- 8.3 The Chair of the region shall act as Chair of the Annual General Meeting. If not present a Chair shall be elected from among those present at the meeting.
- 8.4 Business to be transacted at the Annual General Meeting shall be:
- (a) To receive reports;
  - (a) To elect those members of the Regional Management Board who have been nominated in accordance with paragraph 6, each of whom shall hold office to the end of the General Meeting at which her/his successor is appointed;
  - (b) To appoint/elect a President
  - (c) To consider any proposed resolution submitted in writing to the Secretary not less than 21 days before the date of the General Meeting, which has been proposed by one Regional Member and seconded by another Regional Member.
  - (d) To approve the annual subscriptions for the year commencing September of the year following the AGM
- 8.5 An Extra-Ordinary General Meeting may be convened at any time on 21 days' notice:
- (a) By order of the Regional Management Board;
  - (b) Upon written request from 4 or more of the 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;
  - (c) Such meeting shall be convened within 28 days from receiving the request.
- 8.6 The following shall be entitled to attend, speak and vote at a general or extra-ordinary general meeting of the region:  
[Same as those listed in 3.1]

8.7 The following shall be entitled to attend and speak at a general meeting but shall not be entitled to vote:

- (a) Honorary Members of the Region
- (b) The Regional Manager
- (c) Directors of England Netball
- (d) Any other person determined by the Regional Management Board

from time to time

8.8 Voting procedure at General Meetings shall be as follows:

8.8.1 Each person entitled to attend and vote shall be permitted to cast no more than one vote;

8.8.2 No proxy voting will be allowed;

8.8.3 No postal voting will be allowed

8.8.4 A simple majority only 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.

8.9 No business shall be transacted at any general meeting unless a quorum of 4 voting members is present.

## 9 **INDEMNITY**

9.1 Any member of the Regional Management Board shall be indemnified by England Netball against all reasonable costs and losses which she / he may incur or sustain in relation to the proper and lawful execution of the duties of her / his office, or by reason of any duty properly performed for or with the authority of the Regional Management Board.

## 10 **ARBITRATION AND MATTERS NOT PROVIDED FOR**

10.1 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 Chairman who shall refer the same to the Board of Directors of England Netball whose decision shall be binding on all parties.

## 11 **DISSOLUTION**

11.1 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 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.

## **The Role of the Regional Management Board**

The role of the Regional Management Board (RMB) in the West Midlands is outlined in the Regional Constitution. Its primary functions are to provide strategic direction, support and guidance to regional and sub regional sporting partnerships and to manage the affairs of Netball in the West Midlands.

### **Mission Statement**

*'Netball West Midlands aims to provide easy access for all, to life long netball opportunities, through the development of participation, partnerships and quality support systems'*

One Goal - One Vision

### **Appointing Technical Support Groups (TSG's)**

Netball West Midlands Regional Constitution States:

1.0.0 The Regional Management Board may establish technical support groups as may be deemed necessary and determine their membership and terms of reference.

The RMB will set the roles and responsibilities, appoint the chair and advise and support the TSG's as necessary. Any member of the RMB has the right to attend any TSG as deemed appropriate.

In 2006/2007 the RMB has identified the following groups as Technical Support Groups:

- Competition
- Talent and Development
- Schools
- Workforce Development
- Cell Group

## **Remit of TSG's**

### **Competition**

#### Membership

- Appointed Chair
- Vice Chair
- Nominated Secretary
- Fixtures Secretary
- Treasurer
- Umpiring Secretary
- 2 x nominated reps

1. Run, administer, sustain and develop the Regional Leagues in line with the National Competition Structure.
2. To ensure that equity and ethics policies are integrated and implemented into all aspects of competition within the region
3. To work with the RMB to ensure that the implications of the Competition Review are understood by the Counties and Leagues in the region
4. To organise and administer all tournaments run by the Region with the exception of Schools tournaments
5. To support the Schools TSG in delivering schools tournaments
6. To maintain blueprints for Regional Competitions and Events
7. Co-ordinating any other regional event as necessary
8. Deliver projects given to the group from the RMB
9. Work closely with and consider implications of decisions for all TSG's
10. Prepare and Review on an annual basis all competition entry fees.
11. Prepare a proposed budget to submit to the board

### **Schools**

#### Membership

- Appointed Chair
- Nominated Secretary
- County Representatives

1. Develop and implement pathways for working with the education sector.
2. Co-ordinate and run the Regional rounds of the National Schools Tournament in all age groups in line with the National Competition Structure with support from the Competition and Events RWG
3. Increase the number of affiliated schools in the Region by a percentage agreed with the RMB year on year
4. Develop a Regional Schools benefits package
5. To work with NDCs and the Regional Support Officer to identify activities to promote the development of new clubs and develop school-club links
6. To ensure that LTAD is promoted across the region
7. Deliver projects given to the group from the RMB

## **Technical Workforce Development**

### Membership

- Appointed Chair
- Nominated Secretary
- Regional Umpiring Co-ordinator
- Regional Coaching Co-ordinator

1. Ensuring the needs of the region are met in terms of coaching, umpiring, official education and training
2. Delivery of EN priorities for workforce development
3. Members of this group will include the Regional Umpiring Co-ordinator and the Regional Coaching Co-ordinator

## **Talent Development**

### Membership

- Appointed Chair
- Regional Head Coach
- Regional Assistant talent coaches x 2
- Regional Head Scout

1. Co-ordinate and deliver the Regional Talent Programme
2. Ensure there is a sustainable and comprehensive talent ID system in the region that meets the requirements of the national programmes
3. Deliver Performance Standards Workshops to meet the needs of the region with support from the workforce development TSG
4. Ensure there is a clear player pathway in each County in the region
5. Review Satellite and County Academy systems in the West Midlands to create a flowing and easily accessible player pathway
6. To ensure that equity and ethics policies are integrated and implemented into all aspects of the player pathway
7. Work with the Workforce Development TSG to establish a regional mentoring programme for performance umpires and coaches. Ensure this is understood by all regional and county personnel

## **Cell Group**

### Membership – paid staff

- Regional Manager
- Regional Administrator
- Regional Support Officer
- County Netball Co-ordinators

## **TSG Regulations**

### **Membership**

- The chair of each TSG will be appointed by the RMB, this person is then responsible for confirming the names of all TSG's members at the beginning of each season.
- The committee will have the right to invite an expert advisor to any meetings as deemed appropriate.

### **Meetings**

- The chair of each TSG is responsible for determining the schedule of meetings, informing the RMB, and providing at least 2 weeks notice of any given notice.
- Each TSG is responsible for nominating a secretary to record the events of each TSG meeting, this position can be rotated.

### **Reporting**

- The chair of each TSG must report back any business to the RMB within 2 weeks.
- The TSG chair is responsible for ensuring the TSG Report Form (see appendix 1) is completed and circulated to all members of the TSG and the Regional Administrator within 2 weeks of the meeting being held.

### **Remit**

- All TSG's are responsible for communicating their proposed programme of work / development plan for the season to the RMB at the beginning of each season for approval. This must be accompanied by a predicted budget.
- All funding requests must be submitted to the board.
- Work to and publicise regional equity and ethics policies.
- Work closely with and consider implications of decisions for all TSG's
- Deliver projects given to the group from the RMB

## **Equity and Welfare**

- Netball West Midlands adopted England Netball's policy on Child Protection.
- Netball West Midlands adopts England Netball's policy on Duty of Care
- Netball West Midlands adopts England Netball's policy on Equal Opportunities

## **Communications Policy**

Netball West Midlands (NWM) believes it is essential that Members are informed on the progress, policies and plans of the Region. It recognises its Members and partners in the business, and as such, will encourage them to make their opinions known on issues that affect them directly. In pursuing an effective communication policy, NWM aims to help Members achieve a better understanding of their objectives and policies, and gain their commitment to them. NWM also recognises that:

It is important to create a climate that is conducive to effective communication.

Communication is a two-way process, and the Management of NWM has the responsibility of, not only communicating to all Members, but also ensuring that Members are able to communicate their own views.

In certain cases, however, there may be a need to preserve confidentiality, which could impose constraints upon communication.

The formal body for the communication of information and discussion of policies is the Management Committee. The meeting is attended by all the elected representatives, who then pass on relevant details of matters discussed and gather feedback from Members where applicable. If particular matters arise which are of relevance to Members between Management meetings, the Secretary of NWM will ensure that such matters are communicated to Members.

Methods of communication will normally be via electronic mail, however, where this is not possible, the postal system may be used.



<b>Netball West Midlands TSG Proposal Form</b>
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<b>Working Group</b>	Schools	Competition	Talent	Workforce Development	Cell Group		
<b>Circulation List</b>							

<b>Date</b>	
<b>Proposal for endorsement</b>	
<b>Request for funding</b>	

**Summary of Proposal**

  
  
  
  
  
  
  
  
  
  

**Key Points for Endorsement**

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**Proposal for Funding**

  
  
  
  
  
  
  
  
  
  

<b>Total funding required</b>	
<b>Total requested from RMB</b>	
<b>Funding confirmed from other partners</b>	
<b>Current shortfall</b>	

<b>Signed (TSG Member)</b>	<b>Date</b>
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For Completion by RMB Only	
<b>Items Approved by RMB</b>	<b>Comments</b>
<b>Outstanding Questions from RMB</b>	
<b>Signed (RMB Member)</b>	<b>Date</b>

Please submit this report electronically [westmidlands@englandnetball.co.uk](mailto:westmidlands@englandnetball.co.uk) within 2 weeks of the TSG meeting.

Appendix 3

Regional Management Board Members Netball West Midlands 2005/6

Chair (elected)	Janet Wrighton
Treasurer	
Member (elected)	Heather Moir
Member (elected)	Jan Thomas
Member (elected)	Paulette-Francis Green
Member (elected)	
Member (appointed)	
Member (appointed)	
Regional Manager	Fran Botting
Secretary to the Board (Regional Administrator)	Tracy Murphy

Appendix 4

Netball West Midlands TSG Membership 2005/6

<b>Competition</b>	<b>Schools</b>	<b>Workforce Development</b>	<b>Talent</b>	<b>Cell Group</b>	
<b>Link to Board:</b>	<b>Link to Board:</b>	<b>Link to Board:</b> Heather Moir	<b>Link to Board:</b>	<b>Link to Board:</b> Fran Botting	<b>Link to Board:</b>
<b>Lead:</b> Syd Smailes	<b>Lead:</b> Anona Hickin	<b>Lead:</b> Heather Moir	<b>Lead:</b> Fran Botting (acting lead)	<b>Lead:</b> Fran Botting	<b>Lead:</b>
<b>Members:</b> Rotating county reps	<b>Members:</b> TBC	<b>Members:</b> Heather Moir	<b>Members:</b> Colette Thompson Lynda Manson Lesley Blair Olive Belcher	<b>Members:</b> Lesley Blair Sue Bell Zoe Cooper Elaine Gale Carly Hende Lynda Manson Tracy Murphy	<b>Members:</b>