

# Committee Portfolio's 2011-2012



The Committees are set out as follows for the Abu Dhabi Netball League 2011-2012 Season:

A. The Executive Committee shall consist of the following:

(Four members)

- i. Chairperson
- ii. Vice Chairperson
- iii. Secretary
- iv. Treasurer

B. The Games Committee shall consist of the following:

(Twelve members)

- i. Two Executive Committee Members
- ii. Three Umpire Coordinators
- iii. Three Fixtures & Results Representatives
- iv. Three Equipment & Facility Coordinators
- v. First Aid Coordinator

C. The Sub-Committee shall consist of the following:

- i. Two Executive Committee Members
- ii. Team Captains & Vice Captains
- iii. Three Social Coordinators
- iv. Publicity Secretary (PR)
- v. One Umpire Coordinator
- vi. One Fixtures & Results Representative
- vii. First Aid Coordinator
- viii. One Equipment & Facility Coordinator

## Roles and Responsibilities of Committee Members:

### 1. Chairperson / Vice Chairperson (Kellie Pomeroy and Chantel de Villiers)

- To be available to all committee members for advice and assistance on all aspects of their work.
- To Chair all meetings ensuring that the Agenda is followed and that the members are kept to the point of discussion.
- To remind all committee members of items to be actioned and to ensure that all obligations are fulfilled and all arrangements made in good time for all functions, tournaments, etc
- To carry out initial liason with other Netball Leagues for joint tournaments etc, before handing over to fixture secretary for detailed finalization.
- To officiate at the end of season Awards Ball and any similar functions.
- To officiate in the case of any dispute which cannot be settled by the individual committee members
- Co-coordinating with representatives from other GCC countries regarding any activities related to tournaments or functions.
- To deal with any new enquiries and assist players in finding a suitable team at the beginning of the season and then handing over to the Welcoming Committee.

- Along with the Vice-Chairperson, ensure that the league has secured facilities to play at each season.
- Produce the fixtures at the start of season a fixtures list detailing dates, times, places of all league matches together with the umpire's roster, and circulate to Team Captains along with the Chairperson.

## **2. Treasurer (Wendy Hughes)**

- Maintenance of ADNL accounts ledgers detailing all income and expenditure to a final end of season balance for report presentation to the AGM.
- Preparation of current status reports on finances requested for committee meetings.
- Payment of any annual subscription fees.
- Collection of player's subscriptions to balance with Registration Forms held by the Chairperson.
- Payment of all bills, in conjunction with either Chairperson or Secretary.
- Maintenance of Treasurers file containing all invoices, receipts, financial statements and bank account statements.
- Preparation of financial reports / budgets of all-special events, fun tournaments etc. Managing of funds on tournaments, raffles, registration, refreshments, etc.

## **3. League Secretary (Kim Hewitt)**

- To ensure that all committee actions are within the constitution of the League.
- Compile an Agenda for all committee meetings in conjunction with the Chairperson and recording minutes for the meetings. Once approved by Chairperson the minutes of meeting will be circulated to Team Captains for distribution to their teams.
- Produce for the AGM and any EGM an agenda in conjunction with the full committee. Minutes to be compiled of the meeting and circulated as above.
- Write all letters for the league thanking sponsors, confirming venues, entertainment, etc and then sent for signature by Chairperson.

## **4. Fixtures & Results Coordinators (Saracens, TSL and Shooting Stars)**

- To check and confirm the fixtures produced by Chair and Vice Chair at the start of season for each allocated League.
- To deal with all queries on the above and ensure all umpires are aware of their matches and to coordinate any changes made during the season.
- Liaison with any other Netball League for joint tournaments after initial Chairperson's approach.
- To contact all teams on table duty and make them aware when it is their turn for table duty.
- To collect the score sheets/results after each Tuesday night and forward send them to the PR coordinator to update on the website.
- To ensure a fixture list is in the fixture file and make sure there is enough score cards.

- To ensure that the correct points are allocated to teams. 5 points for a win, 3 points for a draw and 1 point if you lose by more than half the score (e.g. 20-5). A team can cancel/forfeit one game without being penalized but they will be penalized 2 points for every game they forfeit after that. 2 points penalty for failing to provide an umpire

#### **5. PR Consultant (BSAK White)**

- Responsibility for all aspects of Netball Publicity with regards to Newspapers, Magazines, Newsletters, Facebook, Radio, Posters, TV etc.
- Ensure all sponsors are given maximum publicity to ensure their continued support.
- In conjunction with Games Committee to obtain maximum sponsorship and support for Netball teams, tournaments and raffles throughout the season.
- To update the website coordinator with any press releases to be added to the PRESS section on the website.

#### **6. Social Committee: (Sarah Partridge, Parks, Up & In, Jetsetters and Radla Ravens)**

- In conjunction with the PR Consultant to obtain maximum sponsorship and support for Netball teams throughout the year.
- To arrange all social functions including venue, entertainment, food and beverage, tickets, raffles etc

#### **7. First Aid (TSL)**

- To ensure that the first aid box is always stocked with the necessary equipment like nail clippers, band aids, plasters, Panadol and ice from ZSC.

#### **8. Equipment (DFC, Liwa and BSAK Blue)**

- To ensure that all league equipment is looked after and informing the Chairperson if anything is needed such as balls, whistles, bibs and the posts.
- To ensure the courts are up to standard, clean and undamaged before weekly matches.
- To ensure supply of refreshments at all matches tournaments etc, for player and spectators as applicable and with approval of the venue.

#### **9. Website (Gray McKinsey)**

- Updating the website with the latest news and fixtures.
- Uploading all team photos onto the website.
- Uploading any press releases received by the publicity officer.
- Updating the website with the results each week after receiving it from the results secretary.

**10. Umpire Coordinators (Clair Shryne, Mel Waugh, Bonnie Lawrie and Suzanna Shelly)**

- To develop, coordinate and administer netball specific umpiring programs and policies throughout the ADNL.
- Coordinate umpiring courses including the organization of programs and workshops for all levels required for the ADNL.
- Ensure correspondence is answered and issues brought up by the members of ADNL are addressed with the Executive Committee and resolved.
- Helping teams who are looking for an umpire with any assistance they might need.
- Arrange and coordinate umpires for the league if not team players.
- Mentor to new Umpires.