

SOUTH YORKSHIRE COUNTY NETBALL ASSOCIATION

Constitution 2006/2007



Revision History

Date	Version	Status	Prepared by	Comments
13/09/06	1.0	Draft	J Rowland E Crawford K Frith J Harpham	For review

Document Control

Role	Name	e-mail	Telephone
Owner	SYCNA Committee	c/o jenharpham@hotmail.com	0114 2748892

Approval

Role	Name	Signature	Sign-Off Date
Chair	Ellie Crawford		
Vice-Chair	Lorraine Tazzyman		

1.	NAME	4
2.	AFFILIATION	4
3.	OBJECTIVES	4
4.	MEMBERSHIP	5
5.	MEMBERSHIP FEES	6
6.	MANAGEMENT	7
7.	ANNUAL GENERAL MEETING	11
8.	EXTRAORDINARY GENERAL MEETINGS	12
9.	AMENDMENT TO CONSTITUTION	13
10.	INDEMNITY	13
11.	COMPLAINTS PROCEDURES, DISCIPLINARY POWERS AND APPEALS	13
12.	ARBITRATION AND MATTERS NOT PROVIDED FOR	15
13.	BYLAWS	15
14.	RIGHTS AND OBLIGATIONS OF MEMBERS	15
15.	HONORARY LIFE MEMBERS	16
16.	TERMS OF REFERENCE	17

1. NAME

The county association shall be called SOUTH YORKSHIRE COUNTY NETBALL ASSOCIATION and hereafter called the SYCNA.

2. AFFILIATION

The SYCNA shall be affiliated to the ALL ENGLAND NETBALL ASSOCIATION LTD, hereafter called the AENA and the YORKSHIRE AND HUMBERSIDE REGIONAL NETBALL ASSOCIATION, hereafter called the REGION.

3. OBJECTIVES

The SYCNA is established to:

- 1.0. Encourage the development, promotion and practice of netball within South Yorkshire, in partnership with AENA and the REGION and other appropriate local statutory and voluntary organisations.
- 2.0. To facilitate the progression from school to senior netball.
- 3.0. Organise such events as member's desire and/or thought appropriate by the SYCNA
- 4.0. Work with Partners to develop netball within South Yorkshire and beyond.
- 5.0. Adopt the rules and regulations laid down by the AENA and the International Federation of Netball Associations, hereafter called the IFNA.
- 6.0. Keep a watching brief on Netball facilitates within the county.
- 7.0. Employ funds of the SYCNA as shall be deemed to be in the best interest of the game.



4. MEMBERSHIP

- 1.0. Membership of SYCNA will be through an individual's affiliation to the AENA.
- 2.0. Members of the SYCNA, Clubs and Schools, shall be as documented in the AENA Handbook, Articles and Bylaws.
- 3.0. Registered participants – a person who plays, coaches, umpires or organises Netball, or who is in any way concerned or connected with Netball and registered with the AENA, either through a club or through SYCNA.
- 4.0. Associate members
 - Any company, association or sports club within the county with an interest in Netball.
 - Any junior league, which registers with the AENA and plays, matches within the county.
- 5.0. Honorary life membership may be conferred by the County Committee upon any person who has rendered special service to the SYCNA with such rights and privileges as the County Committee may from time to time determine. But honorary life membership while conferring the right to attend meetings will not itself entitle a person to vote except in the capacity as an Honorary Officer.
- 6.0. All members shall be bound by the constitution and any other rulings of the County Committee and by the current rules of the game.

5. MEMBERSHIP FEES

- 1.0. Each member shall pay an annual subscription to the SYCNA and the REGION together with the appropriate fees to the AENA.
- 2.0. The scale and rate shall be agreed annually by the County Committee and approved at the Annual General Meeting.
- 1.1. Membership Fees are due in accordance with AENA. They shall be valid between 1st September and 31st August in the following year. Additional subscriptions may be set at any time. Affiliation fees to AENA to follow the AENA regulations.
- 1.2. All membership fees shall be paid to the SYCNA Treasurer by 30th September and all members joining SYCNA shall be deemed to accept the terms of the membership.
- 1.2. All finances and accounts will be audited at the end of each financial year (**dates to be in accordance with schools girls**) by an independent auditor approved by the County Committee.

6. MANAGEMENT

The affairs of the SYCNA shall be conducted by an executive committee hereafter called the County Committee.

The County Committee shall comprise of a *Management Committee* plus associated *Sub-Committee's* who shall be responsible to the *Management Committee*.

1.2. Management Committee

1.2.0. The County Committee shall comprise an overseeing management Committee which shall have overall responsibility for business of the SYCNA.

1.2.0. The management committee shall comprise the five voting Officers of the SYCNA plus the Events Coordinator. The five Officers shall be:

- President, who shall be elected by the County Committee
- Chairperson and Vice-Chairperson who shall be elected at the Annual General Meeting (AGM) (The chair and vice-chair shall be elected for a term of two years and may be continually re-elected for a further term of two years.)
- Treasurer who shall be elected at the AGM
- Secretary who shall be elected at the AGM
- The Officers shall be voting members of the Management Committee

1.2.0. All members of the management committee shall:

- Be registered participants
- Present a report at the AGM
- Be a full member of the management committee and be responsible to the management committee.



- Deal with any matter referred by the management committee and in carrying out duties is at all times responsible to the management committee.
- Be responsible for ensuring the accounts and finances are audited externally by an approved auditor at the end of each financial year.
- Be responsible for investigating and resolving any complaints or disciplinary procedures.

4.0.0. Five Voting members of the management committee shall form a quorum. The chair is part of the quorum. Voting may be in person or by proxy.

5.0.0. The quorum will vote on:

- Any conflict from within the management committee, the sub-committees or between sub-committees.
- Any scheme within the county that requires financial assistance.
- Any actions to be taken regarding any complaints or disciplinary procedures.

6.0.0. The management committee may form any sub-committee they see fit.

2.0. Sub committees shall be responsible to the management committee, although will act independently unless they require the services of the management committee.

1.0.0. Sub-Committees shall be formed to undertake day-to-day business of the SYCNA.

2.0.0. Sub-committees will be responsible for organising “events” within their jurisdiction but **MUST ALWAYS** liaise with the management committee regarding the event and date.

3.0.0. Members of the sub-committees shall:

- Be registered participants.



- Deal with any matter referred by the sub-committee and in carrying out duties is at all times responsible to the management committee.

4.0.0. Sub-committees shall report to the management committee via a nominated representative (or representatives)

5.0.0. The five sub-committees shall be:

- Finance sub-committee
- Competition sub-committee
- Workforce Development sub-committee
- Talent Development sub-committee
- Development sub-committee

3.0. Finance Sub-Committee

1.0.0. Shall have one representative on the management committee

2.0.0. Members shall be:

- Funding Officer
 - Affiliations Officer – for juniors
 - Affiliations Officer – for seniors
 - Treasurer for juniors
 - Treasurer for seniors
- } *these posts will merge when appropriate.*

4.0. Competition Sub-Committee

1.0.0. Shall have one representative on the management committee

2.0.0. Members shall be:

- Welfare Officer
- No other titled roles (as many as appropriate)



5.0. Workforce Development Sub-Committee

1.0.0. Shall have one representative on the management committee

2.0.0. Members shall be:

- Officers with no titled roles (as many as appropriate)

6.0. Talent Development Sub-Committee

1.0.0. Shall have one representative on the management committee

2.0.0. Members shall be:

- Welfare Officer
- Other non-titled roles (as many as appropriate)

7.0. Development Sub-Committee

1.0.0. Shall have one representative on the management committee

2.0.0. Members shall be:

- Chairperson
- Borough sports development officer
- Welfare Officer
- Other non-titled roles (as many as appropriate)

8.0. In the event of a member of the management committee resigning from post (for unavoidable reasons) before the end of the season, all sub-committees will be notified and given a period of 14 days from notification to nominate a replacement, an emergency meeting will be held, all management committee members and one representative from each sub-committee will vote on the replacement, this post will then stand until the next AGM.

7. ANNUAL GENERAL MEETING

1.3. An Annual General Meeting, hereafter called an AGM, shall be held on or before the 30th July, to which all clubs and committee's are required to send a representative.

1.3. Notification of the AGM will be circulated at least 4 weeks prior to the date of the AGM.

1.3. The agenda and proposed resolutions for the AGM shall be circulated not later than fourteen days before the meeting to all clubs and person's eligible for voting.

1.3. Business to be transacted:

- To receive minutes of the last AGM, statement of audited accounts and reports of the past season.
- To elect all titled committee members
- To consider any proposed resolution submitted **IN WRITING 28 DAYS** before the date of the meeting, which has been proposed by the management committee and sub-committees seconded by two members entitled to vote.
- To recruit volunteers and non-tilted members for the sub-committees.

- 5.0. Committee members can be proposed and seconded for new or existing posts on the day of the AGM.
- 6.0. No business may be transacted at the AGM unless a quorum is present. A quorum will consist of the 5 voting members, including the Chair of the Meeting.
- 7.0. Persons eligible to vote at a General Meeting shall be:
- Clubs, one vote per club (if clubs consist of Junior and senior teams, both the junior and the senior teams are entitled to one vote each), if present at meeting.
 - One vote per school, if present at meeting.
 - One vote per titled committee members (management committee and sub-committees) if present at meeting.
- 8.0. All person's wishing to vote must be present at the meeting.
- 9.0. Penalties may be imposed on clubs who do not send any representatives, the penalties to be decided by the management committee, all clubs shall be treated fairly.

8. EXTRAORDINARY GENERAL MEETINGS

- 1.0. An Extraordinary General Meeting, hereafter called an EGM, may be convened:
- By the management committee if deemed necessary by 4 or more members
 - Upon written request to the secretary from 5 or more members entitled to vote at a general meeting.
- 2.0. Any request for an EGM must state the purpose for which a meeting is required and shall set out any resolution that is desired or proposed.
- 3.0. Upon acceptance by the management committee on the need for an EGM, the secretary shall hold the meeting within 28 days of agreement by the management committee and **14 DAYS** notice of the meeting and any resolution shall be given to every club and sub-committee, with one (voting) representative from each club/sub-committee to attend should they wish to.

9. AMENDMENT TO CONSTITUTION

1.0. Proposals to alter the constitution at the AGM shall be submitted in writing to the secretary no later than 28 days before the AGM either by the management committee, members of the sub-committees or any other person's involved with netball in South Yorkshire.

10. INDEMNITY

1.0. SYCNA is not liable for any costs, charges, losses, expenses or liabilities incurred by an individual/club/committee in the execution and discharge of their responsibilities relating to the SYNCA through their affiliation to the governing body (AENA).

11. COMPLAINTS PROCEDURES, DISCIPLINARY POWERS AND APPEALS

1.0. SYCNA will not be responsible for any person's choosing to be involved with non-affiliated clubs/leagues. However, in the case of newly formed clubs/leagues, help may be offered on a temporary basis for one year to encourage new club to apply for membership.

2.0. Members shall be liable to disciplinary action by the management committee in any of the following instances:

- Have been in breach of the disciplinary instances of the articles of AENA 9(a) (i to v) or bylaws of AENA
- Have been guilty of conduct considered to be prejudicial to the interests of the County, or the County Constitution, or of the game of Netball.

- 3.0. All complaints/reports concerning misconduct shall be given in writing to a member of the management committee, who shall bring the information to the attention of the management committee, which shall then be discussed and investigated by the management committee and any actions/disciplinary procedures to be taken shall be voted upon by the management committee. The actions taken **must be** reasonable and fair given the nature of the complaint.
- 4.0. All complaints/reports to be kept confidential between the management committee, the person(s) who made the complaint/report and the person(s) to whom the complaint/report refers.
- 5.0. The person(s) who made the complaint/report shall receive a letter of receipt and will be notified of any actions to be taken.
- 1.3. The person whom the complaint/report is about shall be notified of the complaint/report and will have **14 days** to respond to respond in writing.
- 1.3. Any person's disciplined has the right to appeal providing a justifiable reason as to why the appeal should take place. The appeal request should be given to the Chair of the management committee in writing with the reason for the appeal clearly stated. At such a time the management committee will reassess the complaint based on the new information and can overturn any decision previously made, this decision is then final.

12. ARBITRATION AND MATTERS NOT PROVIDED FOR

- 1.3. If any dispute shall arise on the interpretation of this Constitution, or the need arises to deal with any matter not provided for in this Constitution, reference shall be made to the management committee via the Secretary who shall inform the management committee whose decision shall be binding on all parties.
- 1.3. All funds or other property of the SYCAN shall not be paid or distributed among the Members of the SYCNA, unless previously agreed by the management committee.
- 1.3. In the event of dissolution, the funds remaining will be devoted to other organisations whose objectives are similar to those of the SYCNA.

1. BYLAWS

- 1.3. Subscriptions to be reviewed annually in order to remain in line with AENA increases and SYCNA running costs.

1. RIGHTS AND OBLIGATIONS OF MEMBERS

- 1.3. Refer to Rights and Obligations of Members of AENA Bylaws 8 to 16.

1. HONORARY LIFE MEMBERS

- 1.3. Anyone involved with SYCNA may make a recommendation for Honorary Life Membership.
- 1.3. Written recommendation shall be forwarded to the County Secretary at any time and must contain information to support it.
- 1.3. The management committee shall consider each recommendation and has the authority to confer Honorary Life Membership upon any person who has rendered special service to the SYCNA.
- 1.3. The award shall normally be presented at the next General Meeting.

16. TERMS OF REFERENCE

The following terms of reference will be reviewed each year for approval at the AGM or EGM.

PRESIDENT

The President is the head of the SYCNA and shall:

- Preside at all General Meetings
- Exercise a general interest in the SYCNA affairs
- Be available for consultation when required
- Present badges and trophies to recipients
- Is entitled to attend any meeting of the SYCNA
- Serve as a voting member of the management committee
- Ensure the committee adheres to AENA Duty of Care Guidelines

CHAIRPERSON

The Chairperson shall:

- Be responsible for the conduct of the committee's in managing the affairs of the SYCNA
- Take the chair at management committee meetings, AGM and EGM, maintain order and direct the course of the committee's deliberations towards fulfilling it's aims
- Liaise with the secretary on the agenda for each meeting and to approve the minutes prior to circulation
- Be responsible, in conjunction with the secretary, for the presentation of the annual report
- Guide the policies and actions of the sub-committees and act fairly to all parties
- Be completely familiar with the Constitution and Bylaws of the SYCNA, the general rules for committee procedure and the current affairs and the business in hand

- Have the authority to attend any sub-committee meeting, or any meeting or event of the SYCNA
- Have the authority to offer administrative advice and co-ordinate the work of all the officers
- Ensure the committee adheres to AENA Duty of Care Guidelines

VICE-CHAIRPERSON

The Vice Chairperson shall:

- Support the Chair, and undertake whatever part of the Chair's work is assigned
- Have the authority to attend any sub-committee meetings
- Ensure the County adheres to AENA Duty of Care Guidelines

TREASURER (Junior and Senior)

The Treasurer shall:

- Be responsible for receiving and holding all money belonging to the SYCNA
- Request and receive Club/ League monies from the members of the Club/ League.
- Have a right to query expenditure but not control it
- Recommends action on financial matters to the management committee
- Be responsible for the deposit of all monies to the relevant bank account
- Present a written report at all meetings of the management committee
- Present an annual report and an audited balance sheet at the AGM of the SYCNA, including the results of the external audit.
- Disburse monies upon the request of the management committee
- Present the accounts for audit as directed
- Be a member of any sub-committee and available to attend meetings or working groups in an advisory capacity
- Allocate monies upon the order of the Committee as follows:



- Petty Cash to Committee members
- Gratuities
- Honorarium
- Payment for facilities
- Ensure the club/ league adheres to the AENA Duty of Care Guidelines

SECRETARY

The Secretary shall:

- Advise the Chief Executive of the AENA of the Officers of the SYCNA for the AENA handbook
- Collate and circulate all details for the Annual General Meeting by appointed dates
- Deal with any matter referred by the County Committee
- Circulate any relevant information to members of the Committee and clubs if relevant
- Deal with any correspondence and notify AENA of any changes that are required to the AENA handbook
- Be available for consultation with regional league co-ordinators
- Circulate the agenda and minutes of all County meetings
- Circulate the agenda of all General Meetings to all members not less than **28 days** prior to the annual General Meeting and **14 days** before the Extraordinary General Meeting
- Ensure the committee adheres to AENA Duty of Care Guidelines

FINANCE SUB-COMMITTEE

The finance sub-committee shall be responsible for:

- Have one representative on the management committee.
- Liaise with Clubs, League, Region and AENA on all matters involving affiliation to AENA or any issues as requested by the committee



- Ensure instructions to complete affiliation documentation is explained as clearly as possible to club secretaries
- Ensure AENA returns are completed and returned as scheduled by AENA
- Ensure the Affiliations bank account is maintained in proper order
- All Budgetary matters
- Treasurer who is part of the management committee also sits on the finance sub-committee
- Ensure the committee adheres to the AENA Duty of Care guidelines

COMPETITION SUB-COMMITTEE

The competition sub-committee shall be responsible for:

- Consult with any non-SYCNA affiliated league on matters relating to SYCNA business
- Represent the interest of the league at SYCNA meetings
- Feedback to the league, where appropriate, decisions made within the county committee meetings
- Administer the league within the SYCNA code of conduct for affiliated players
- Encourage members of the league to develop by attending coaching and umpiring courses provided by the county
- Hold a list of affiliated teams participating in the league
- Be jointly responsible with the county committee for the organising of the Annual Presentation Awards
- Be the County representative in dealings with AENA concerning disability netball
- Keep the county committee informed of AENA initiatives and progress being made with disability netball
- Play a prominent role in County initiatives concerning disability netball
- Schools competitions
- Junior and Senior leagues (including fixtures, court hire, rules and regulations, results competition and distribution and communication with the finance committee.

- Ensure the committee adheres to the AENA Duty of Care guidelines

WORKFORCE DEVELOPMENT SUB-COMMITTEE

The workforce development sub-committee shall be responsible for:

- Deal with any matter referred by the County Committee
- Administer the schemes for training and examination of candidates for the coaching awards/umpiring approved by the AENA and thought appropriate by SYCNA
- Supply technical information as asked for by the County Committee or a member
- Produce estimates of future coaching courses to assist in finance planning taking into account all sources of finance
- Make nominations for testers and tutors
- Hold and up-to-date list of qualified umpires and tutors in the County (with permission from the umpires)
- Ensure all coaches who have involvement with children are CRB checked.
- Ensure the committee adheres to the AENA Duty of Care guidelines

TALENT DEVELOPMENT SUB-COMMITTEE

The Talent Development Sub-Committee shall have responsibility for:

- Satellite Academy
- Regional Scouts
- Clubs Talent Development
- Schools Talent Development
- County Academy – U14, U16, U18
- Liaison with Finance Committee.
- Ensure the committee adheres to the AENA Duty of Care guidelines

DEVELOPMENT SUB-COMMITTEE

The Development Sub-Committee shall be responsible for:

- Developing Clubs/school links
- CAPS Accreditation
- Liaison with Finance Committee
- Ensure the committee adheres to the AENA Duty of Care guidelines

UMPIRES

The Umpires shall:

- Hold a minimum of a C award qualification or be working towards that level
- Attend practices as requested in liaison with the team manager
- Be represented through the Umpiring secretary on matter relevant to their personal development
- Ensure that they adhere to the AENA duty of care guidelines

RESPONSIBILITIES OF ALL COMMITTEE MEMBERS.

All committees/members shall:

- Hold at least three meetings per annum, present a report at the AGM and at any other time the management committee requests it, be responsible for their own fundraising activities and liaise with the management committee regarding fundraising activities.
- Be responsible to its members for its actions and manage the affairs of the SYCNA in accordance with the Constitution
- Have authority to decide if and when any sub-committee or ad hoc committees shall be set up and decide their Terms of Reference
- Appoint at least one member of each sub-committee onto the management committee. It shall be their duty to serve as liaison between the sub-committees and the



management committee, and they shall report after each sub-committee meeting to the management committee. They shall make known to the sub-committee instructions of the management committee.

- Fill any vacancy which occurs during the season. After being voted in that Officer shall remain in Office until the next Annual General Meeting
- Submit, if desired, motions to change the Constitution
- Fix the Annual subscription rate for members and recommend this to the Annual General Meeting for approval
- Approve a bank or banks for the deposit of monies of the SYCNA and designate the signatories that may operate those funds
- Treat all discussions at any committee meetings as **confidential**
- Consider the recommendations for auditor and propose the appointment at the Annual General Meeting
- Organise events within the County as required by the Region or the members as thought appropriate
- Advise on the development of facilities in the County when asked
- Ensure that all members adhere to the SYCNA constitution
- Decide upon and recommend to Officers, disciplinary measures to be served upon any member reported to them for misconduct
- Ensure each individual adheres to the AENA Duty of Care Guidelines