



Kent Netball Terms of Reference

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Group Owner	KNMC
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Applicable for	This policy is mandatory.
Summary	This policy provides information on Kent Netball's Subcommittees. A copy of this policy will be given to all KNMC members upon their election/appointment and to all relevant volunteers as part of their induction.

Version control

Person Responsible	Version and summary of changes	Date
Dawn Cox	Terms of Reference last dated 2014 obsolete. First Version - new content. Kent Netball Terms of Reference_v1.0	01/05/21

Contents

1. Subcommittees.....	3
1.1 Meetings of the Subcommittees.....	3
1.2 Accountability	3
1.3 Responsibilities of the Chair of the Subcommittee	3
2. Coaching Subcommittee.....	4
3. Communication Subcommittee.....	4
4. Competition Subcommittee	5
5. Equality, Diversity and Inclusion (ED&I) Subcommittee	5
6. Finance Subcommittee	5
7. Honorary Officers Subcommittee.....	6
8. Officiating Subcommittee.....	7
9. Performance Subcommittee	7
10. Registered Member Leagues Subcommittee	7
11. Schools Subcommittee	8
12. Associated Documents	8
13. Review of the Policy	8

Abbreviations

AGM	Annual General Meeting of Kent Netball
EN	England Netball
INF/IFNA	The International Netball Federation (INF), formerly the International Federation of Netball Associations (IFNA), is the worldwide governing body for Netball.
KN	Kent Netball
KNMC	Kent Netball Management Committee
L&SE	London and South East
RMB	Regional Management Board

1. Subcommittees

Subcommittees are established by Kent Netball (KN) and operate under the policies and procedures of the organisation. Furthermore, the Subcommittees will be expected to apply the vision and values of KN.

1.1 Meetings of the Subcommittees

- The Chair of the Subcommittee shall convene a minimum of one meeting (or alternative communication opportunity) per annum according to need, unless otherwise stated.
- The Chair of the Subcommittee shall set out the purpose for which a subcommittee meeting is required to the Subcommittee Members with a minimum of 14 days' notice.
- Remote participation in meetings is permitted.
- The length of meetings is limited to 150 Minutes.
- The recording of meetings will be facilitated by the Chair if required.
- The business of the Subcommittees is confidential. The records of meetings should be shared with the KNMC, Subcommittee and only external parties as appropriate.
- Three members shall form a quorum, one of whom must be the Chair.
- Each member of the Subcommittee shall have one vote; the Chair shall have the casting vote if required.
- The KN Chairperson and Treasurer are entitled to attend meetings of the Subcommittees without the right to vote.
- The meetings shall be carried out in accordance with the Kent Netball Conflict of Interest and other Policies.
- The Chair shall have the power to co-opt not more than two members with technical knowledge in a non-voting capacity.
- Members of the Subcommittees shall be reimbursed by KN, in accordance with the Kent Netball Finance Policy, for reasonable travel, accommodation and other expenses properly incurred by them in carrying out their duties or in attending meetings, events or otherwise in connection with the discharge of their duties as directed by the KNMC.

1.2 Accountability

- The Subcommittees are accountable to the KNMC. Following a meeting of the Subcommittee, a report shall be provided for the next meeting of the KNMC.
- Proposals with a financial implication shall be presented to the KNMC for a final decision.

1.3 Responsibilities of the Chair of the Subcommittee

The Chair of each Subcommittee shall:

- be elected at the AGM. They may serve for two years and may offer themselves for re-election at the AGM at the end of that term;
- adhere to the Kent Netball Conflict of Interest Policy regarding matters discussed, or decisions made by the Subcommittee. The Chair of each subcommittee is responsible for maintaining a register of relationships and managing meetings of the Subcommittee in line with the KN Conflict of Interest Policy;
- maintain confidentiality of the Subcommittee;

- be impartial, objective and respect confidences;
- ensure that the Subcommittee works effectively as a team and is capable of meeting the demands of the group alongside the goals of KN;
- prepare a report of activities for the year, for the Committee Member Report presented at the AGM; and
- prepare a report for each meeting of the KNMC.

2. Coaching Subcommittee

The Coaching Subcommittee aims to support and guide the County's grassroots coaches.

The Coaching Subcommittee shall comprise:

- Coaching Secretary (Chair)
- Coaching Secretaries/Representatives of Registered Member Leagues
- Kent & SE London Netball Development Officer
- Performance Lead.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- establish a strategy for the promotion of coach development;
- improve standards of coaching within KN by providing opportunity for the continuous updating of knowledge and skill;
- advocate EN's coach education programme;
- act as a communication link between KN's netball coaches and the KNMC;
- liaise between EN, L&SE Region, Registered Member Leagues, Subcommittees and the KNMC;
- share good practice; and
- promote the Coach Award.

The Chair or their nominated deputy, shall represent the KN at the L&SE Region Coaching TSG.

3. Communication Subcommittee

The Communication Subcommittee aims to maintain effective, creative and inspirational forms of communication with the membership.

The Communication Subcommittee shall comprise:

- Communication Secretary (Chair)
- Marketing Secretaries/Representatives of Registered Member Leagues
- Kent & SE London Netball Development Officer.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- establish a strategy for effective communication with members;
- publicise KN, its news and events;
- oversee KN's website and social media administration; and

- liaise between EN, L&SE Region, Registered Member Leagues, Subcommittees and the KNMC.

The Chair or their nominated deputy, shall represent KN at the L&SE Region Communication TSG.

4. Competition Subcommittee

The Competition Subcommittee shall aim to support and guide the KN competitions and to maintain a safe environment for children and young people to participate in netball within the County.

The Competition Subcommittee shall comprise:

- Competition Secretary (Chair)
- Kent County Senior Netball League & Kent County Junior Netball League representatives.
- Schools Secretary
- Hospitality Officer.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- oversee, support and deliver county-driven competitions (excluding schools) as instructed by the KNMC;
- liaise between EN, Region, Registered Member Leagues, Subcommittees and the KNMC; and
- promote the Team of the Year Award.

The Chair or their nominated deputy, shall represent KN at the L&SE Region Competition TSG.

5. Equality, Diversity and Inclusion (ED&I) Subcommittee

The aim of the ED&I Subcommittee is to improve standards equality, diversity and inclusion within KN.

The ED&I Subcommittee shall comprise:

- ED&I Officer (Chair)
- Officers of the KNMC where appropriate.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- establish a strategy for effective equality and inclusion within Kent Netball;
- be responsible for improving standards equality, diversity and inclusion within Kent Netball; and
- promote the Inclusion and Diversity Award.

The Chair or their nominated deputy, shall represent KN at the L&SE Region ED&I TSG.

6. Finance Subcommittee

The Finance Subcommittee shall aim to provide financial oversight for KN.

The Finance Subcommittee shall comprise:

- Treasurer (Chair)
- President
- Chairperson
- Vice-Chairperson

- Secretary.

The Chair shall convene an annual finance meeting (or alternative communication opportunity) normally in May.

The annual meeting shall include:

- An overview of the accounts as presented and summarised by the KN Treasurer
- Kent & SE London Netball Development Officer's plans
- Membership fee
- Budgets
- Subsidies
- Rates of pay
- Any other relevant business.

The Chair shall arrange distribution of the minutes of the annual finance meeting, along with proposals, to the KNMC for ratification.

The Chair shall convene other meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- be responsible for the financial management of the County Association;
- scrutinise and set the budgets of all the Subcommittees/TSG/Working Groups;
- maintain sound financial practice; and
- promote the Team of the Year Award.

The Chair or their nominated deputy, shall represent the County at the L&SE Region Finance TSG.

7. Honorary Officers Subcommittee

The Honorary Officers Subcommittee shall aim to manage the affairs of KN responsibly and with integrity.

The Honorary Officers Subcommittee shall comprise:

- Chairperson (Chair)
- President
- Vice-Chairperson
- Treasurer
- Secretary.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- guide the KNMC in formulating policies and managing the affairs of KN;
- make targeted approaches to individuals to promote joining the KNMC;
- make targeted approaches to individuals to encourage nomination of others for awards;
- set and maintain policies and procedures and the Constitution for KN; and
- manage matters arising not covered by other Subcommittees.

The Chair or their nominated deputy, shall represent KN at the L&SE RMB.

8. Officiating Subcommittee

The Officiating Subcommittee shall aim to further the aims of KN through the development of netball officials.

The Officiating Subcommittee shall comprise:

- Officiating Secretary (Chair)
- Umpiring or Officiating Secretaries/Representatives of KN's Registered Member Leagues
- Lead Mentor/Mentors.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- be responsible for the education and training of umpires and officials;
- provide support, development opportunities and ongoing assessment and mentoring for umpires and officials in the County; and
- promote the Officials Award.

The Chair or their nominated deputy, shall represent the County at the L&SE Region Officiating TSG.

9. Performance Subcommittee

The Performance Subcommittee shall aim to further the aims of KN through the development of high-performance netball athletes.

The Performance Subcommittee shall comprise:

- Performance Lead (Chair)
- Performance Coordinator
- Academy Coaches
- KN Selectors/Scouts.

The Chair shall convene a minimum of two meetings per annum.

The duties and responsibilities of the Subcommittee are to:

- organise and deliver KN's academies within the County Performance Pathway;
- organise trials to select players to represent KN;
- coach and aid the development of talented athletes, enabling them to reach their full potential;
- organise the back-up services for squad training, matches and tournaments;
- drive the mentoring of Coaches, Scouts and Selectors; and
- promote the Young Netballer Award.

The Chair or their nominated deputy, shall represent the County at the L&SE Region Performance TSG.

10. Registered Member Leagues Subcommittee

The Registered Member Leagues Subcommittee shall aim to further the aims of KN through the support and guidance for Registered Member Leagues and their members.

The Registered Member Leagues Subcommittee comprise:

- Registered Member League Secretary (Chair)

- A Member from the committee of each Registered Member League Selectors/Scouts.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- communicate with Registered Member Leagues and the KNMC;
- support and provide guidance for KN's Registered Member Leagues;
- encourage members of KN's Registered Member Leagues to take an active part in KN affairs and events; and
- promote the Unsung Hero Award.

11. Schools Subcommittee

The Schools Subcommittee aims to develop school netball through competition opportunities for member schools in the County.

The Schools Subcommittee shall comprise:

- Schools Secretary (Chair)
- Competition Secretary
- Representatives from member schools.

The Chair shall convene meetings of the Subcommittee according to need.

The duties and responsibilities of the Subcommittee are to:

- be responsible for the organisation of KN's schools' tournaments/events;
- act as a communication link between KN member schools and the KNMC;
- link with England Netball and the Region to deliver the National Schools competition; and
- promote the Teacher Award.

12. Associated Documents

Kent Netball Conflict of Interest Policy

Kent Netball Data Protection Policy

Kent Netball Finance Policy

With further reference to the Kent Netball Documents – Version Control Register for a record of all Kent Netball's documents and their latest versions.

13. Review of the Policy

The KNMC will review this Terms of Reference at four-year intervals.

Amendments to the Terms of Reference are permitted at any time following a decision of the KNMC, which must be minuted.

A record of revisions of this policy will be recorded in the Kent Netball Documents – Version Control Register.

