



England Netball

East Midlands Regional Association

By-Laws



1. Membership Fees

1.1 All categories of membership listed below shall pay their annual membership fees direct to England Netball in accordance with England Netball terms. The fee will include a regional contribution as follows:

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|--|--------|
| 1.1.1. County Association | £20.00 |
| 1.1.2. Adult club member Over 18 | £3.50 |
| 1.1.3. Young Person Under 18 | £2.00 |
| 1.1.4. Young Person Under 14 | £2.00 |
| 1.1.5. Young Person Under 11 | Free |
| 1.1.6. Social and supporting membership | Free |
| 1.1.7. College / University | £20.00 |
| 1.1.8. Registered secondary or middle school | £2.50 |
| 1.1.9. Registered junior or primary school | Free |

2. Counties

- 2.1 All county representatives shall ensure that all relevant information from the East Midlands Region shall be forwarded to their members or discussed by County Management Boards where decisions need to be made.
- 2.2 Only those counties whose registration fees are paid shall be entitled to be represented within the governance structure of the Regional Association.
- 2.3 Any county organising an event/course on behalf of the East Midlands Region which involves finance must produce a balance sheet for the Regional Management Board and this must be submitted to the bookkeepers within 28 days of the event.

3. Finance

3.1 Expenses

Claim for reimbursement of expenditure may be made as follows by those engaged on official business of the region in accordance with current England Netball rates:

3.1.1 Travelling Expenses, Essential Meals and Accommodation

3.1.2 All expense claims must be submitted on the correct expense claim

form and signed off by the appropriate authorised person prior to being submitted to the bookkeepers for reimbursement

- a) Chair & Vice Chair can authorise their own expenses for mileage (receipts/invoices must be provided for any other claim item) and for those of any other members in the region and suppliers not covered by the specific roles below
- b) TSG Chairs – can authorise mileage expenses for themselves and any other members of their group whilst performing the role of the TSG Chair (receipts/invoices must be provided for any claim item other than mileage)
- c) Regional League Umpire expenses – Officiating TSG Chair signs off all expense claims for mileage and any other expenses relating to umpire allocations for the Regional League (receipts/invoices must be provided for any claim item other than mileage)
- d) To accommodate the use of e-mails to process claims and signatures can take the form of:
 - i. Actual signature – which can be posted, scanned and/or e-mailed
 - ii. Typed in the signature box and sent from that person's e-mail either direct to emntreasurer@live.co.uk or via the person authorising the claim if applicable
 - iii. The person authorising the claim has the same options as above
- e) Claim Forms
 - a. Competition individuals claiming for anything relating to Competition should use “Competition TSG expenses claim form”
 - b. Event organisers should use the “Event Expenses claim form” – if claimant has never claimed before then the “Competition TSG expenses Claim Form” should be used to provide personal information and consent to their details being held for payment of their claim
 - c. Meetings – use the “Meeting expense claim form”
 - d. Anything else – use the “Governance Expense claim form”
- f) Payments
 - a. These will be made on the 1st and 3rd Thursday of every month, unless payment is urgently required (please

- b. speak with whoever authorised the claim so they can speak to the bookkeepers)
- c. No claim will be paid unless submitted on the correct form and correctly authorised
- d. Invoices for payment to suppliers need to be authorised by relevant personnel
- e. Claims can be e-mailed to emrntreasurer@live.co.uk or posted to: Easy Accounts Ltd, Unit 6, Heritage Business Centre, Derby Road, Belper, Derbyshire DE56 1SW
- f. Payments will be by bank transfer and a remittance e-mail sent to the claimant

3.1.3 All expense claims **must be submitted within 28 days of the event**

3.1.4 "No request for any payment - except expenses signed off by relevant personnel – will be accepted by the bookkeepers without first having been authorised by the Chair of Governance & Finance (G&F) TSG or, if the payment is for operational matters, then the Chair of the Regional Operating Group (ROG) up to the value of £1000 may authorise

3.1.5 Bank Account Management – the EM Regional Association operates two accounts, a current and a savings/holding account.

- a. The bookkeepers manage the day-to-day operation of the accounts via on-line banking
- b. All outgoings must be authorised as per the above procedures
- c. The Chair of G&F holds a copy of the on-line banking login for emergency use only and does not access this during normal procedures
- d. Bank statements are received in the regional office (our registered office address for banking purposes) and forwarded by the Regional Coordinator to the Regional Chair & Chair of Governance & Finance for cross-checking purposes

3.2 Grants may be available in certain circumstances and will be considered in accordance with the East Midlands Netball Grant Guidelines and Grant Terms and Conditions

3.3 Hardship funding may be available in certain circumstances and will be considered in accordance with East Midlands Netball Hardships Funds Guidelines and Term and Conditions

4. Events and Courses

- 4.1 Only fully paid-up members of England Netball or members of registered schools may participate in any regionally organised events or courses
- 4.2 It is the responsibility of the organisers to check that the entry rules/requirements and regulations to any event/course are adhered to
- 4.3 Any Technical Support Group, county, or individual organising an event on behalf of the Regional Association must ensure that all documentation distributed, in relation to the event, includes the Regional Association's logo
- 4.4 The Regional Association will ensure that necessary documentation relating to the event/course is provided when required
- 4.5 All payments from participants must be made payable to the Regional Association and not the hosting county or individual organising the event
 - 4.5.1 Use the "Cheques for Banking Remittance Form" to record all monies received
 - 4.5.2 If monies received are for an event, ensure the total income received is as expected
 - 4.5.3 If payment is made via BACS, please record the date payment made to the bank
 - 4.5.4 Cheques to be forwarded/posted by the event organiser to: Easy Accounts Ltd, Unit 6, Heritage Business Centre, Derby Road, Belper, Derbyshire DE56 1SW

5. Fair Play Regional Competitions

- 5.1 Entry to the Regional competitions will be determined by the Regional Management Board at its absolute discretion, subject to its reasonable application of the rules and regulations laid out in the rules and regulations and having due regard to the playing standard of teams which wish to participate. In the same way, such casual vacancies as may appear from time to time will be addressed by the Competition TSG in whatever way it sees fit

5.2 By entering a team in a regional competition, the clubs agree that:

5.2.1 They will abide by the rules and regulations

5.2.2 They are able and willing to fulfil the costs and commitment of participation in the competition and associated feeder competitions

5.2.3 They will participate in a sporting manner and play within the spirit of the game

5.2.4 They are bound by all the rules, policies, regulations, and by-laws of the Regional Management Board, including the England Netball, specific competition rules & regulations, Code of Conduct and Disciplinary Regulations