



## ROLE DESCRIPTION and KEY SKILLS – CTSG Members

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### **COMPETITION TECHNICAL SUPPORT GROUP - MEMBER**

ON BEHALF OF THE NETBALL SOUTH RMB, THE CTSG WILL LEAD THE ORGANISATION AND THE DELIVERY OF REGIONAL NETBALL COMPETITIONS AND TOURNAMENTS.

#### **Overview:**

The Competitions Technical Support Group (CTSG) is accountable to the Netball South Regional Management Board (RMB). All matters discussed at CTSG meetings are confidential to members of the group and the Board.

On behalf of the RMB, the Competition Technical Support Group (CTSG) will:

- Design and implement competition structure and regulations
- Oversee the running of the regional leagues and tournaments
- Own, review and update all competition documents and processes to ensure controls are in place
- Implement the Netball South strategic plan, in particular targets relating to competition and participation
- Manage the agreed budget for this area.

#### ACRONYMS:

RMB: Regional Management Board  
CNA: County Netball Association  
EN: England Netball  
NS: Netball South  
TSG: Technical Support Group  
WG: Working Group

The South Region is made up of 8 County Netball Associations: North Bucks, South Bucks, Oxfordshire, Berkshire, Hampshire, Sussex, Isle of Wight, Guernsey. For more information on the Region, head to our [website](#).

#### **KEY TASKS:**

##### **Competition**

- Compile rules and regulations for regional competitions in accordance with England Netball guidelines and ensure the RMB approve the rules before publication
- Co-ordinate fixtures for all the regional leagues
- Co-ordinate all regional tournaments, including the regional round of the National Schools competition
- Liaising with the Officiating TSG on all leagues and tournaments, ensure that the appropriate umpiring requirements are met for all competitions.
- Liaise and book venues for regional tournaments
- Liaise with Finance Technical Support Group to agree budget setting on all leagues and tournaments
- Provide tournament organisers and recruit volunteers to ensure the smooth running of all competitions
- Collate results for all regional leagues and tournaments and publish on Netball South website



## ROLE DESCRIPTION and KEY SKILLS – CTSG Members

- Ensure all rules, regulations and fixtures are distributed and communicated effectively and promptly to the relevant teams, clubs and schools prior to the commencement of any league or tournament
- Deal with any enquiries and/or issues relating to regional league fixtures or tournaments.

### Governance/Administration

- The Chair of the CTSG will be responsible for recruiting members of the CTSG in accordance with the Netball South Recruitment policy
- Hold and maintain minutes for regular meetings
- The Chair of the CTSG to provide a report for each RMB meeting to include items such as but not limited to:
  - An update on competitions
  - Successes and challenges being faced by CTSG and teams within regional competition
  - Any items requiring discussion or RMB approval,
- Maintain a register of all issues and sanctions applied which should include rationale for action taken
- Where appropriate, refer issues to the Netball South Resolution Officer so that challenges can be dealt with as matters of concern
- Provide Netball South Resolution Officer and/or RMB with any information requested
- Input into CTSG targets for the Regional plan and maintain an overview of the progress being made towards achieving the targets
- Maintain a regional calendar of competition and events
- Ensure the Competition section of the Netball South website is kept up to date.
- Engage with Counties, clubs and players on their views and experiences of the competitions provided by the CTSG and hold open forums to ensure progression and development suitable to the Region's needs.
- Engage regularly (at least once a year) with County Competition equivalents to share ideas and to understand competitions at county level
- Ensure that the competitions and the CTSG are run within the budgets agreed with the RMB and provide regular updates to the treasurer and RMB on income and expenditure.
- Share and communicate effective best practice scenarios

### Essential and desirable knowledge and skills:

Essential	Desirable
Administration skills	An awareness of the national, regional and county netball structures
Sound understanding and knowledge of netball	Personal experience volunteering in netball at club, league, county, regional or national level
Strong interpersonal and communication skills	Sound understanding of the variety of volunteering roles available within netball
Competition, tournament or event experience	Knowledge of the wider sporting landscape
Good IT skills (Including Microsoft Word, Excel, Powerpoint & Publisher)	Sound financial awareness and budgeting experience



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Ability to be flexible and work with volunteers from diverse backgrounds to build and maintain effective networks	Understanding of good governance processes
Behave impartially at all times	GDPR awareness
Knowledge/experience of volunteer development with diverse communities	
Take an interest in and respect the viewpoints of others	
Access to email and telephone	