

DIVISIONAL REPRESENTATIVE RESPONSIBILITIES

Responsibilities of all Divisional Representatives are outlined below:

- To be responsible for the smooth running of their division
- To be the named committee contact for the teams in their division
- To be responsible for unlocking/locking the courts and turning on/off the lights at the beginning/end of the evening. Divisional Reps should liaise with each other on their evening and if unable to do so, should ask another committee member
- To support new teams with settling into the league (including paperwork)
- To encourage teams to return paperwork and pay invoices on time
- To collect and check score cards on a weekly basis, completing the Division Spreadsheet with all the required information. If sick or on annual leave inform the Divisional Rep Co-ordinator and delegate this to another committee member
- To agree all point deductions with the Divisional Rep Co-Ordinator in the first instance
- To check that all players and umpires are registered with MMNL and hold valid England Netball membership ID (AENA)
- To inform Team Captains/Team Secretaries when a new player has played in the League 3 times and that they will not be permitted to participate further in the League until they are affiliated to EN. (Rule 6.1.1 of League Rules)
- To re-arrange any cancelled fixtures as appropriate. (Rule 8.15 of League Rules)
- To ensure the courts are kept clean and tidy and report any specific incidents which violate this (see Court Hire Guidelines)
- To report any problems or incidents to the Divisional Rep Co-Ordinator to be raised at the next committee meeting or sooner if urgent
- To ensure that any injuries where a player has sustained more than a graze or cut are reported to the League's Safeguarding Officer and that Team Captains know to complete an Accident Form on the England Netball website: <https://www.englishnetball.co.uk/report-accident-claim-form/>
- To encourage all teams in their division to take an active role in League tournaments and fundraising events