

## MANAGEMENT COMMITTEE

### Duties of the Management Committee

- a. Consider all matters referred to and take proper and expedient action.
- b. Responsible for the administration of the League, conforming to the Constitution and League Rules, and for submitting an annual report and League accounts for the Annual General Meeting, together with further information that may be required.

At the 2018 Annual General Meeting you elected the following committee members to manage the league on your behalf for the 2019 playing season:

**President: Jean Roberts (All Elton Vale Teams)**

**Vice President: Vacant**

**Chair: Claire Roberts (Elton Vale)**

The Chair shall preside at all Management and League meetings with the power to summon extraordinary meetings, through the League Secretary. In the event of equal votes for or against any matter, the Chair shall have the casting vote.

**Vice Chair: Mildred McManus (Redvales Derby A)**

**Tel:** 0161 761 5168 & 07926 381444 **Email:** mildredmac2000@yahoo.co.uk

The Vice Chair shall deputise in the absence of the Chair.

**League Secretary: Michelle Milne (Fishpool B)**

55 Chesham Road, Bury, BL9 6NA

**Tel:** 07738 494341 **Email:** buryrounders1948@outlook.com

- a. The Secretary, along with the Chair, shall be responsible for calling all meetings of the Management and League.
- b. Maintain records on behalf of the Management and League.
- c. Submit to the Management all League business matters.
- d. Responsible for the distribution of minutes of meetings to Management and League members.
- e. Collate registration forms and redirect the information to the league officials.

**Treasurer: Claire Roberts (Elton Vale A)**

24 Fenton Street, Bury, BL8 1LU

**Tel:** 07834 118487 **Email:** claireroberts1972@hotmail.com

- a. Process claims and follows up with players on their progress.
- b. Collect members' subscriptions, fees, fines, etc., and be responsible for all League monies.
- c. Pay reasonable expenses incurred by the League.
- d. Together with the appointed accountant, prepare annually an income and expenditure account by 31st October.

**Registration Secretary: Jenny Green (Elton Vale B)**

25 Rothay Close, Whitefield, Manchester, M45 8BD

**Tel:** 07734 867685 **Email:** jengreenrovers@yahoo.co.uk

- a. Ensure all teams and players are eligible to compete in the League, including the checking of scorecards.
- b. Deal with transfer requests.
- c. Follow up queries on registration and carry out appropriate action.

**Fixtures Secretary: Sylvia Davenport (St Marys A)**

**Tel:** 0161 761 7206 & 07964 714870 **Email:** elizarth@hotmail.co.uk

- a. Organise fixtures for the season.
- b. Rearrange fixtures when applicable.

**Referees Secretary: Graham Jebb (Bury East)**

**Tel:** 07713 842973 **Email:** greenhalgh08@btinternet.com

- a. Organise referees for all League fixtures including cup matches, Interleague matches, abandoned and postponed games.
- b. Deal with queries from teams.
- c. Organise training for new and existing referees to ensure they are aware of the rules.

**Publications & Results Secretary: Michelle Milne (Fishpool B)**

- a. Establish links with the local press to gain publicity for events.
- b. Collate results from **Team Secretaries**.
- c. Provide fixtures and League results and relevant news/information to the local press and the website manager.
- d. Edit the Official Rule & Fixture Book

**Welfare Coordinator: Arron Lever (Elton Vale B)**

221 Radcliffe Road, Bury, BL9 9LY

**Tel:** 07793 485995 **Email:** Arronlever@icloud.com

- a. To deal with welfare issues and enquiries from players, officials and committee members.
- b. To ensure that the League is providing a duty of care for players, officials and committee members.
- c. To identify and provide training opportunities to the Management Committee and League Members.
- d. To advise the Management Committee and League Members of the moral, ethical and legal responsibilities in respect of the welfare of others and duty of care.

**Social Secretary: Jill Elliott (Exodus B)**

9 Salthouse Close, Bury, BL8 1HD

**Tel:** 07739 832672 **Email:** Elizabeth.elliott1@sky.com

- a. Facilitate a Social Workgroup, which will be responsible for organising the presentation evening and gala day.
- b. Communicate information to the Management and League.
- c. Delegate tasks to ensure smooth running of such events.

**Interleague Coordinator: Jackie Santos (Redvales Derby A & B)**

3 Lilac Avenue, Bury, BL9 9LP

**Tel:** 07941 344884 & 0161 764 5779 **Email:** Jackiesantos65@hotmail.co.uk

- a. Liaise with the inter league managers.
- b. Communicate information to the Management and League.
- c. Organise kit and equipment for each match.
- d. Manage the laundering of kit for players.
- e. Ensure pitches for home games are set up on time.
- f. Order trophies for inter league players and officials.

**Minutes Secretary: Dawn Leach (Bury Felt)**

Take an accurate account of the minutes of all meetings and pass to the League Secretary for distribution.

**Other Committee Members: Jennie Bryant-Chesworth** (Openshaw Ladies), **Natalie Johnson** (Exodus B)