



HITCHIN
NETBALL CLUB

Club Constitution

Issue 4

Reviewed: July 2023

1. Name

The name of the Club shall be Hitchin Netball Club, which is hereafter referred to as the Club. Also known to England Netball Engage Website as Hitchin Netball Club (Club ID: 2067756). The Club is a Junior / Youth Club supported by volunteers. Hitchin Netball Club is registered as a Community Amateur Sports Club (CASC). Registration No: CH12599.

2. Constitution

The Club shall be run in accordance with this Constitution, amendments to which may only be made at an Annual General Meeting or an Extraordinary General Meeting of the members.

3. Aims

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Netball.

The aims and objectives of the Club shall be to:

- i. Promote netball and the Club within the local community
- ii. To promote an organisation whereby members may enjoy participating in playing, umpiring, coaching, and supporting the game of netball.
- iii. To promote junior netball to encourage school children to enjoy and play better netball with a view to future membership of the Club.
- iv. To support the transition of junior players to youth and adult netball as part of future vision for the Club.
- v. To encourage netball for all, including the financial support for players (family) who are unable to afford the fees.
- vi. To ensure a duty of care to all members of the Club
- vii. To provide all its services in a way that is fair to everyone
- viii. To ensure that all present and future members receive fair and equal treatment

4. Membership

- i. Membership of the Juniors section is open to children in school Year 4 through to Year 9.
- ii. The progressing Year 10s and those up to 18 years will hereafter be known as the Youth.
- iii. Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual

orientation, religion or other beliefs, except as a necessary consequence of the requirements of Netball.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee.

- iv. In accepting membership, a person agrees to abide in the Constitution of the Club and the rulings of the Club Committee.
- v. Club members are responsible for their own and others safety and well-being.
- vi. The Club actively supports and encourages the ethos of volunteering and giving back to the community through volunteering.
- vii. Members may resign from membership at any time by giving notice to the Club Secretary.

5. Membership Fees

- i. Membership fees shall be stipulated by the Committee and financial support offered to families for whom the fees would be a financial struggle.
- ii. Fees can be paid in either full in September; or termly in September, January & April; or 10 monthly payments by direct debit.
- iii. The Club Committee may decide upon other charges or subscriptions at its discretion.

6. Rules of Play

The Club shall abide by the All England Netball Association Rules. Any amendments there together with any conditions laid down by the Leagues to which the Club is affiliated.

7. Club Colours

The Club colours shall be determined by the Committee but will always retain a combination of blues.

8. Committee

- i. The affairs of the Club shall be controlled by a Committee consisting of the following Officers:
 - Committee Chair
 - Club Secretary
 - Treasurer
 - Deputy Treasurer
 - Club Safeguarding Officer
 - Deputy Club Safeguarding Officer

- Website Manager
 - Social Media Officer
 - Kit Coordinator
 - Volunteer Coordinator
 - Match Coordinator
 - Court Manager
 - CAPS Officer
 - Fundraising Officer
 - Social Events Team
- ii. The Officers of the Club shall be elected by the Annual General Meeting. They shall serve for one year but will be eligible for re-election at the Annual General Meeting.
 - iii. As part of best practice, the person who holds the role of Club Secretary cannot also serve as Treasurer.
 - iv. If, at the Annual General Meeting, none of the existing Officers are re-elected, then the new Committee may co-opt one of the outgoing officers in a non-voting capacity for one year.
 - v. If an Office of the Committee becomes vacant during the Club year, the Committee may co-opt a member of the Club to fill the post until the next Annual General Meeting.
 - vi. All Committee members shall be registered with England Netball Engage.
 - vii. The Committee shall have the power to appoint from its own members or, from other paid-up members of the Club. Such sub-committees or individuals to the Committee in a non-voting capacity as may be deemed necessary.
 - viii. The Committee shall hold meetings each quarter at which a quorum shall consist of minimum 50% of Committee for committee meetings. Decisions shall be made by a simple majority, with the proviso that, in the event of a tie, the Committee Chair shall have a casting vote.

9. Annual General Meeting

- i. The Annual General Meeting of the Club members shall be held each year in the month of July and called by the Committee. Members shall be given at least twenty-one days written notice of such a meeting.
- ii. An Extraordinary General Meeting may be called by the Committee, giving members at least twenty-one days written notice of such a meeting.
- iii. Annual General Meeting and Extraordinary General Meeting will be held face to face as determined by the Committee.
- iv. Any proposals to be put before an Annual or Extraordinary General Meeting shall be notified in writing, with a proposer and seconder, to the Club Secretary at least fourteen days before the meeting. The Club Secretary shall notify Club members in writing of all proposals to be discussed. Counter-proposals must be notified, in writing, with a proposer and seconder, to the Club Secretary at least seven days before the meeting, and will be notified to the Annual or Extraordinary General Meeting.

- v. Committee members are expected to attend any Annual or Extraordinary General Meeting of the Club and shall be entitled to vote.
- vi. Decisions shall be made by a simple majority, with the proviso that, in the event of an equal number of votes being cast for and against a motion, the Committee Chair shall have a casting vote.
- vii. The quorum for an Annual or Extraordinary General Meeting shall consist of 10% of fully paid-up members.
- viii. The business to be conducted at an Annual General Meeting shall be:
 - a) To agree reports from the members of the Committee as to the activities of the Club during the preceding year.
 - b) To agree the Treasurer a report on the financial affairs of the Club, and to approve the accounts.
 - c) To elect the Officers of the Club for the following year.
 - d) To discuss and vote upon such proposals as have been duly submitted for consideration.
 - e) To discuss items of any other business which the Committee agrees to consider.

10. Voting Procedures

- i. Each member shall be entitled to one vote. A vote can be submitted by proxy to a committee member prior in the event of a member being unable to attend due to unforeseen circumstances.
- ii. A motion shall be carried by a single majority of those present and voting, except when the motion is a constitutional amendment which shall require a two thirds majority.
- iii. The Committee Chair shall have a casting vote in addition to a deliberative vote.

11. Finance

- i. The Club Treasurer & Deputy Treasurer will be responsible for the finances of the Club and shall keep a record of the accounts so that the Committee may be advised of the current financial position at any time.
- ii. The Treasurer & Deputy Treasurer shall also prepare an annual statement of the accounts of the Club to be presented for approval by the Annual General Meeting.
- iii. All club monies will be banked in an account in the name of Hitchin Netball Club. All banking is conducted online via Lloyds bank. A second authorised signatory is required via online banking to authorise payments.
- iv. All monies raised by or on behalf of the Club shall be applied to further the objects of the Club and for no other purpose.
- v. The financial year of the club will end on *30th June*.
- vi. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

12. Safeguarding

Hitchin Netball Club has a Safeguarding Policy Statement and adheres to England Netball's Safeguarding Young People in Netball Policy. Hitchin Netball Club is committed to creating and maintaining a safe and enjoyable environment for the young people who take part in the sport of netball.

13. Suggestions and Complaints from a Club Member

Suggestions and complaints should be channelled through a member of the Committee whenever possible. All suggestions to improve the Club will be heard and the Committee will add the item to the Agenda and invite the person suggesting to the next Committee meeting to present. All complaints will be addressed in a timely and confidential manner by the Committee.

14. Disciplinary Procedure

All Club members will adhere to Hitchin Netball Club's Code of Conducts. Persistent poor conduct from any Club member may result in a discussion with the players' Coach in the first instance. If poor conduct continues, the Level 2 Lead Coach will instigate a conversation with the player and if no improvement the parent / carer will be informed.

15. Property and Staff

Responsibility for all property owned by the Club and for the employment of any paid staff and volunteers rests with the Committee.

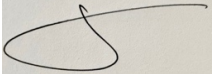
16. Dissolution Procedures

Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports,

17. Review of the Constitution.

- i. The Constitution shall be reviewed on a yearly basis.
- ii. The Constitution will only be changed through agreement at an AGM or EGM. Any alteration to the Constitution shall require two-thirds majority of members present and voting.
- iii. Additions to, or alterations of the Constitution shall be submitted to the Club Secretary not less than 21 days before the date of the AGM or EGM, or with a request for a special meeting of Club members.
- iv. In the event of any question or matter arising, which is not provided in the Constitution, shall be dealt with by the Committee, whose decision shall be final.

Signed on 2nd July 2023:



Jodie Deards
Committee Chair



Michaela Bethell
Club Secretary