



Waiting List Policy

Issue: 1

Issued: September 2024

Purpose

This policy outlines the process for managing the waiting list for membership at Hitchin Netball Club. It aims to ensure fairness and transparency in accommodating new members while maintaining a manageable player-to-coach ratio.

Scope

This policy applies to all prospective members of Hitchin Netball Club.

Waiting List Registration

Prospective members wishing to join the club must complete the waiting list form, available on the club's website or by contacting the Administration Manager. Registrations are accepted on a first-come, first-served basis.

Waiting List Management

The Administration Manager will maintain the waiting list, which will be reviewed regularly.

Notification of Availability

When a place becomes available, the Administration Manager will contact the first person on the waiting list via email to offer a place. Prospective members will have 48 hours to respond to the offer. If there is no response, the club will move to the next person on the list.

Joining Process After Response

Once a response has been received, the Administration Manager will send out joining information.

Registration Form Submission

Upon receiving the joining information, prospective members will have 48 hours to submit a completed registration form to secure their place.

Timeframe for Registration

If a registration form is not received within the specified timeframe—48 hours to accept the offer and 48 hours to complete the registration—individuals will be removed from the waiting list. Those affected will be notified of their removal.

Acceptance of New Registrations

The club will not accept completed registration forms once the specified deadline has passed.

Duration on the Waiting List

Prospective members will remain on the waiting list for the current season only. They will be invited to rejoin for the following season.

Data Protection

The club will ensure that all personal information collected during the waiting list process is handled in accordance with the club's Data Protection Policy.

Review

The Waiting List Policy will be reviewed annually to ensure it remains effective and fair.