

YEOVIL NETBALL CLUB

CLUB CONSTITUTION



1. Title

The Club shall be called Yeovil Netball Club and will be in Membership of to England Netball

Affiliation

2. Objective

The objective of this Club is to foster and promote the Sport of Netball, ensuring opportunities for recreation and competition are provided at all levels

3. Aims

The aims of this Club shall be:

- a. To offer and provide opportunities to play and compete at netball at all levels
- b. To promote the Club within the local community
- c. To ensure a Duty of Care to ALL MEMBERS of the Club
- d. To ensure all Members, current and future receive fair and equal treatment

4. Membership

- 4.1 Membership to the Club will be open to any person, regardless of race, age, gender, sexual orientation or ability. All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and Codes of Conduct that the Club has adopted
- 4.2 Members shall complete a membership application and pay the relevant subscription/joining fee as determined at the Annual General Meeting of Club Members
- 4.3 Full Membership will be the only existing membership category of this Club
- 4.4 Committee Members will be able to receive one months free training fees if 80% of meetings have been attended
- 4.5 Members in full time adult education are entitled to a 25% reduction in training fees

5. Officers

5.1 The Officers of the Club will be (see Appendix for role description)

General Committee

- a. Chairperson
- b. Secretary
- c. Junior Section Secretary and Representative
- d. Treasurer
- e. Fixtures & Umpiring Secretary (This role can be split if necessary)
- f. Affiliation & Categories Secretary
- g. County Executive Representative
- h. Head Coach
- i. Team Manager
- j. Safeguarding Lead
- k. Fundraising Secretary
- l. Social Secretary
- m. Social Media & Website Secretary
- n. Kit Secretary
- o. Data Protection Officer
- p. Junior Section Secretary
- q. Junior Section Coach Representative

6. Election of Officers

- 6.1 All Officers will be elected annually at the Annual General Meeting of the Club, from and by, the Members of the Club
- 6.2 All Officers are elected for a period of one year and will be required to retire each year but will be eligible for re-appointment
- 6.3 No Person to hold more than one position on the Committee. This can be overruled should insufficient volunteers step forward

7. General Committee

- 7.1 The affairs of the Club will be managed by the General Committee consisting of the 'Officers of the Club' shown above in 5. This General Committee will be convened the Secretary of the Club and shall meet at agreed intervals no less than four meetings per year/season. These may be conducted by video conference but will have at least two in person per year/season
- 7.2 The Roles and Responsibilities if the General Committee shall be:

- a. To manage the affairs of the Club on behalf of its Members
- b. To ensure all Members receive safe, fair and equal treatment
- c. To adopt new policies, Codes of Conduct and rules that affect the organisation of the Club
- d. To be responsible for disciplinary hearings of Members who infringe Club Rules/Regulations/Constitution
- e. To be responsible for taking any action of suspension or discipline following such hearings
- f. To appoint additional Members to the Committee as the Committee feels necessary. Appointed Members will not be entitled to vote on issues, only elected Committee Members will be able to do so
- g. To make decisions on the basis of a simple majority vote. In the event of equal votes the Chairperson shall be entitled to an additional casting vote

8. Finance

- 8.1 All monies will be banked in an account held in the name of the Club. The Treasurer will be responsible for maintaining clear and accurate records of all financial transactions made or drawn against the Club. These records shall be made available for reasonable inspection by ALL Club Members when requested and presented at the Annual General Meeting. These financial records will be audited every year and a statement of these audited accounts will be available by the start of the next season
- 8.2 Any monies drawn against the Club's financial funds will be required to possess the signatures of the Treasurer and one (1) other authorised Committee Member.

9. Annual General Meetings

- 9.1 The Annual General Meeting will be held no later than the end of April each calendar year, unless agreed due to exceptional circumstances. Notice of the Annual General Meeting will be given to Members in writing no less than twenty-one (21) days prior to the meeting. Members' written notice will be received by email to their specified email address. Members must advise the Secretary by email of any business to be motioned at the Annual General Meeting at least fourteen (14) days prior to the meeting
- 9.2 The business of the Annual General Meeting shall be to:
 - a. Raise any queries or inaccuracies of the previous Annual General Meeting minutes and confirm as a true record
 - b. Review the Club's audited financial accounts for the year
 - c. To receive annual reports from all Committee Members
 - d. Election of Officers take place
 - e. Review subscription rates and agree for the forthcoming year/season

NOTE The agenda could provide for 'Any other Business', but Members are encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business

9.3 The quorum for Annual General Meetings shall be 20% of the Membership of the Club

9.4 Each Full Member of the Organisation shall be entitled to one (1) vote

9.5 Decisions made at an Annual General Meeting shall be by a majority of votes from those Members in attendance. In the event of a 50/50 split between the voting Members, the Chairperson shall be entitled to an additional casting vote

10. Extraordinary General Meetings

The General Committee has the right to call and extraordinary General Meeting outside the Annual General Meeting. Procedures for an extraordinary General Meeting shall be the same as those for an Annual General Meeting

11. Alterations to the Constitution

Any proposed alterations to the Club's Constitution may only be considered at an Annual or Extraordinary General Meeting convened with the required written notice of the proposal. Any alterations or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by no less than two-thirds of the Full Members present at the meeting, assuming that a quorum has been achieved

12. Dissolution

12.1 Resolution to dissolve the Club can only be passed at an Annual General Meeting or Extraordinary General Meeting

12.2 In the event of dissolution, any assets of the Club that remain will be the property of another Voluntary Organisation with similar objectives to this Club

13. Declaration

Yeovil Netball Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Members

Proposer

Signed

Date.....

Name.....

Committee Position

Secunder

Signed

Date.....

Name.....

Committee Position

Appendix

For information a summary of Roles and Responsibilities of Committee Members

Chairperson

- 1. Arrange and Chair General Committee Meeting
- 2. Authorise expenses claims
- 3. Liaise with the Coaches, other Committee Members and Players
- 4. Keep everyone informed on Club decisions and activities

Secretary

- 1. Book monthly meetings
- 2. Keep proper minutes of all meetings
- 3. Deal with correspondence promptly
- 4. In consultation with the Head Coach
- 5. Organise A.G.M (Book room, prepare agenda, advise all members)

Treasurer

- 1. Hold and manage the Club bank account, keeping an accurate record of the Clubs' finances, reporting income and expenditure to the General Committee upon request
- 2. Produce Profit and Loss and a balance sheet at the end of each season for scrutiny at the Annual General Meeting

3. Collect all fees from players on a monthly basis
4. Pay-out any expenses claimed
5. Ensure that all court fees, insurance and league fees are paid promptly
6. Prepare annual budgets showing income and expenses

Fixture Secretary

1. Book courts for all matches
2. Arrange fixtures with other clubs and confirm on a weekly basis
3. Advise Captains of the dates, times and venues of their fixtures

Umpiring Secretary

1. Sort out umpires with other Clubs
2. Advise Captains of allocated umpire
3. Responsible for encouraging new and existing umpires to progress in umpiring qualifications

Affiliations & Categories

1. Keep accurate records of which players play in which team
2. Advise County of any changes
3. To ensure all Members have organised their membership to England Netball and paid the necessary fees

County Executive Rep

1. Attend County Executive meetings, and advise Club of any matters of the meetings

Head Coach

1. To inform Committee of relevant matters concerning coaching sessions and players
2. Liaise with other members of the Coaching staff
3. To manage coaching resources to deliver effective and enjoyable sessions for all sections of the Club
4. To ensure the Club has sufficient coaches and to encourage CPD

Team Manager

1. To liaise with players regarding match availability
2. Assist the Head Coach in communicating with squads
3. Advise teams of squad changes made by Head Coach
4. Maintain a register of all attendees at training sessions

Safeguarding Officer

1. Be approachable person to talk to about any concerns
2. Undertake relevant training to ensure up to date knowledge
3. To ensure all coaches have the relevant checks To change to read: To ensure all coaches have the relevant security checks and have completed any compulsory EN training
4. Make themselves known to all Club Members

Fundraising Secretary

1. Submit recommendations for fundraising activities
2. Organise fundraising events
3. Source possible external revenue streams and negotiate terms

Social Secretary

1. Organise social events at a minimum a Christmas and End of Season social
2. Collect trophies for end of season presentation and organise engraving as appropriate

Social media & Website Secretary

1. Publicise the Club, match day results and social events on social media platforms
2. Keep website up to date

Kit Secretary

1. Collect kit orders from players and order from suppliers as necessary
2. Order equipment where necessary
3. Hold team bags at end of season, restock and distribute to new Team Captains before start of season
4. Maintain first aid kits for all teams and training sessions

Junior Section Secretary & Representative

1. Manage the playing and administrative affairs of the Junior Section
2. Be source of communication between the Committee and Junior Section
3. Be a source of communication between the Junior County and Junior Section and coaches
4. Represent the interests of Junior Section Members