



**Grasshopper
Netball Club**

HANDBOOK

2023-2024

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Welcome...

Commented [41]: Kathy – you need to insert your own 'welcome'.

As Chairperson of Grasshopper Netball Club, I would like to welcome all members – old and new.

Our Club has been running for over 40 years and we are synonymous, in the Leicestershire area, with caring, development and quality.

As a Silver CAPS accredited club, we need to have an Action Plan; this is enclosed so that you can see how you can contribute to the continued development of the club – it is due for renewal this year and will be submitted to England Netball for verification. We also adopt many of England Netball's Codes of Conduct and Policies too and this handbook contains some very important information eg, our Child Protection Policy. Please read it - I am sure you will find useful. All our other policies can be found on our website under the 'Club Documents' tab.

I will close by wishing you all a happy new netballing year and I am confident that you will find Grasshopper Netball Club (GNC) an enjoyable, friendly and warm club to be a part of.

Kathy Cox - Chairperson - August 2023

GRASSHOPPER NETBALL CLUB CONSTITUTION

1. NAME
 - 1.1 The name shall be GRASSHOPPER NETBALL CLUB (GNC) (hereinafter called 'the Club').
2. AIMS AND OBJECTIVES
 - 2.1 To promote and develop Netball inclusively at all levels.
 - 2.2 To promote competition.
 - 2.3 To encourage a competitive spirit within a structured framework.
 - 2.4 To promote participation.
 - 2.5 To encourage fair play and sportsmanship.
 - 2.6 To train in accordance with the rules of England Netball (hereinafter referred to as EN).
3. MEMBERSHIP TO ENGLAND NETBALL
 - 3.1 All members shall be *members of* EN through Leicestershire County Netball Association (hereinafter called LCNA). The relevant fee must be submitted to the EN's ENGage system by each member separately, by 31 August each year.
 - 3.2 All players *who are members of the Club* may only represent that Club in any one season in the Leicester Netball League (LNL).
4. CLUB MEMBERSHIP FORM & FEES
 - 4.1 The membership fee for the Club shall be agreed at the AGM, to be paid no later than 30 June via bank transfer to the GRASSHOPPER NETBALL CLUB account and a new form needs completion annually via the website.
 - 4.2 A training fee is included in the Club fees, which are agreed at the AGM. All players should aim to attend all their training sessions – please inform your Team Captain if you are unable to attend.
 - 4.3 Non-payment of the above-mentioned fees will result in ineligibility for selection or play until they have been paid.**
 - 4.4 Match fees are payable on the night to the designated team member and this fee will be decided annually at the AGM.
5. HONORARY OFFICERS
 - 5.1 The Club shall be governed by a Club Committee and this shall be elected annually at the AGM. It shall comprise the following Honorary Officers (9): Club President, Chairperson, Secretary, Treasurer, Youth Team Co-ordinator, Club Captain, Membership Secretary, Development Officer and Procurement Officer. Team Captains, Coaching Secretary, Officiating Secretary, Health & Safety (Covid) Officer, Social Secretary & Social Media Secretary can be invited to attend committee meetings, as and when required by the Committee.
6. CLUB COMMITTEE
 - 6.1 The management of the affairs of the Club shall be vested in the Club Committee, comprising:
 - 6.1.1 each Honorary Officer – 1 vote
 - 6.1.2 the Chairperson – the casting vote on any issue
 - 6.2 Minimum number of Committee meetings shall be arranged as necessary during the year.
 - 6.3 The Club Committee may fill any casual vacancy in respect of the elected Honorary Officers, to act until the next AGM.
 - 6.4 A quorum for all meetings shall be **three** Honorary Officers.

7. ANNUAL GENERAL MEETING

- 7.1 An AGM will be held every calendar year – face to face or virtually.
- 7.2 Notification of the AGM will be circulated **at least four weeks prior** to the date of the AGM.
- 7.3 Business to be transacted there shall be:
 - 7.3.1 to receive reports and accounts covering the past year
 - 7.3.2 to elect Honorary Officers
 - 7.3.3 to discuss or vote upon other topical issues pertinent to the development of the Club
- 7.4 Persons eligible to vote at the AGM are:
 - 7.4.1 each Honorary Officer – 1 vote
 - 7.4.2 the Chairperson – the casting vote on any issue
 - 7.4.3 Club members present (proxy votes can also be submitted – either via sending to the Chairperson or Secretary to vote on your behalf at the meeting).
- 7.5 No member shall be permitted to have more than one vote on each proposal.

8. EXTRAORDINARY GENERAL MEETING

- 8.1 An EGM may be convened:
 - 8.1.1 by order of the Club Committee or
 - 8.1.2 upon a written request, stating the purpose for which a meeting is required and setting out any resolution which it is desired to propose.

9. FINANCE

- 9.1 All monies raised by or on behalf of the Club shall be applied to further the aims and objectives of the Club and for no other purpose.
- 9.2 All club monies will be banked in an account held in the name of the Club.
- 9.3 The Club Treasurer will be responsible for the finances of the Club.
- 9.4 The yearly accounts of the Club will be prepared up to the date of each AGM.
- 9.5 An **audited** statement of annual accounts will be **independently reviewed** and presented by the Treasurer at the Annual General Meeting.
- 9.6 Any cheques drawn against Club funds should hold the signatures of the Treasurer plus the Club President. With any bank transfer to be made by the Treasurer, before this is done, an email will be sent to the Club Committee for information and the Chairperson will be the one to approve the payment.

10. EQUITY POLICY STATEMENT

This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sport England definition of sports equity: Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

11. DISCIPLINARY MEASURES

11.1 The Club Committee shall have the power to discipline in such a manner as the Club sees fit. For example, a member who has been guilty of conduct considered by the Club Committee to be disgraceful or prejudicial to the interests of the Club, or a breach of the Constitution shall have the power to recommend that the member be suspended for a period of time - or be removed from the Club. Upon written receipt of notification of the facts or circumstances that a member may have been guilty of such conduct, or upon blatant evidence of such behaviour, the Club Committee shall have the power to:

- appoint and constitute a Disciplinary Committee and
- make such terms of reference and regulation as it considers necessary for the conduct and proceedings of such a Disciplinary Committee (but will take into consideration England Netball's latest Disciplinary Policy).

11.2 A member who has been the subject of disciplinary action by the Club Committee has the right to an Appeal Committee, consisting of such of the Honorary Officers of the Club Committee who have not served on the Disciplinary Committee. Alternatively, if not enough Honorary Officers exist for this, other senior and long-standing members of the Club would be approached – by the Club Committee - to serve on such an Appeal Committee and consideration will be made of England Netball's latest Disciplinary Policy.

Written complaints can be handed to the Coach or Team Captain of a particular group – or to one of the Club's two Safeguarding Officers – or a Committee member - and the complaint should be contained within a sealed envelope to ensure initial confidentiality. This should then be passed directly to the Chairperson (who oversees everything) and should then be raised at the next available Committee meeting – or sooner – depending upon the urgency of the matter. The Club should deal with the matter by following - as closely as possible - EN's disciplinary procedure flow chart from the policy mentioned in points 11.1 and 11.2 above.

If the complaint is about the Chairperson, then it should be directed to any other Committee member and the Chairperson will be treated in the same way as anyone else would be. The Committee members asked to be on the Disciplinary Committee would need to be impartial and look just at the facts and the evidence from both parties. However, if there were any conflicts of interest then they would need to be declared and the person would be able to decline doing the role. If that happens, other senior, long-standing players in the Club would be invited to form part of the Disciplinary Committee. Three members should make up the Disciplinary Committee so that a clear decision and outcome can be made. One member will need to chair the meeting, with another keeping notes.

12. INDEMNITY

All Honorary Officers and members of the Club Committee shall be indemnified by the Club against all costs and losses for which they may become liable by reason of duty performed for (or with the authority of) the Club Committee.

13. AMENDMENTS TO THE CONSTITUTION

Proposals to alter the Constitution at an AGM shall be submitted in writing to the Secretary not later than 28 days before the AGM. Proposals shall be proposed and seconded by two members entitled to vote at an AGM.

14. DISSOLUTION

In the event of dissolution, any assets remaining after the satisfaction of all debts and liabilities should be dealt with in a manner to be determined by the resolution of the Club Committee, so as to promote the objects of Grasshopper Netball Club and/or some organization with kindred aims or purpose, approved by the Charity Commissioners. In the event of there being a deficit, the Club Committee shall decide how it shall be met.

15. ARBITRATION AND MATTERS NOT PROVIDED FOR

If any dispute shall arise on the interpretation of this Constitution or the need arises to deal with any matter not provided for in this Constitution, reference shall be made to the Secretary, who shall refer the same to the Club Committee, whose decision shall be binding on all parties.

Club Committee 2023-2024

Honorary President:	Jean Ross (Life Member – non attending)
Club President:	Andy Scigliano (voting)
Chairperson:	Kathy Cox (voting)
Treasurer:	Steph Hiom (voting)
Secretary:	Sheila Oliver (voting)
Youth Team Co-ordinator:	Donna Osborn (voting)
Membership Secretary:	Amy Hayes (voting)
Procurement Officer:	Morgan Williams (voting)
Development Officer:	Kate Garner (voting)
Club Captain:	Donna Osborn (voting)

Non-voting positions, co-opted as required

Health & Safety (Covid) Officer:	Tracy Glover (co-opted)
Coaching Secretary:	Donna Osborn (co-opted)
Officiating Secretary:	Morgan Williams (co-opted)
Social Secretary:	Abbie Wilson (co-opted)
Social Media Secretary:	Abbie Wilson (co-opted)

PLAYING ETIQUETTE

1. **If you cannot play in a match – *please* inform your Captain in plenty of time and try to find a replacement using our SPOND app.**
2. **Ensure that you have removed *all* jewellery and cut your nails before the game (training included) and we advise jewellery be left at home.**
3. **Make sure you arrive at least 15 minutes before the game is due to start in order to warm up *thoroughly*.**
4. Use only half the court for your team's warm-up. Allow the opposition use of the other half. Maintain politeness - even while you are concentrating on match preparation.
5. It is a nice gesture to exchange a few pleasantries with your opponent before the match begins – or even shake her hand!
6. Ensure your Captain has tossed with the opposing Captain before the match is due to start and that the Umpires have been informed regarding the first centre pass etc.
7. If things happen during the game, which you do not agree with – keep calm and try to forget about it! Endeavour to maintain your standard of play and professionalism.
8. **If there is any difficulty during the game, your Captain is the *only* person who should question the Umpire(s) quietly and politely during an interval.**
9. The Umpire's decision is *final* and you should accept it gracefully. (Umpires can caution a player or ask them to leave the game if a player's behaviour is bad enough).
10. Remember to shake hands with your partner before leaving the court, after the game.
11. Three cheers for the opposing team and the Umpires is done **before** leaving the court at the end of the game.

NB: If you are late and the game has started, you **MUST** get your nails checked by the Umpire before taking the court, otherwise you will be sent off until your nails have been checked (and you cannot go back on court to play until a goal has been scored).

REMEMBER: AT ALL TIMES, THE CLUB'S REPUTATION DEPENDS UPON YOU!

The Captain's Role

1. Select a Vice Captain who is reliable, supportive and fair.
2. Have a list of numbers for your players, plus any from other squads that you may need to use. **Our LNL Captains usually create a 'WhatsApp' group these days – but it must contain a parent's telephone number too, for any U18s.**
3. Know your players' positions and *rotate squads fairly*.
4. Be familiar with the fixtures and duplicate information for your squad if necessary (cost reclaimable from the Treasurer on the Club's official 'Expense Form') – all on our website.
5. Have a copy of the Leicester Netball League (LNL) rules and be familiar with them (see LNL Handbook, or their website).
6. **Be aware of your team's 'duty night'** and all the responsibilities involved (see LNL Handbook, or their website). **Organise someone to do the duty – at least 2 people – non-umpires** – for the first or second half of the night.
7. Choose someone to regularly look after your team's bibs and ball(s).
8. Each team will be supplied with a First Aid kit (this *must* be returned to the Procurement Officer – Morgan Williams - at the end of the Winter League - so that it can be re-stocked and re-issued to the Summer League captains). Likewise, it needs to be returned to the Procurement Officer or a committee member at the end of the Summer League so that it can be replenished during the closed season. **There should be constant liaison with the Procurement Officer throughout the season if things have been used up and need replacing mid-season.**
9. Choose someone to be responsible for the First Aid kit; they should bring it every week.
10. Choose someone to collect match fees each week and make sure they keep a *written total* of who has paid what each week and who still owes (we recommend the use of the Club's spreadsheet system). **Monies should bank transferred to your match fee collector each week who in turn, will transfer the monies at regular intervals to the GNC.**
11. Choose members of your squad to get out or put away the posts each week – at the beginning or end of the night.
12. Keep a record of your results and your team each week because you will need the information in order to produce your AGM report (200-word limit).
13. **Complete the LNL score sheet** for each game, take a photo of both sides of it and send it to the LNL League Secretary. Follow LNL guidance on the score sheet for how to submit.
14. Arrange for there to be reserves each week – **but warn them that they may not play**; thank them for turning up.
15. Toss with the opposing team's captain before the game and inform the Umpires who has got first centre pass.
16. Thank the Umpires at the end of the game and do the 'three cheers' for them *and* the opposing team before leaving the court.
17. Ensure you know who's covering your team's umpiring commitment each week but there is no need to pay them cash as they will claim via the Club's Officiating Secretary either weekly, biweekly or monthly and get paid via bank transfer. They do not pay match fees when they are umpiring.
18. **Set a high standard, in terms of appearance, play and attitude - both on and off court. Be positive – not critical – in your comments. EVERYONE should be wearing the proper GNC kit – red/white dresses (or red/white/green dresses).**
19. On court, keep your players in check. Any queries about the umpiring during a game should be made only by you, during one of the intervals.
20. Organise your squad at training, where possible.
21. Attend Club committee meetings, as required, at the invitation of the Club Committee.

22. Share all key Club information with your squad, when asked.
23. Find out who's training beforehand and share the numbers with committee members via 'WhatsApp' Captains' group.
24. Produce a Team Report to read out at the Club's AGM (200-word limit) and submit it electronically to the Secretary before the AGM.

GNC Planner for 2023-2024

DATE	ACTIVITY	RESPONSIBILITY
Aug-23	Club Training rota produced Training/trials begin at Soar Valley (Wednesdays 7.30-9.00) Collection of outstanding senior Membership Money Publicise Netball Tour – if any – collect names & deposits Grant application for regional to LCNA (or regional) Organise BEE NETBALL for U11s & publicise	DO/HW/SJ/KA Reg Selection Committee Committee Club Captain AS/Secretary
Sep-23	Rules Revision Meeting - LNL EN MEMBERSHIP & KIT NIGHT 1 & 2: REG FORM/CHEQUE OR BANK TRANSFER Club President's Grasshopper Garden Gathering! 24th Training @TBC (Wednesdays: 7.30-9.00) Book Indoor Skittles venue for October Regional Matches begin (Sundays) LNL Winter League begins Youth Training begins 6.30-8.30 Umpiring Rota sorted & issued Regional matches begin Enter teams to Netball Tour (if any)	All Umpires (Q/UQ) All Committee/Players A Scigliano's house All Players Social Secretary Regional Squads All Adult Players DO/SD/TG/KC/AH MW Regional Squads Social Secretary
Oct-23	Book the Xmas Meal venue Issue the raffle tickets for the Xmas Raffle Committee Meeting 7.30-9.30 (or Nov as required) Youth League matches begin after half term	Secretary Secretary All 9 Committee members* DO + Youth Team
Nov-23	Collect in the Xmas Raffle tickets/prizes Publicise the Xmas Meal Training for all - last Wednesday in November Regional Matches continue Committee meeting (as required) Youth Training – last Thursday in November	Secretary/All Captains Secretary All players Regional Players All Committee members All youth players
Dec-23	Xmas Meal Selection Committee Review Meeting (if required) Regional Matches continue Umpiring rota post-Xmas sorted & issued EN SILVER CAPS WORK	All adult members Selection C'tee + Captains Regional Players MW KG/KC/AS
Jan-24	TRAINING RE-STARTS – Venue TBC LNL Matches restart Regional matches restart Youth League matches restart Reminder if a Netball Tour in June 2024: payment! EN SILVER CAPS WORK (for February submission)	All Players All Players Regional Players DO/Youth Teams Social Secretary KG/KC (+ AS if required)

	Organise Silly Sox night	Secretary
Feb-24	Committee Meeting 7.30-9.30 (AGM topics) Regional matches ongoing Silly Sox night – fundraising EN ‘ONE Awards’/GNC Club Member nominations to consider	All Committee Members Regional Players Secretary AS/KG
Mar-24	Book AGM Venue: Braunstone Civic Centre: April Issue AGM letter & minutes from 2022-2023 Regional Matches coming to an end LNL Club/Plate Tournament Matches - TBC	Secretary KC/SO Regional Players All players
Apr-24	AGM via ZOOM/at Braunstone Civic Centre 7pm for 7.30 pm start Summer League Sign-up: enter teams (including eligible older or talented youth players) Work out umpiring rota for Summer League MEMBERSHIP & KIT NIGHT 1: ALL PLAYERS: REG FORM/CHEQUE OR BANK TRANSFER (venue TBC) Reminder re Netball Tour (if any): rooming Confirm numbers on tour to organisers/hotels	All Players (inc youth) KC + Committee MW All Committee/players Social Secretary Social Secretary
May-24	LNL AGM – ZOOM or face to face AFFILIATIONS & KIT NIGHT 2: REG FORM/CHEQUE OR BANK TRANSFER	Secretary attends All Committee/players
Jun-24	<i>New Committee Meeting: 7.30 to 9.30 (AGM outcome; AP review)</i> <i>Revise 2023-24 Handbook to create 2024-25</i> <i>GNC NETBALL TOUR (if any)</i> LCNA AGM Youth girls to graduate – adult league applications to do/sign Youth girls - nominations to Excel Programme DO/KC	<i>Committee Members:</i> <i>KC + committee</i> <i>KC + AS</i> <i>All players signed up</i> KC + Secretary DO
Jul-24	Decide & enter LNL Winter League Teams: Adult & Youth GNC Handbook 2023-2024 uploaded to website Enter Regional Team(s)	KC + committee Secretary via PS Club Captain/KC + committee

Action Plan 2023-25

the Playing Programme

Aim	Action	Responsible	Timescale	Resources	Review
Player / programme development	Talent spot and sign post talented players to satellite/ academy/ Regional development.	D Osborn/N Key	2023-25	Knowledge of when Leics and E Mids are running their selection processes.	Continuously throughout the season and final review at end of each season.
Player development programme	Through planned progressive training sessions.	D Osborn/N Key	During planned training sessions.	Completed booklets.	Booklet evaluation form at end of each season.
Player education knowledge and improvement	Continue with Youth education booklet.	D Osborn	Start of each season and ongoing.	Club Handbook.	End of each season.
	Implement U11 BEE Netball monthly training.	A Scigliano	2021 onwards.	BEE Netball balls purchase (x10) + resource pack.	End of each season.
	GNC handbook to be updated and copy on website. Session on codes of conduct for ALL club members – to be added to website.	A Scigliano/K Cox	2023-2025 onwards.	Club Handbook/website.	End of each season.
Competition	Play in LNL and RNL. Maintain 2 nd Regional Team & have a Regional	D. Osborn K. Cox H Wale H Walker A Wilson	2023-25	Funding LNL/LCNA, club and sponsorship.	End of each season.

	Devt Team in Loughborough Town NL.				
Coaching	Invite suitably qualified guest coaches.	K Garner/D Osborn/H Walker (regional)/A Scigliano	2023-25	Club.	End of each season.
	Advertise new coaching courses to all club members.	S Oliver/A Wilson/M Williams	2023-25	Via email / social media	During each season.
Officiating	Advertise new officiating courses to all members quickly.	M Williams/S Oliver/A Wilson	2023-2025	Via Secretary – S Oliver.	End of each season

Duty of Care and Safeguarding and Protecting young people

Aim	Action	Responsible	Timescale	Resources	Review
Duty of Care & Child Protection Ensure all certificates are up to date.	Check CAPS folder for current members and any new members working with the youth.	K Garner & all other relevant individuals	2023-25	Club	End of each season
CAPS folder	To keep records up to date and continue to put info on website.	K Garner K Cox (+ A Scigliano if required)	2023-25	Internet	AGM – update given to club members.

Club Management

Aim	Action	Responsible	Timescale	Resources	Review
AGM	To discuss all club issues and committee positions at AGM.	K Cox - Chairperson	Date TBC	AGM venue Food Time 3 hours	Yearly
Committee Meetings: 2 selection: 2 'business' per	To decide upon squads via Selection Committee.	Selection Committee	July/Aug 2023 and Dec 2023 for review	Refreshments Time 6-8 hours	Yearly

annum.			meeting. + July/Aug 2024 and Dec 2024 for review meeting, same for each season.		
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Volunteering (refer to Club Volunteer Coordinator Pack for further guidance)

Aim	Action	Responsible	Timescale	Resources	review
Recruitment	Find new Club Volunteer Coordinator	K Cox K Garner	2023-25	Club England Netball flyers	End of each season
Reward and recognition	England Netball ONE Awards	All Club members encouraged at GNC AGM. Committee members to collate nominations.	Ongoing, every year.		News on website and in committee and AGM minutes.
GNC Awards	Individual nominations. Awarded at AGM.	K Cox K Garner A Wilson	Annually.	Club	News on website/social media or AGM Minutes.
Retention and Training	Officiating development: at least 2 to attend 'Into' & C Award courses.	K Garner/M Williams	2023-25	Club to help fund.	End of each season.

Recruiting and Retaining members (Sports Equity Action Plan)

Aim	Action	Responsible	Timescale	Resources	review
Keep recruiting inclusively	Through word of mouth and website. School links.	All Committee/members & K Garner	Ongoing.		End of each season.
To listen to all members and encourage unity within the club.	AGM. Mix up all player abilities inc integrating some youth players into	K Garner K Cox D Osborn	Ongoing.	Subsidising LNL Gala meal.	AGM and end of season.

	Summer League. Social activities outside of netball.				
To organise a netball tour: (Bournemouth or similar UK venue).	Via emails and advertising on website.	S Oliver/Social Secretary	By end of 2025	Time to collate applications to join the tour / tournament;	After tour – evaluation form.
To attend a local tournament with mixed ability teams.	Via emails and team captains.	D Osborn/A Wilson/S Oliver + Captains	During 2023-25 seasons.	make bookings and arrange travel etc.	End of each tournament.

Code of Conduct: Players (2023-2024)

Netball Sport ethic: Respect, Teamwork, Achievement and Fun. By abiding by these Codes of Conduct, netball players can achieve respect, good sportsmanship, high standards of behaviour and ethics to provide them with an enjoyable, safe and stimulating experience. Everyone must conduct themselves in an honest, fair, impartial and transparent manner.

I understand and will respect:
Player's Name

1. The rules, regulations and requirements of the Sport, including, but not limited to, any competitions in which I participate either directly or indirectly.
2. The rights, dignity and worth of all people involved in netball, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
3. The rights, dignity and worth of Children, Young People and Adults at Risk and ensure that I am aware of the Safeguarding best practice guidelines and procedures when interacting with them.
4. Confidentiality and the sensitivities of information I hold on other individuals.
5. Netball and the individual's reputation and not take any action or make inappropriate comments about a fellow participant, coach, official, volunteer or member of England Netball's staff that will bring the Sport or those associated with delivering the Sport into disrepute, including making comments on social media technology. I will respect EN's guidance and policies on social media technology.
6. The position I hold within Netball and always conduct and dress myself in an appropriate manner.
7. The result of the game and will not attempt to offer, offer or accept either directly or indirectly any consideration whatsoever in return for influencing or attempting to influence the result or seek to achieve personal gain on a result which I can influence by betting on any match or event where I am participating, either by playing, coaching or officiating, or through direct or indirect involvement.

Netball is based on Teamwork, therefore I will:

8. Not abuse or misuse any relationship of trust or position of power or influence held by me in my team, be that my playing team, Club, County, Regional or England Netball.
9. Be on time, dressed appropriately and ready to give my full attention to the role I am carrying out within Netball.
10. Recognise that individuals bring different qualities and attributes but "together we will excel".
11. Welcome new members, volunteers, and connected participation and cooperate with Members, Connected Participants, colleagues, coaches, officials and administrators already in the Sport.

I recognise individuals participate in Netball to achieve and have fun, therefore I will:

12. Recognise the achievements of others and applaud their successes.

13. Endeavour to ensure that all involved in the Sport optimise their potential by promoting the positive aspects of the sport and never condoning the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
14. Not impinge on others' enjoyment of the Sport or my performance by consuming alcoholic drinks or smoking immediately prior to or whilst participating in the sport, or whilst safeguarding children, young people or vulnerable adults.
15. Ensure that everyone has the opportunity to participate in a fair, honest environment by rejecting cheating, abiding by the Anti-Doping policies and not taking illegal substances immediately prior to or whilst participating in the Sport.
16. Display modesty in victory and graciousness in defeat; be sporting – whether I win or lose; always acknowledge the other team and the umpires at the end of the game.
17. Never argue with an official or participant during a game and listen to and cooperate with officials' decisions.
18. Control my temper; I understand that verbal, emotional and physical abuse of officials, coaches, spectators or participants, or deliberately distracting or provoking a participant, coach or official is not acceptable or permitted behaviour in netball
19. Enjoy the game and ensure others can also enjoy it.

I will endeavour to abide by these codes of conduct and promote them to others. I understand that if I fail to follow the code, then England Netball, the Regional Association the County Association or Grasshopper Netball Club may take action against me under the Disciplinary Regulations which may result in Sanctions - including fines and suspension.

Player's Signature:

Date:

Code of Conduct: Coaches (2023-2024)

As a **Coach of Grasshopper Netball Club** I will aim to work within the following guidelines:

- Always ensure that I am never left alone with one child/vulnerable adult and avoid situations where an individual child (that is not my own)/vulnerable adult and myself are completely unobserved.
- If any form of physical support is required, it will be provided openly and according to guidelines provide by England Netball.
- Where possible, parents/guardians will take on the responsibility for their young people in the changing rooms. If young people/a vulnerable adult have to be supervised in the changing rooms, the Club will try to ensure that coaches/volunteers work in pairs.
- Encourage an open environment (ie, no secrets - always explain why you are doing something in that way, encourage a diplomatic approach to the Club's activities, with young people/vulnerable adults being able to put their views forward).
- When working with the teams, the Club will agree with parents/guardians when it is appropriate to enter the changing area.
- Include young people/vulnerable adults in the Club Committee decisions to ensure their voice is heard.

As a **Coach of Grasshopper Netball Club** I will avoid:

- Spending excessive amounts of time alone with young people/vulnerable adults away from others.
- Taking young people (apart from my own relations)/vulnerable adults alone on car journeys, however short.
- Taking young people (apart from my own relations)/vulnerable adults to my home where they will be alone with me.

As a **Coach of Grasshopper Netball Club** I will never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a young person (apart from my own relations)/vulnerable adult.
- Allow or engage in any form of inappropriate touching.
- Allow young people/vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person/vulnerable adult, even in fun.
- Do things of a personal nature for young people/vulnerable adults that they can do for themselves.
- Invite or allow young people (apart from my own relations)/vulnerable adult to stay with me at my home unsupervised.
- Allow allegations to be made by a child/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Challenge any form of bullying that comes to light and report it to the Club's Safeguarding Officers (Andy Scigliano & Kathy Cox).
- **I have read and understand GNC's 'Policy on Child Protection'.**

Name (please print): _____

Signature: _____

Date: _____ Level of Coaching qualification: _____

Code of Conduct: Parents/Carers & Supporters (2023-2024)

I am aware that Grasshopper Netball Club has a Child Protection Policy and that there are 2 Safeguarding Officers in the Club and that the Club Committee has a 'child protection champion'.

As a parent, carer and supporter of Grasshopper Netball Club, I will:

- Not force anyone, who is unwilling, to participate in netball.
- Remember that players are involved in netball for *their* enjoyment, not mine.
- Encourage people to play to the rules and not to argue with umpires or other officials.
- Teach my child(ren) that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- Turn losing into winning by helping people work towards skill improvement and good sportsmanship.
- Never ridicule or yell at anyone for making a mistake or losing a game.
- Remember that people learn best by example. Applaud good play by your team and by members of the opposition.
- Not question the umpires' decisions or honesty. I will remember he/she is only human, with the same feelings as me, and like me, can sometimes make an honest error.
- Recognise the importance and value of coaches - who are all volunteers. They give their time and resources readily, to provide netball opportunities for the youngsters.
- Read the rules of netball to understand better what I am watching and commenting upon.
- Promote this Code of Conduct to other parents, carers and supporters.

Name (please print): _____ Child's name: _____

Signature: _____

Date: _____

Code of Conduct: Umpires/Officials (2023-2024)

As an **Umpire/Official** of **Grasshopper Netball Club** I will aim to work within the following guidelines and therefore, I will:

- Always ensure that I am never left alone with one child or young person/vulnerable adult and avoid situations where an individual child (that is not my own)/vulnerable adult and myself are completely unobserved.
- Provide any form of physical support required, openly and according to guidelines provided by England Netball.
- Ensure that where possible, parents/guardians will take on the responsibility for their young people/vulnerable adult in the changing rooms. If young people/vulnerable adults need to be supervised in the changing rooms, the Club will try to ensure that coaches/volunteers work in pairs.
- Encourage an open environment (ie, no secrets, always explain why I am doing something in that way, encourage a diplomatic approach to the Club's activities, with young people/vulnerable adults being able to put their views forward).
- When working with the teams, the Club will agree with parents/guardians when it is appropriate to enter the changing area.
- Include young people/vulnerable adults in Club Committee decisions to ensure their voice is heard.

As an **Umpire/Official** of **Grasshopper Netball Club** I will avoid:

- Spending excessive amounts of time alone with young people/vulnerable adults away from others.
- Taking young people (apart from my own relations)/vulnerable adults alone on car journeys, however short.
- Taking young people (apart from my own relations)/vulnerable adults to my home where they will be alone with me.

As an **Umpire/Official** of **Grasshopper Netball Club** I will never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a young person (apart from my own relations)/vulnerable adult.
- Allow or engage in any form of inappropriate touching.
- Allow young people/vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person/vulnerable adult, even in fun.
- Do things of a personal nature for young people/vulnerable adult that they can do for themselves.
- Invite or allow young people (apart from my own relations)/vulnerable adult to stay with me at my home, unsupervised.
- Allow allegations to be made by a child or young person/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Challenge any form of bullying that comes to light and report it to the Club's Safeguarding Officers (Andy Scigliano or Kathy Cox).

Name (please print): _____ Child's name: _____

Signature: _____

Date: _____

Code of Conduct: Volunteers (2023-2024)

As a **Volunteer of Grasshopper Netball Club** I will work within the following guidelines:

- Always ensure that I am never left alone with one child or young person/vulnerable adult. Avoid situations where an individual child or young person (that is not my own)/vulnerable adult and myself are completely unobserved.
- If any form of physical support is required, it will be provided openly and according to guidelines provide by England Netball.
- Where possible, parents/guardians will take on the responsibility for their young people/vulnerable adults in the changing rooms. If young people/vulnerable adults have to be supervised in the changing rooms, the Club will try to ensure that coaches/volunteers work in pairs.
- Encourage an open environment (ie, no secrets, always explain why you are doing something in that way, encourage a diplomatic approach to the Club's activities, with young people/vulnerable adults being able to put their views forward).
- When working with the teams, the club will agree with parents/guardians when it is appropriate to enter the changing area.
- Include young people in committee decisions to ensure their voice is heard.

As a **Volunteer of Grasshopper Netball Club** I will avoid:

- Spending excessive amounts of time alone with young people/vulnerable adults away from others.
- Taking young people (apart from my own relations)/vulnerable adults alone on car journeys, however short.
- Taking young people (apart from my own relations)/vulnerable adults to my home where they will be alone with me.

As a **Volunteer of Grasshopper Netball Club** I will never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a young person (apart from my own relations)/vulnerable adult.
- Allow or engage in any form of inappropriate touching.
- Allow young people/vulnerable adults to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person/vulnerable adults, even in fun.
- Do things of a personal nature for young people/a vulnerable adult that they can do for themselves.
- Invite or allow young people (apart from my own relations)/vulnerable adult to stay with me at my home unsupervised.
- Allow allegations to be made by a child or young person/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Challenge any form of bullying that comes to light and report it to the Club's Safeguarding Officers (Andy Scigliano and Kathy Cox).
- **I have read and understand GNC's 'Policy on Child Protection'.**

Name (please print): _____ Child's name: _____

Signature: _____

Date: _____



**Grasshopper
Netball Club**

POLICY ON CHILD PROTECTION

(Reviewed July 2022)

Please read this alongside the 'EN Safeguarding Young People Policy' on our website. The care of young people in our Club is EVERYONE'S responsibility.

Safeguarding Officers:

A Scigliano/K Cox

Introduction

Grasshopper Netball Club fully recognises the contribution it can make to protect children and support junior members in its Club. The aim of the policy is to safeguard and promote our junior members' welfare, safety and health by fostering an honest, open, caring and supportive climate. **The junior members' welfare is of paramount importance to us all.**

There are four main elements to our Child Protection Policy:

1. Prevention (eg positive club atmosphere, with good pastoral support to junior members);
2. Protection (by following agreed procedures, ensuring adult members are trained and supported to respond appropriately and sensitively to Child Protection concerns);
3. Support (to junior members and Club members and to children who may have been abused); and
4. Working with parents (to ensure appropriate communications and actions are undertaken).

This policy applies to **all** Club members over the age of 16 *and* visitors to the Club and volunteers within the Club.

Where Grasshopper Netball Club (GNC) provides services or activities directly under its own supervision or management, the Club's arrangements for child protection will apply. Where services or activities are provided separately by another body, the GNC committee should seek assurances that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the named Club members on these matters, where appropriate.

Club Commitment

The Club adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. The members hope that children and parents will feel free to talk about any concerns and will see the Club as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from the adult members of the Club – especially the Safeguarding Officers or Committee members.

Our Club will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the Club whom they can approach if they are worried or are in difficulty;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- **Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new members and volunteers who will work with children, including DBS etc.**

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. The names of those carrying these responsibilities for the current year are listed on the cover sheet of this document. The Designated Persons for child protection are Mrs A Scigliano (Club President) and Mrs K Cox (Chairperson).

The Role of the Designated Senior Person(s) for Child Protection includes:

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support, advice and expertise within the Club when deciding whether to make a referral, by liaising with relevant agencies;

Training

- **To participate in child protection training for 'designated' members at least every 2 years** and also attend relevant multi-agency training;
- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how "Safeguarding Children's Boards" operate, the conduct of a child protection case conference, and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of the Club has access to and understands the Club's Child Protection Policy - especially new or part-time members;

- **Ensure all members have induction training covering child protection, which is repeated at least every 3 years and are able to recognise and report any concerns immediately they arise;**
- Be able to keep detailed, accurate and secure written records of referrals / concerns.

Raising Awareness

- Ensure the Club's Child Protection Policy is reviewed annually, and work with the governing body regarding this;
- **Ensure parents see copies of the Child Protection Policy which alerts them to the fact that referrals may be made** - and the role of the Club in this - to avoid conflict later.

Chairperson

The Chairperson of the Club will ensure that:

- The policies and procedures adopted by the GNC committee are fully implemented, and followed by all members;
- Sufficient resources and time are allocated to enable the designated person and other Club members to discharge their responsibilities;
- All members and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

Governing Body

The GNC Committee is accountable for ensuring that:

- the Club has effective policies and procedures in place in accordance with this guidance, and it monitors the Club's compliance with them;
- neither the Committee, nor individual Committee members, have a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against a member of the Club);
- there is an individual member of the Committee to champion child protection issues within the Club, liaise with the Chairperson about them, and provide information and reports to the Committee;
- Where the Committee acts collectively - or an individual member takes the lead - it is helpful if all members of the Committee undertake training about child protection to ensure they have the knowledge and information needed to perform their functions and understand their responsibilities;
- **all other members who work with children, undertake appropriate training which is kept up-to-date by refresher training at three-yearly intervals;**
- temporary members and volunteers who work with children are made aware of the Club's arrangements for child protection and their responsibilities.

Procedures

Where it is believed that a child may be suffering, or may be at risk of suffering significant harm, the Club will follow the Area Child Protection Committee's procedures and LEA guidance.

Information for parents is contained within the Club's Handbook (version 2023-2024) and this policy is referred to on the Code of Conduct for Parents.

Confidentiality

- We recognise that all matters relating to child protection are confidential, and 'designated club members' will only disclose information about a child to other members of the Club on a need-to-know basis
- **All Club members must be aware that they have a professional responsibility to share information with other relevant agencies in order to safeguard and protect children**
- All Club members must be aware that they cannot promise a child confidentiality regarding matters relating to child protection (eg, if a child discloses something to them).

Allegations against Members

Where an allegation is made against a Club member, the matter will be immediately reported to one of the 'designated persons' for child protection, who will in turn liaise with Committee members to determine the way ahead.

Records and Monitoring

Well-kept records are essential to good child protection practice. All Club members are clear about the need to record and report concerns about a child or children within our Club. The Designated Senior Persons are responsible for such records and for deciding at what point these records should be passed over to other agencies. Child Protection records are held securely by the named Safeguarding Officers only.

Supporting Junior members at Risk

Our Club recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. This Club may be the only stable, secure and predictable element in the lives of children at risk and whilst with Club members, their behaviour may still be challenging and defiant - there may, at times be moves to consider suspension or exclusion from the Club.

It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support. This Club will endeavour to support junior members through:

- encouraging self-esteem and self-motivation;
- promoting a positive, supportive and secure environment, which gives all junior members and adult members a sense of being respected and valued;
- a consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the Club setting;
- regular liaison with other professionals and agencies who support the junior members and their families;
- a commitment to develop productive, supportive relationships with parents, whenever it is in the child's interest to do so;
- the development and support of responsible and knowledgeable members, trained to respond appropriately in child protection situations.

The available UK evidence on the extent of abuse among disabled children suggests that some may be especially vulnerable to abuse, for example those who have difficulty communicating. Club members who work, in any capacity, with children with profound and multiple disabilities,

sensory impairment and/or emotional and behaviour problems will be particularly sensitive to signs of abuse.

It must also be stressed that in a home where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support.

Supporting Members

- We recognise that adult members working in a Club who have become involved with a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.
- We will support such members by providing an opportunity to talk through their anxieties and seek further support as appropriate, including professional counselling where necessary.
- Our Club has several members trained as 'Mental Health First Aiders' so these people could be sought out at the first opportunity.

This policy complements and supports a range of other local and governing body policies, including:

- Behaviour Management
- Bullying
- Physical Restraint
- Special Educational Needs
- Health and Safety
- Sex Education
- Site Security

All club policies and procedures relating to safeguarding children will be reviewed annually by the Safeguarding Officers.



JOB

DESCRIPTIONS

CLUB PRESIDENT (VICE CHAIR)

The Club President shall:

- Take the chair at any meeting where the Chairperson is unable to attend and also, at times when the Chairperson wishes to speak and take part in discussions.
- Support the Chairperson and undertake whatever part of the Chairperson's work is assigned to her/him.
- Liaise with the Chairperson as and when appropriate.
- Be involved in any other area of work for the Club that the Committee sees fit.
- As Lead Safeguarding Officer, review the Club's Child Protection Policy every year with the other Safeguarding Officer.

CHAIRPERSON

The Chairperson shall:

- Be responsible for the Grasshopper Netball Club Committee, in managing the affairs of Grasshopper Netball Club.
- Take the chair at Committee Meetings.
- Set budgets for necessary cost centres, eg Procurement, Coaching etc and liaise with Treasurer.
- Guide the course of the Committee's deliberations towards fulfilling its avowed aims.
- Liaise with the Secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- Be completely familiar with the Constitution and Bye Laws and England Netball Constitution and Bye Laws; the general rules for Committee procedure; the current affairs and business in hand.
- Co-ordinate the work of all the Honorary Officers and Committee members.
- Be responsible, in conjunction with the Secretary, for the presentation of the Annual Report at the AGM.
- Review the Club's Action Plan with the Club's Development Officer every year.
- Review the Club's Child Protection Policy every year with the other Safeguarding Officer.
- Review the Club's Handbook each year.
- Keep the Club's Terms of Reference (website) up to date.
- If unable to attend any Committee Meeting, a written report should be sent to the meeting and the Vice Chairman be briefed on the Agenda.

SECRETARY

The Secretary shall:

- Liaise with the Chairperson regarding the Agenda and Minutes for each meeting, before they are circulated.
- Liaise with the Chairperson as and when appropriate.
- Organise everything for the Annual General Meeting (AGM) after liaison with the Chairperson:
 - a) Send an email to all players (following GDPR protocols) requesting that any proposed alteration to the Constitution or Bye Laws that any Member wishes to make at the AGM of that year must be sent to the Secretary *twenty-eight days* before the meeting.
 - b) Prepare the Annual Report (written by the Chairperson) to be submitted to the Members at the

AGM. Entitle it 'Chairperson's Report'.

- Take Minutes at all AGMs and Committee Meetings.
- Type draft Minutes of AGM and Committee Meetings within one month of the meeting and send them to the Chairperson for checking, before issuing.
- Once the Minutes of meetings have been returned by the Chairperson, distribute them to the Committee members; approved AGM minutes should be circulated to all members immediately.
- Circulate any relevant information received from England Netball, East Midlands Regional Netball, Leicestershire County Netball Association or Leicester Netball League or other netball-related organisations to members of the Committee and Club members, as necessary.
- Distribute any other relevant information to Committee Members and appropriate people.
- Deal with any netball enquiries and necessary correspondence.
- If unable to attend any Meeting, arrange for correspondence or reports to be sent to the meeting.

TREASURER

The Treasurer shall:

- Be responsible for the management of the Club's finances, in accordance with the decisions of the Committee and have the right to query any expenditure.
- Recommend action on financial matters, to the Committee.
- Present a written financial report to all meetings of the Committee via the Secretary.
- Present an Annual Report (and an Audited Balance Sheet at least every 5 years) at the Club's Annual General Meeting (AGM). Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the Auditors.
- Be responsible for all monies belonging to Grasshopper Netball Club.
- Request and receive Club monies from the members of the Club – via bank transfer.
- Make arrangements with Team Captains in order to control monies from the squads including monitoring bank transfers and expenses etc.
- Be available to attend any other meetings in an advisory capacity.
- Set budgets in liaison with the Chairperson.
- Disburse monies upon the order of the Committee as follows:

- a) *Gratuities*
- b) *Honoraria*
- c) *Out of pocket expenses – payment for facilities, league entries and resources*

- If unable to attend Committee Meetings, ensure that a written report is sent to the Secretary.

DEVELOPMENT OFFICER/VOLUNTEER CO-ORDINATOR

The Development Officer shall:

- Be appointed annually at the AGM.
- Be responsible for the development of all aspects of Club development, but no policy decisions may be taken until approval is received from the Committee.
- Be responsible for the overall implementation of the Action Plan and CAPS application form, in liaison with the Chairperson and/or other relevant Honorary Officers as well as Leicestershire's Netball Development Officer (NDO) as required.
- Liaise with the Treasurer over all monies involved in development projects and bring these to the attention of the Committee.
- Maintain a record of all development projects and their results and feed these back to the Committee

on a regular basis and annually at the AGM.

- Get to know all club volunteers and potential volunteers and be their main contact – ensuring that they know what they are doing.
- Supervise and oversee the role of other volunteers, including their paperwork.
- Coordinate the implementation of the volunteer recruitment, training and support plans and arrange mentoring for them (if appropriate).
- Recognise and nominate volunteers for volunteer awards.
- Work with the Secretary to organise social and recruitment events for volunteers.
- Attend Committee meetings as appropriate.

CLUB CAPTAIN

- Will be proposed annually by the Committee and be decided upon at the AGM; the office shall be held for one year.
- Be responsible with the Development Officer for helping to organise the Club training rota and reporting this to the Committee.
- Be responsible to the Committee and will attend all the Committee meetings.
- Liaise with the Chairperson as and when appropriate.
- Be a pivotal member of the Club's Selection Committee and attend pre-season trials and any other Selection Committee meetings as required.
- Be the conduit between the Club Coaches and the Committee re training schedules.
- Be Captain or Vice Captain of the Regional 1st Team and select their own Captain or Vice Captain to assist them; work closely with the Captain of the Regional 2nd Team and oversee the regional teams' performances and feed back to the Committee.
- Ensure that all entry deadlines to the East Midlands Regional League are met and that all the weekly score sheets and team sheets are submitted to the League Secretary on time and/or liaise with Squad Captains regularly and report back to the Chairperson.
- Liaise with the Club Treasurer to ensure that all league entry fees and match fees are paid on time.
- Apply to LCNA for a grant towards EM Regional League netball costs for both teams.
- Help out with any other Club business at the request of either the Chairperson or the Club Committee.

MEMBERSHIP SECRETARY

- Be appointed annually at the AGM.
- Be an active member of the Club Committee.
- Liaise with the Chairperson as and when appropriate.
- Propose Club fees in the committee meeting prior to the AGM and have accurately priced (re fees) Club membership forms available at the AGM.
- Provide the required U16 Club membership form to the Youth Coach/Manager before the end of the youth season.
- Monitor Club membership forms throughout the season.
- Ensure ENgage system is up to date and ready to use for when England Netball membership opens.
- To assist all members annually with their membership to England Netball, via their ENgage system, prior to the new season starting.
- Liaise with the Treasurer to ensure all members have paid their annual fees and chase them up, if not.
- Store all members' details securely (as per GDPR protocols).
- Only give out necessary information to Club Committee members and team captains.

- Give the Youth Coach all junior membership information so that medical/emergency information is available to them and ensure that all email addresses are those of the parents.
- Ensure the Club membership form is kept up to date and is on the Club's website.
- Keep the England Netball ENgage system up to date.

PROCUREMENT OFFICER

The Procurement Officer shall:

- Manage the Club Shop with the official suppliers and order any additionally required clothing/equipment for Club Members from elsewhere.
- Liaise with the Treasurer about all monies concerning kit.
- Keep a record of what equipment is held by each Coach and each Team Captain and sign it out and in at the end of each league (eg, Winter and Summer).
- Keep a record of all the First Aid kits and sign them out and in, to the respective Team Captain at the start and end of each league & replenish them regularly (eg, Winter and Summer).
- Attend committee meetings as and when required – at the invitation of the Club Committee.

YOUTH TEAM CO-ORDINATOR

The Youth Team Co-ordinator shall:

- Be the Lead Youth Team Coach and the Lead Youth Team Manager and is responsible to the Committee and attend their meetings. The Youth Team Co-ordinator will be proposed by the Committee and voted for at the AGM.
- Co-opt volunteer coaches/managers for each youth team; people who are available every Thursday evening once matches begin.
- Make arrangements for matches and tournaments pertaining to the youth teams, but check with the Club Committee first.
- Set up an organised 'app' group for youth players and teams for team selection and training.
- Supervise all kit, eg bibs and balls and equipment relating to the youth squads – maintaining accurate records.
- To liaise with the Chairperson re annual budget for youth team (profit/loss) and share this with the Club Committee.
- **Check that players are affiliated to England Netball before they play and that they are correctly registered.**
- Update the Club Committee regularly re youth teams' situation.

NON-VOTING, CO-OPTED POSTS

COACHING SECRETARY

The Coaching Secretary is appointed annually by the Club Committee and shall:

- Report directly to the Club Chairperson but also be accountable to the Club Committee.
- Liaise with the Club Captain and relevant Club Committee members in helping to compile the annual Training Rota – for publication on the Club's website.
- Be responsible for coaching all teams in the club at their training sessions on Wednesday evenings only, to ensure equity amongst members. To this end, you will be responsible for planning and

designing a Coaching Programme each season (mid-August to the end of June), to include strength and conditioning and fitness as well as play and skills development – and provide the Chairperson and Club Committee with the Coaching Programme. Please note, the number of teams may vary from year to year. You will be paid an honorarium for providing this service to the Club's members.

- To read, sign and uphold the Club's Code of Conduct for Coaches.
- To be responsible for coaching and managing or overseeing the Club's Regional netball teams in the East Midlands' Regional League on Sundays whenever they have a match in liaison with the Club Captain? You will be paid an honorarium for providing this service to the Club's members. To monitor each regional player's development and give them feedback and input as and when required.
- To be available – if possible – for any friendly matches that are arranged for the Regional Squad players in addition to the Wednesday night club sessions – but the Club Committee does not pay for your time at those events – the Regional Squad collects enough match fees to cover your fees
- To be on the Club's Selection Committee, as part of your remit – helping the said committee – during the 3-week trials period – to choose players for the respective teams for the Leicester Netball League.
- To attend committee meetings, as and when required, at the invitation of the Club Committee.
- To attend an Annual Review with the Chairperson once a year to consider further professional development opportunities for you in your paid post.

OFFICIATING SECRETARY

The Officiating Secretary shall:

- Be responsible and make recommendations for umpiring within the Club, but no policy decision may be taken until approval is received from the Committee.
- Be responsible for the implementation of the umpiring development of the Club umpires, mentors and/or tutors.
- Arrange or liaise with LCNA for the training of umpires in preparation for England Netball umpiring awards and submit candidates for testing for the England Netball awards.
- Liaise with the Treasurer over fees, expenses and other financial matters relating to umpires – especially when recruiting and using umpires who are external to the Club.
- Maintain an up-to-date record of all qualified umpires and non-qualified (but active) umpires in the Club.
- Organise the Umpiring Rota for the Leicester Netball League (LNL) fixtures (using internal and external umpires).
- Produce estimates of future umpiring courses to assist in finance planning, taking into account all sources of finance.
- Produce a written report at the Committee meetings. If unable to attend, the report must be sent to the Secretary in advance of the meeting.

SOCIAL MEDIA SECRETARY

The Social Media Officer(s) shall:

- Regularly update the website with details of teams and players.
- Regularly update the website with details of kit and costs.
- Regularly update the website with photographs of matches and match reports as and when (eg, Regional).
- Ensure that the link is still valid for potential new players – adults and youth players to contact us.

- Ensure that the relevant bills are paid to maintain the website in good working order by the external consultant
- Bring any issues to the attention of the Committee.
- Attend committee meetings as and when – at the invitation of the Club Committee.

SOCIAL SECRETARY

- To liaise with Secretary and organise any events in the Club Planner for that season.
- To liaise with Social Media Officer(s) where necessary.
- To organise payments for events via Treasurer/Secretary and keep associated records.

HEALTH & SAFETY OFFICER

- To oversee all the EN regulations pertaining to Health & Safety and Covid-19.
- To liaise with the Committee as and when required.

Club Safeguarding Officer

The Club's Safeguarding Officers (SOs) are the first point of contact for all safeguarding issues within the Club. They are responsible for giving advice about the wellbeing, safeguarding and protection of young people, promoting good practice, ensuring the [Reporting a Concern](#) process is clearly communicated and understood within the Club, and helping the Club create a safe and enjoyable environment where everyone understands their safeguarding responsibilities.

The SO is the person to take appropriate action on receipt of any concerns or referrals and liaise with EN's Lead Child Protection Officer to handle concerns.

The Person

The Club's Safeguarding Officers need to be comfortable being well-known in the Club and in playing a lead role in advocating for the young people in their environment.

They need to be accessible and approachable, especially for young people

Ideally, the SOs will not be the Coach or Volunteer with direct responsibility for coordinating or delivering the junior programmes at the Club, as it is important that this person's role is as independent as possible. However, it is not always possible that this will be the case.

Skills

Ability to handle a range of safeguarding and well-being issues in accordance with EN guidelines;

Ability to create an inclusive, safe and enjoyable environment in their Club;

Respectful, unbiased, empathetic;

Approachable, calm, friendly and able to listen and give advice;

Organised and able to create and maintain records appropriately;

Trustworthy, tactful and aware of the need for confidentiality.

Preliminary Requirements

The SOs must:

1. Be affiliated to England Netball
2. Reorder their details on ENgage
3. Have an Enhanced DBS clearance check through England Netball
4. Complete their contact details online on EN's website

Training

1. EN online Safeguarding introductory course, click here: <http://en.wt-associates.co.uk/>
2. Sports Coach UK Safeguarding and Protecting Children 1 workshop, or an equivalent recognised direct delivery course within 6 months of taking on the role. <http://www.sportscoachuk.org/workshops/workshop-search/results?term=Safeguarding+%26+Protecting+Children>
3. Time To Listen Workshop within 6 months–1 year of appointment – please contact your Regional Coordinator for details of the next TTL course in your Region.

Main Areas of Responsibility

1. Policy and Procedures

To advise the Club on the application of England Netball's (EN) [Safeguarding in Netball](#);

To provide information and advice on the wellbeing, safeguarding and protection of young people within the Club and promote a child-focused approach;

To ensure that all Club members are made aware of and are clearly informed about the role of the Safeguarding Officer and know who to contact for advice, support, reporting and resources;

To promote awareness of the EN [Codes of Conduct](#) and to support the implementation of safe recruitment and induction procedures within the Club;

To advise on the application of EN's [DBS Guidance](#) and to be the point of contact for risk assessments and clearance communications.

2. Referrals

To be the first point of contact to receive information from anyone who has concerns relating to the welfare of children and young people and to record and report appropriately.

To clarify information received, ensuring that this is referred on promptly to EN's Lead Child Protection Officer to enable assessment to be undertaken, and advice offered.

To follow the EN [Responding and Reporting a Concern Procedure and flow chart](#).

3. Education and Training

To advise the Club on appropriate training for coaches and volunteers based on the EN recommended safeguarding training requirements;

To signpost those with roles and responsibilities for young people to appropriate safeguarding training opportunities;

To educate the members of their Club on the Reporting a Concern process and good practice in safeguarding.

4. Knowledge

To be aware of the local statutory child protection network, including the contact details for the local police and Children's Services, the role of the Local Safeguarding Children's Board (LSCB), Local Authority Designated Officer and an awareness of local inter-agency child protection procedures.

To understand the EN Safeguarding in Netball Policies and Procedures.

To have a basic knowledge of core legislation and government guidance on safeguarding.

To have an understanding of poor practice and abuse – behaviour that is harmful to young people or has a potentially negative impact upon their welfare and enjoyment of netball.

For further information, contact the Compliance and Inclusion Team at England Netball Head Office in Loughborough.



Guidelines for dealing with an Incident/Accident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the First Aider, who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the Emergency Services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- **Do not move someone with major injuries.** Wait for the emergency medics.
- Contact the injured person's parent/guardian or next of kin.
- Complete an incident/accident report form online.

The club accident report form can be found on our website www.grasshoppernetballclub.co.uk Once complete, it gets copied to Kathy Cox – Chairperson and Tracy Glover – Health & Safety Officer.