



Waiting List Policy

Issue: Issue 3

Issue Date: March 2026

Review Date: March 2027

Responsible: Hitchin Netball Club Committee

The Committee is collectively responsible for ensuring this policy is implemented, reviewed, and updated as required.

Purpose

This policy outlines the process for managing the waiting list for membership at Hitchin Netball Club. It aims to ensure fairness, transparency, consistency, and appropriate player-to-coach ratios while supporting effective club administration.

Scope

This policy applies to:

- All prospective members of Hitchin Netball Club
- Parents/carers registering a child on the waiting list
- The Administration Manager and Committee members responsible for managing membership

Policy Statement

Hitchin Netball Club is committed to operating a fair, transparent, and consistent waiting list process.

Places will be allocated in accordance with:

- First-come, first-served registration order
- Appropriate squad capacity and coach-to-player ratios
- The Club's volunteer priority rule

The Club reserves the right to manage admissions in line with safeguarding requirements, facility capacity, coaching availability, and the overall best interests of members.

Procedures / Implementation

1. Registration to the Waiting List

- Prospective members must complete the official waiting list form via the Club website or by contacting the Administration Manager.
- Registrations are recorded in date and time order based on the timestamp generated by the official Google Form (first-come, first-served).
- A confirmation email will be issued once the form has been received and the child added to the waiting list.

2. Priority Rule

- Children of active Club volunteers are automatically offered a place where availability allows.
- Volunteer priority applies to children of individuals currently undertaking an agreed and ongoing volunteer role within the Club (e.g. Committee Member, Coaching Team Member).

3. Waiting List Management

- The Administration Manager maintains and reviews the waiting list weekly.
- Entries are maintained in chronological order.
- The list is managed in line with squad capacity and coaching ratios.

4. Offer of a Place

- When a space becomes available, the Administration Manager will contact the next eligible person by email.
- The prospective member has **48 hours** to respond.
- If no reply is received within 48 hours, the offer will be withdrawn and the next person on the list will be contacted.

5. Joining Process

- Once an offer is accepted, full joining instructions will be sent.
- The prospective member then has **48 hours** to submit a completed registration form to secure their place.
- Failure to complete registration within this timeframe will result in the place being offered to the next eligible person.

Taster Sessions:

- Prospective members will be invited to attend a taster session before fee payment and England Netball registration.
- If a taster session is repeatedly deferred, or a child does not attend without prior notice, the Club reserves the right to withdraw the offer and allocate the place to the next person on the waiting list.
- This ensures fairness to all families on the waiting list and helps the Club manage places efficiently.

Seasonal Cut-Off:

New members are only registered up to the **February half term** to allow new kit to be ordered. After this point, no further new starters will be accepted until the following season.

End-of-Season:

Entries on the waiting list remain valid only for the current season (September to July).

Timeline:

- **14th July:** Waiting list closes.
- **15th July:** Families on the waiting list are invited to apply for available spaces.
- **1st August:** New waiting list is started.

Important rules:

Once waiting list invitations are sent on 15th July, no new entries will be added until the outcome of responses has been confirmed. Places will be allocated on a first-come, first-served basis, according to the order in which responses are received. This process ensures fairness and efficiency, giving families who are most interested the opportunity to secure a place without delay. Once squad capacity has been reached, a new waiting list will be created for any additional prospective members, with families already on the original list retaining their original place.

Monitoring and Review

This document will be reviewed annually by the HNC Committee, or sooner if required by changes in legislation, Club operations, or England Netball guidance. The Committee will monitor implementation and compliance. All updates will be documented and communicated to members and volunteers.

References / Supporting Documents

Hitchin Netball Club Policies:

Club Constitution
Data Protection Policy
Privacy Notice
Safeguarding Policy Statement
Player Welfare and Support Policy
Complaints Policy

England Netball:

Safeguarding Children and Young People in Netball Policy
Equality, Diversity and Inclusion Policy