

Club Constitution

Issue: 7

Issue Date: June 2026

Review Date: June 2027

Responsible: Hitchin Netball Club Committee

**This Constitution is maintained and reviewed by
the Hitchin Netball Club Committee.**

1. Name

The Club shall be known as Hitchin Netball Club (hereafter referred to as “the Club”).

The Club is registered with England Netball via the Engage system (Club ID: 2067756) and operates as a junior and youth netball club, including a minis section, administered entirely by volunteers.

The Club is registered as a Community Amateur Sports Club (CASC) (Registration No: CH12599) and shall operate in full compliance with CASC legislation and HMRC requirements.

2. Governance

The Club shall be governed by this Constitution.

No alteration shall be made except at an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM), in accordance with the Amendment to the Constitution procedure set out in this document.

The Club shall comply at all times with:

- England Netball rules, policies, and safeguarding requirements
 - Any applicable league or competition regulations
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- CASC and relevant UK legislation

3. Aims and Objectives

The Club exists to promote and facilitate participation in amateur netball.

The Club shall:

- Promote netball within the local community
- Provide opportunities for playing, coaching, officiating, and volunteering
- Support player development and progression pathways
- Promote equality of opportunity and inclusion
- Provide financial assistance where appropriate and feasible
- Uphold a duty of care to all members

The Club is a non-profit distributing organisation.

4. Club Policies and Governance Framework

The Club shall maintain, implement, and regularly review a comprehensive set of policies and procedures to ensure the safe, fair, and effective operation of all Club activities.

All members, parents/carers, volunteers, and officials shall comply with:

- This Constitution
- All Club policies and procedures
- Club Codes of Conduct
- England Netball rules, policies, and safeguarding requirements

Failure to comply may result in disciplinary action in accordance with the Complaints and Disciplinary Procedures set out in this document.

The Club maintains, but is not limited to, the following policy framework:

Safeguarding and Welfare

- Safeguarding Policy and Procedures
- Player Welfare and Support Policies
- Head Injury and Concussion Policy
- Accident Reporting and Emergency Procedures

Codes of Conduct

- Players (Mini, Junior, and Youth)
- Parents and Carers
- Volunteers and Coaches
- Committee Officers
- Youth Helpers
- Camps, Events, and Trips

Data Protection and Privacy

- Data Protection Policy
- Privacy Notice

Club Operations and Governance

- Complaints and feedback processes
- Disciplinary procedures
- Financial and expenses policies
- Volunteer and committee guidance

Membership, Payments and Participation

- Fees Payment Policy
- Player Attendance and Refund Policy
- Waiting List Policy

Health and Safety

- Risk Assessments for training, matches, camps, and events
- Event and Trip procedures
- Weather and safety policies

Additional Guidance

- Kit Guidance
- Piercing and Jewellery Policy

Some documents may be restricted to Committee use only where necessary for safeguarding, legal, or data protection purposes.

All publicly available documents shall be accessible via the Club website:

<https://www.hitchinnetballclub.co.uk>

5. Membership

Membership is open to individuals in school Years 3–13:

- Minis: Years 3–6
- Juniors: Years 7–9
- Youth: Years 10–13

Membership shall be open without discrimination, subject to England Netball regulations and this Constitution.

All membership registrations must be completed by a parent/carer.

The Committee reserves the right to:

- Accept or refuse membership applications
- Suspend membership pending investigation
- Terminate membership where justified

All such decisions shall:

- Be made in good faith and on reasonable grounds
- Follow a fair and proportionate process
- Be communicated in writing
- Include a right of appeal

Appeals

Appeals must be submitted in writing within 14 days of notification. Appeals shall be heard by a panel consisting of:

- The Chair (or nominee)
- An independent volunteer not involved in the original decision and not holding the same functional role

The appeal decision shall be final subject to applicable law, England Netball regulations, and CASC requirements.

6. Membership Fees

Fees shall be set annually by the Committee. Fees may be paid annually, termly, or by instalments as determined by the Committee. The Club may offer discretionary financial assistance where appropriate. All income shall be applied solely to Club objectives.

7. Rules of Play

The Club shall operate in accordance with England Netball rules and any affiliated competition regulations.

8. Club Colours

Club colours shall be determined by the Committee and shall include shades of blue.

9. Club Committee

The Committee shall always include at minimum:

- Chair
- Finance Officer(s)
- Administration Manager
- Safeguarding Officer(s)

The Committee may also include:

- Vice Chair
- Head Coach
- Kit Coordinator
- Fixtures Officer
- Fundraising and Merchandise Officer
- Social Events Team

Appointment and Term

Officers shall:

- Be elected annually at the AGM
- Be eligible for re-election
- Remain in post until resignation, removal, or re-election

Mid-term vacancies may be filled by Committee appointment until the next AGM.

Removal

An Officer may be removed by a majority vote of the Committee.

Meetings and Quorum

- The Committee shall meet at least five times per year.
- Quorum shall be at least 50% of Committee Officers (five Officers).
- No Committee business or voting may take place unless quorum is met.
- Decisions shall be by simple majority.
- The Chair shall have a casting vote in the event of a tie, in addition to their original vote.

10. General Meetings and Voting

Annual General Meeting

The AGM shall be held annually at a date and venue determined by the Committee. The Committee shall provide at least 21 days' written notice to all eligible voting members.

The AGM shall conduct the following business:

- Receive and consider the Annual Report, including updates from the Chair and Committee
- Receive an update on the Club's financial position
- Approve any amendments to the Club Constitution (if applicable)
- Elect or confirm the appointment of Committee Officers
 - Where no new nominations are received for a position, the existing Officer may be re-elected unopposed.
- Consider any motions submitted in accordance with this Constitution
- Consider any other business raised by members, at the discretion of the Chair

EGM

An Extraordinary General Meeting (EGM) may be called by the Committee or upon a written request signed by at least 10 eligible voting members.

EGMs shall follow the same notice and quorum requirements as AGMs unless otherwise stated.

Quorum

The quorum for an AGM or EGM shall be 10% of eligible voting members, present in person or represented by proxy.

Voting Eligibility

- Eligible voting members are defined as Committee Officers and parents/carers of registered players.
- Each registered player shall have one vote, exercised by a parent/carer.
- No individual may cast more than one vote per registered player.

11. Voting Procedures

General Meetings (AGM and EGM)

Each eligible vote shall carry equal weight

Decisions shall be made by a simple majority of votes cast, unless otherwise stated

Constitutional amendments shall require a two-thirds majority

The Chair shall have a casting vote in the event of a tie, in addition to their original vote

Committee Meetings

Voting shall be restricted to Committee Officers only.

Decisions shall be made by a simple majority of those present and voting. The Chair shall have a casting vote in the event of a tie, in addition to their original vote.

Proxy Voting

Proxy votes shall be permitted at AGMs and EGMs and must be submitted in writing at least 24 hours in advance.

Proxy votes shall count towards quorum.

12. Finance

The Club shall operate as a non-profit organisation.

All funds shall be applied solely to Club objectives.

No distribution of profits shall be made to members.

Controls

The Club shall maintain:

- Dual authorisation for all payments by two unrelated authorised signatories
- Proper accounting records
- Annual financial reporting to members

No individual may authorise a payment to themselves.

Banking

All funds shall be held in the name of Hitchin Netball Club with a recognised UK bank.

Financial Year

1 July – 30 June.

13. Safeguarding

The Club shall adopt and comply with England Netball safeguarding policies.

The Club shall:

- Appoint designated Safeguarding Officers
- Ensure all concerns are reported appropriately
- Escalate safeguarding concerns to England Netball and/or statutory authorities where required

Safeguarding Officers shall have authority to act in accordance with England Netball safeguarding procedures and statutory guidance. Safeguarding reporting and escalation processes shall not be subject to Committee approval or amendment.

14. Health and Safety

The Club shall take all reasonable steps to ensure safe participation.

Risk assessments shall be conducted for all relevant activities.

15. Equality, Diversity, and Inclusion

The Club shall comply with the Equality Act 2010.

Discrimination, harassment, or victimisation shall not be tolerated.

16. Volunteers and Coaches

All volunteers and coaches shall:

- Hold valid DBS clearance where required
- Maintain appropriate qualifications
- Comply with Club and England Netball Codes of Conduct

17. Data Protection / GDPR

The Club shall comply with UK GDPR and all applicable data protection legislation.

Data shall be:

- Processed lawfully, fairly, and transparently
- Used only for legitimate Club purposes
- Stored securely and retained only as necessary

18. Complaints and Disciplinary Procedures

The Club shall maintain fair and transparent procedures for complaints and disciplinary matters.

All cases shall be:

- Investigated fairly
- Handled in a timely manner
- Recorded appropriately

Sanctions may include warnings, suspension, or termination of membership.

19. Conflict of Interest

All Committee Officers and volunteers must declare conflicts of interest.

Where a conflict exists, the individual shall withdraw from relevant discussions and decisions.

20. Property and Dissolution

The Committee shall be responsible for all Club property and assets.

In the event of dissolution:

- All remaining assets shall be transferred to another CASC, registered charity, or governing body of the sport
- No assets shall be distributed to members under any circumstances
- This clause shall be irrevocable

21. Amendments to the Constitution

This Constitution may only be amended at an AGM or EGM.

Proposed amendments must:

- Be submitted in writing in advance
- Be circulated to members prior to the meeting
- Be approved by a two-thirds majority of votes cast

22. Interpretation

The Committee shall be responsible for interpreting this Constitution.

Any matters not expressly covered shall be determined by the Committee, whose decision shall be final, subject to applicable law, England Netball regulations, and CASC requirements.

Final Note

This Constitution is designed to ensure compliance with:

- England Netball governance requirements
- CASC regulations (HMRC)
- UK safeguarding and equality legislation