Waiting List Policy

Issue: 5
Issue Date: November 2026
Review Date: November 2027
Responsible: Hitchin Netball Club Committee

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

Approval

This document was approved by the Hitchin Netball Club Committee at its meeting on 7 November 2026 and the approval is recorded in the minutes of that meeting.

Purpose

This policy sets out the procedures for managing the Hitchin Netball Club Waiting List. It aims to ensure that places are allocated fairly, transparently and consistently whilst maintaining appropriate squad sizes, coach-to-player ratios and the efficient administration of the Club.

Scope

This policy applies to:

- Prospective members of Hitchin Netball Club
- Parents/carers applying for a place
- The Administration Manager
- Club Committee

Policy Statement

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

The Club operates a continuous waiting list, allowing families to join at any time during the year. Rather than requiring families to submit a new application each season, a child's original waiting list date is retained provided the annual confirmation requirements within this policy are met.

Places are allocated in accordance with:

- the order of the waiting list;
- the procedures set out in this policy;
- appropriate squad capacity and coach-to-player ratios;
- the limited priority that may be given in recognition of established volunteer service;
- the Club's Sibling Priority arrangements (where applicable).

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. Joining the Waiting List

Prospective members must complete the official Hitchin Netball Club Waiting List form via the Club website or by contacting the Administration Manager.

Children may join the waiting list from Reception onwards.

Hitchin Netball Club welcomes new players from Year 3 onwards.

Applications are recorded using the timestamp generated by the official Google Form.

Once the application has been received, parents/carers will receive confirmation that:

- their child has been added to the waiting list;
- their waiting list date has been recorded; and
- the Waiting List Policy is available on the Club website.

2. Waiting List Order

The waiting list is maintained according to each child's original waiting list date, subject to the priority arrangements set out in this policy.

Where more than one child is eligible for an available place, places will normally be allocated in the following order: established volunteer priority, sibling priority (where applicable), then original waiting list date.

The Administration Manager is responsible for maintaining the waiting list and ensuring records remain accurate.

Children remain on the waiting list until one of the following occurs:

- they complete the membership requirements and their Club membership is confirmed;
- they are removed following failure to complete the annual confirmation process;
- their parent/carer requests removal;
- they are no longer eligible for membership;
- their application is closed following an expired or declined offer, cancellation or non-attendance, in accordance with this policy.

3. Volunteer Priority

The children of established, active Club volunteers may receive priority when places become available.

This priority recognises the ongoing contribution of individuals who already undertake an agreed, meaningful and necessary role within the Club. Volunteer roles will be created and allocated according to the operational needs of the Club and not for the purpose of securing a place for a child.

Offering or agreeing to volunteer solely to improve a child's waiting list position will not automatically qualify the child for priority. Volunteering does not guarantee that a place will be offered.

Any volunteer priority will be considered by the Committee and will only be applied where it does not compromise safeguarding, coaching ratios, fairness or the effective operation of the Club.

4. Sibling Priority

Where applicable, the Club may give priority to siblings of current members.

Sibling priority is intended to support families whilst maintaining fairness across the waiting list.

The application of sibling priority remains at the discretion of the Committee and will take account of squad capacity, safeguarding, coaching ratios and the overall interests of the Club.

5. Annual Confirmation

To ensure the waiting list remains accurate and up to date, parents/carers of children in Year 3 and above will be asked once each year to confirm that they wish to remain on the waiting list.

Families must complete the Waiting List Confirmation Form by the published deadline.

- Where confirmation is received by the deadline, the child's original waiting list date will be retained.
- Where confirmation is not received, the child's details will be removed from the waiting list.

Children below Year 3 are not required to complete the annual confirmation process. They will remain on the waiting list until they become eligible to join the Club.

6. Allocation of Places

Following the annual re-registration of existing members, the Administration Manager will determine the number of available places within each school year.

Rather than inviting all waiting list families to register, only those children at the top of the waiting list who are eligible to receive one of the available places will be contacted.

Places may also become available throughout the season if existing members leave the Club or additional capacity becomes available.

Whenever a vacancy arises, the place will be offered to the next eligible child in accordance with the waiting list order and the limited priority arrangements set out in this policy.

7. Offer of a Place

Offers and registration details will normally be sent by email.

Parents/carers will normally have 48 hours to complete the Club registration form, accept the place and pay the £20 Taster Booking Fee. The required steps and payment deadline will be clearly stated in the offer.

The £20 Taster Booking Fee confirms the player's booked taster session. It will be deducted from the player's Club fees if they join the Club following their taster session.

The Taster Booking Fee is non-refundable if the prospective member cancels or fails to attend their booked taster session, subject to the permitted September postponement set out in Section 8, or decides not to continue after accepting the place.

If the required registration steps and payment are not completed within the stated timeframe, the offer will expire, the place will be offered to the next eligible child on the waiting list and the child will be removed from the waiting list.

Families who do not accept an offered place and wish to be considered for future membership must submit a new waiting list application. Any new application will receive a new waiting list date.

8. Taster Sessions and Joining the Club

Prospective members will attend a taster session before Club membership is confirmed.

A prospective member booked to attend a taster during September may postpone once, to the following week only, including where that week falls in October. The £20 Taster Booking Fee will transfer to the agreed rearranged session.

Except where the Club cancels a session, an accepted taster booking outside the September intake period cannot be postponed or transferred to a later taster session.

Where the Club cancels a taster session, it will normally be rearranged for the following week. If this is not possible, or the family cannot attend the replacement date, the Administration Manager will agree an alternative taster date with the family. The player's waiting list application will remain open, their original waiting list date will be retained and the £20 Taster Booking Fee will transfer to the agreed session. If no mutually suitable date can be agreed, the family will receive a full refund of the £20 Taster Booking Fee and remain on the waiting list with their original waiting list date. These arrangements are an exception to the postponement, cancellation and reapplication rules in Sections 7 and 8.

If a prospective member cancels or fails to attend their booked taster session, including a rearranged September taster, the £20 Taster Booking Fee will be forfeited, their current waiting list application will close and the place will be offered to the next eligible child on the waiting list. This does not apply to the one permitted September postponement described above.

If the family still wishes to be considered for membership, they must submit a new waiting list application. The new application will receive a new waiting list date; the previous waiting list date will not be retained.

If the prospective member is subsequently offered another taster session, a new £20 Taster Booking Fee will be payable.

Following a successful taster session, parents/carers will be invited to complete the remaining membership requirements, including:

- England Netball membership; and
- payment of Club fees, less the £20 Taster Booking Fee already paid for that taster.

Failure to complete these requirements within the published timescales may result in the offer being withdrawn.

If the offer is withdrawn because the remaining membership requirements have not been completed by the stated deadline, the £20 Taster Booking Fee will not be refunded.

Introduction of the Revised Taster Rules

The revised taster postponement, cancellation and reapplication rules in Sections 7 and 8 are subject to Committee approval on 9 January 2027. If approved, they will apply to new bookings confirmed after that meeting for the taster session on 23 February 2027 and subsequent sessions.

9. Seasonal Operation

The Hitchin Netball Club Waiting List operates continuously throughout the year.

The waiting list does not close at the end of each season and families are not required to submit a new waiting list application each year.

The annual confirmation process ensures the waiting list remains accurate whilst allowing children to retain their original waiting list date.

Monitoring and Review

This document will be reviewed annually, or earlier if there are changes to legislation, England Netball guidance, Club operations or other circumstances that affect its content.

The Committee is responsible for ensuring that the document remains appropriate, effective and up to date. Any amendments will be approved by the Committee and recorded as a new issue.

References and Supporting Documents

Hitchin Netball Club documents

- Waiting List Application Form
- Waiting List Confirmation Form
- Taster Session Booking Procedure
- Fees Payment Policy
- Player Attendance & Refund Policy
- Equality, Diversity & Inclusion Policy
- Safeguarding Policy
- Data Protection Policy
- Privacy Notice
- Player Welfare & Support Policy
- Complaints & Feedback Policy
- Volunteer Onboarding Policy & Procedure
- Coaching Policy