



Club Constitution

Issue 6

Reviewed: June 2025

1. Name

The Club shall be known as Hitchin Netball Club (referred to hereafter as “the Club”). It is also registered on the England Netball Engage website as Hitchin Netball Club (Club ID: 2067756). The Club operates as a Youth and Junior Club, with a Minis section, run entirely by volunteers and is registered as a Community Amateur Sports Club (CASC).
Registration No: CH12599.

2. Governance

The Club shall be governed by this Constitution. Any amendments may only be made at the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).

3. Aims and Objectives

The primary aim of the Club is to promote and facilitate participation in amateur netball. The Club seeks to:

- Promote netball and the Club within the local community.
- Provide opportunities for participation in all aspects of netball, including playing, umpiring, coaching, and supporting.
- Encourage school-aged children to engage in netball and support their development within the Club.
- Facilitate the transition of players from minis and juniors to youth and adult netball.
- Promote inclusivity, including financial assistance for those unable to afford membership fees.
- Uphold a duty of care to all members.
- Deliver services fairly and inclusively.
- Treat all members equally and with respect.

4. Club Policies

At Hitchin Netball Club, our coaches and volunteers are committed to creating a safe, inclusive, and supportive environment for all players to enjoy netball. We ask all players, coaches, volunteers, and parents to familiarise themselves with and adhere to our Codes of Conduct, policies, and procedures.

In addition to the England Netball policies, the Club has its own policies in place, which include:

- Safeguarding Policy
- Health & Safety Policy
- Equality and Diversity Policy
- Data Protection Policy
- Absence & Refund Policy
- Sub Payment Policy
- Inclement Weather Policy
- Waiting List Policy
- Piercing Policy

These are available on our website at <https://www.hitchinnetballclub.co.uk/policies>

For England Netball's overarching policies, please visit their website: [England Netball Policies](#).

5. Membership

- Membership is open to children in school Years 3 to 13, divided as follows:
 - ⇒ Minis: Years 3–6
 - ⇒ Juniors: Years 7–9
 - ⇒ Youth: Years 10–13
- Membership is open to all who are interested in netball, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion, or belief, subject to netball regulations.
- The Club Committee may refuse or revoke membership for valid reasons (e.g., serious misconduct, repeated breaches of the Code of Conduct), and any such decision may be appealed through a formal process.
- Members agree to abide by the Constitution, Club Codes of Conduct, and all decisions made by the Club Committee.
- Members are responsible for their own safety and for upholding the safety and well-being of others.

6. Membership Fees

- Membership fees are set by the Club Committee, with financial support available for families in need.
- Fees may be paid:
 - ⇒ Annually upon registration.
 - ⇒ Termly – first instalment upon registration, followed by Spring and Summer terms.
 - ⇒ Monthly – 10 direct debit payments starting at the point of registration.
- The Club Committee may introduce additional charges or subscriptions when required.

7. Rules of Play

The Club follows the rules and regulations of England Netball and any affiliated leagues.

8. Club Colours

The Club colours shall be determined by the Club Committee but will always include a combination of blues.

9. Club Committee

- The Club shall be managed by a Committee comprising elected Officers, which may include:

Club Chair, Vice Chair, Administration Manager, Finance Officers, Safeguarding Officers, Head Coach, Kit Coordinator, Fixtures Officer, Fundraising & Merchandise Officer, and the Social Events Team.

- Officers are elected annually at the AGM and may serve consecutive terms provided they remain interested in continuing in their role.
- Current Officers decide whether to remain or move roles within the Committee.
- New members are invited annually to express interest in joining and may be offered supporting roles if no vacancies exist.
- When vacancies arise, new members are encouraged to apply through the official process.
- Outgoing Officers may be co-opted for advisory roles by the new Committee.
- If a role becomes vacant mid-year, the Club Committee may appoint a replacement at the next meeting.
- All Officers must be registered with England Netball.
- The Committee shall meet at least quarterly. A quorum requires at least 50% of Officers present. Decisions are made by simple majority; in the event of a tie, the Club Chair has a casting vote.

10. Annual General Meeting

- The AGM shall be held in June or July. Members will be notified at least 21 days in advance.
- EGMs may be called by the Committee with the same notice.
- Proposals must be submitted in writing to the Administration Manager at least 14 days prior.
- Decisions require a simple majority, except for constitutional amendments, which require a two-thirds majority.
- The quorum for AGMs is 10% of fully paid-up members.

The business of the AGM shall include:

- Questions and answers to Reports from Officers on Club activities in the previous year.

- Election of Officers for the coming year.
- Discussion and voting on submitted proposals.
- Any other business as agreed by the Committee.

11. Voting Procedures

- Each member has one vote.
- Votes may be submitted by proxy to a Committee Officer in the event of unavoidable or exceptional absence.
- Motions require a simple majority to pass, except for constitutional amendments (two-thirds majority).
- The Club Chair has a casting vote in addition to their own.
- If the current Officer wishes to continue in their role, they will be re-elected unopposed by parity, and no other nominations for that role are permitted.
- A vote is only necessary if the current Officer has stepped down or changed roles and two or more valid nominations stand for the vacancy.

12. Finance

- Club finances are managed by the Finance Officers, with regular updates provided to the Committee.
- Annual accounts are presented at the final Committee meeting of the season in July.
- Club funds are solely for Club purposes; any surplus income will be reinvested into Club activities.
- All funds are banked under the name Hitchin Netball Club with Lloyds Bank. All transactions require dual authorisation online.
- The Club's financial year ends on 30th June.

13. Safeguarding

The Club is committed to protecting the safety and well-being of all members, particularly young people, in line with England Netball's Safeguarding Policy. The Club's Safeguarding Officer is Mary Hartley, who can be contacted at safeguarding@hitchinnetballclub.co.uk. Any safeguarding concerns should be reported to the Safeguarding Officer, or if they are involved, to the Club Chair or another Committee member. All concerns will be treated seriously. The full Safeguarding Policy is available on the Club website at <https://www.hitchinnetballclub.co.uk/safeguarding>.

14. Health & Safety

The Club is committed to ensuring a safe environment for all participants. The Club will adhere to England Netball's Health & Safety Guidelines and carry out appropriate risk assessments for training sessions, matches, and events.

15. Equality, Diversity, and Inclusion

The Club is committed to creating a welcoming, inclusive, and respectful environment. Discrimination, harassment, or bullying of any kind will not be tolerated. The Club follows England Netball's Equality, Diversity and Inclusion Policy.

16. Volunteers and Coaches

- All Club coaches and volunteers must have an up-to-date DBS check.
- Where appropriate, volunteers should hold relevant qualifications and attend training as necessary.
- All volunteers and coaches must comply with the Club's Code of Conduct.

17. Data Protection / GDPR

The Club shall comply with the UK General Data Protection Regulation (UK GDPR). Personal data will be collected, stored, and processed securely and only for Club-related purposes. Members have the right to access their data upon request.

18. Suggestions, Complaints, and Disciplinary Procedure

- Suggestions and complaints should be submitted to the Committee for review and response via the Administration Manager at contact@hitchinnetballclub.co.uk
- All Club members and volunteers must adhere to Hitchin Netball Club's Codes of Conduct which can be viewed on the Club website. Disciplinary action may be taken when appropriate.

19. Conflict of Interest

Any Officer or volunteer with a personal or financial interest in any matter under discussion must declare the interest and may be required to withdraw from related decisions.

20. Property & Dissolution

- Responsibility for all Club property and assets lies with the Committee.
- In the event of dissolution, assets shall be transferred to another registered CASC, charity, or the sport's governing body.

21. Review of the Constitution.

- The Constitution will be reviewed annually,
- Amendments may only be made at an AGM or EGM and require a two-thirds majority.
- Proposals for changes must be submitted to the Administration Manager at least 21 days before the relevant meeting.

22. Interpretation

Any issues not explicitly covered by this Constitution will be resolved by the Committee, whose decision is final.



Zoe Murphy
Club Chair



Michaela Bethell
Administration Manager