



Hitchin Netball Club

Waiting List Policy

Issue: Issue 4

Issue Date: July 2026

Review Date: July 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 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

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 accept a place at the Club;
- they are removed following failure to complete the annual confirmation process;

- their parent/carer requests removal;
- they are no longer eligible for membership.

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 and accept the place.

Where an offer is made significantly in advance of the prospective member's taster session, the Club may also require payment of a **£20 Place Reservation Fee** to secure the place.

The Place Reservation Fee will be deducted from the player's Club fees if they join the Club following their taster session.

The Place Reservation Fee is non-refundable if the prospective member does not attend their taster session or decides not to continue after accepting the place. Refunds may be considered in exceptional circumstances at the discretion of the Club Committee.

Where a Place Reservation Fee is required, this will be clearly stated in the offer and must be paid within the specified timeframe.

If the required registration steps 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. Joining the Club

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

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.

Failure to complete these requirements within the published timescales may result in the offer being withdrawn.

If a prospective member does not attend their scheduled taster session without prior notice, their parent/carer will be given **48 hours** to contact the Club. Where contact is received, one further taster opportunity will be offered. If the rearranged taster is not attended, or is postponed again, the offer will be withdrawn and the place offered to the next eligible child on the waiting list.

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 policy will be reviewed annually by the Hitchin Netball Club Committee, or sooner if required due to changes in legislation, England Netball guidance or Club operations.

The Committee will monitor implementation of this policy and ensure it continues to support fair, transparent and efficient management of the list.

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