

# Harriers Netball Club

## Volunteer Handbook 2023-24



STAFFORDSHIRE COUNTY  
NETBALL ASSOCIATION



[www.harriersnetball.co.uk](http://www.harriersnetball.co.uk)

## Contacts Us:



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[facebook.com/harriersnetballclubstoke](https://facebook.com/harriersnetballclubstoke)



@HarriersNC

## Harriers NC Officers:

<b>Chair &amp; Head Coach</b>	Samantha Oliver
<b>Treasurer</b>	Karen Oldfield
<b>Assistant Treasurer</b>	Alison Gibson
<b>Secretary</b>	Ami Storer
<b>Assistant Secretary</b>	Harley Dennison
<b>Volunteer Coordinator</b>	Alison Gibson
<b>Safeguarding Officer</b>	Alison Gibson & Julia Yates
<b>Health &amp; Safety Officer</b>	Jessica Thyer
<b>Junior Manager</b>	Carolyn Owen
<b>Junior Officers</b>	Gaynor Gee Alison Ratcliffe Julia Yates
<b>Junior Representative(s)</b>	
<b>Social &amp; Fundraising Secretary</b>	Shona Thompson
<b>Publicity Officer</b>	Jessica Thyer
<b>Captains/Team Managers</b>	A Team: Nikki Brown/Nicki Shone B Team: Sophie Tomkins/Julia Yates C Team: Alison Gibson Izzy Boughey/Katy Gibson  Blaze: Carolyn Owen/Grace Cox U16s Flames: Julia Yates/Dionne Willis U14s Sparks: Kerry Longson U14s Ignite: Alison Ratcliffe/Sarah Dean U11s Flickers: Gaynor Gee/Gemma Atkin

## About Us: Harriers Netball Club

Hello and welcome to Harriers Netball Club.

We are one of Stoke-on-Trent's longest established clubs, formed in 1979 and a constant presence in the Stoke-on-Trent netball league ever since. Originally called NALGO Ladies, the club changed its name to Harriers Netball Club in 1998 where we formed a vibrant youth sector to complement the senior teams, and the club has steadily increased in size ever since.



We are well respected within the Staffordshire area, being one of a small handful of clubs to achieve CAPS and Club Mark status. Our CAPS Silver award demonstrates the strength and passion of the individuals within the club and our enthusiasm for ensuring the best possible netballing experience for all our players, coaches, umpires, and volunteers. Club development is a huge part of our existence and we are always willing to support anyone who wishes to gain formal coaching and umpiring qualifications and experience.

We currently host senior Stoke-on Trent League teams and Staffordshire Junior Netball League youth teams. We cater for a range of standards and abilities with both a social and competitive element integral to our club's composition. We are home to many players who have been part of the Staffordshire County Satellite, Academy and West Midlands teams, as well as those who wish to play for fun and social benefits, and we hope to continue to progress in these directions moving forwards.



STAFFORDSHIRE COUNTY  
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Many of our members serve on local and county netball committees, coach in schools, and dedicate much of their free time voluntarily to netball. Netball is our life; we are always trying to raise the profile of our sport and our club is essentially a community for anyone interested in netball. Being part of Harriers Netball Club means you are part of our netball family, which takes pride in supporting the development of the sport, the club and our players, helping to build long lasting friendships along the way. Once you come to Harriers you will have a netballing home for life!



*Carolyn Owen*

*Club Founder*

*Sam Oliver*

*Club Chair*

**Thank you for volunteering**



## Harriers Netball Club Volunteering Policy

### Aim

As a club we encourage the sharing of good practice and team work. This helps to instil confidence and commitment within the workforce which in turn serves to realise the aims and objectives of the Club.

Volunteers fulfil much appreciated and valued roles. Harriers Netball Club (Harriers NC) encourage club players, members, associates and parents/guardians of our junior members to volunteer in both the running of the club and facilitating opportunities for juniors.

### Recruitment and Selection

Recruiting and selecting appropriate volunteers is of vital importance to us. Volunteer roles are generally aimed at key specific positions (Coaching, Umpiring, Safeguarding, Treasurer etc.) but are always looked at in relation to the wider responsibility of the individual towards the members, the club and the community. All volunteers are assessed to ensure that their abilities and aptitudes meet the needs of the role and of our club members and, where required, our volunteers are DBS cleared in accordance with England Netball recommendations.

The responsibility for the appointment and monitoring of volunteers is seen as a joint function of Harriers NC Club Committee along with our Club Volunteer Coordinator.

### Security and Screening

Harriers NC has a safe recruitment procedure. All those who hold volunteer positions within the organisation will have to undergo the following process and checks:

- Agreement to abide by Harriers NC Code of Conduct for Volunteers, which clearly outlines the expectations of each volunteer.
- Acceptance and awareness of all Harriers NC policies, as indicated in the Club Volunteer Handbook.
- Completion of a Club Registration Form.
- DBS check, where relevant (e.g. all coaches, but not administrative volunteers who only have limited involvement with junior players)

### Health and Safety

Harriers NC has a duty of care to all its members and its volunteers. Volunteers will be made aware of any Health and Safety issues as part of their induction.

### Induction and Training

Harriers NC has a responsibility to their members (Junior and Senior) in terms of Safeguarding. This means the effective recruitment of vetted volunteers who are appropriately trained or willing to be trained.

All volunteers will be given a copy of the Club Volunteer Handbook which contains all important documentation relevant to your role. You will be identified your respective point of contact who will provide any induction and/or training information as required. A review will be made after an agreed period to ensure both the club and the volunteer are both happy with the arrangements.

Training courses are available and fees vary. This may be subsidised by the club. We will endeavour to keep interested members apprised of relevant courses coming up.

### **Insurance and Expenses**

We value our volunteers and want to ensure that there are no barriers to their involvement.

For insurance purposes, all coaches, umpires, and key Club Committee roles must be affiliated to England Netball. Our volunteers are insured against public liability through England Netball's insurance policy.

Reasonable out-of-pocket expenses will be reimbursed. Volunteers seeking Club funding for their attendance on appropriate training courses etc. must ensure this is agreed in advance of booking. In order to claim expenses, an expenses form must be completed and given to the Club Treasurer with relevant receipts.

### **Support and Recognition**

Volunteers are able to readily liaise with the Club Volunteer Coordinator who will provide support to volunteers, enabling discussion of any problems or issues that may arise. Volunteers are represented at Club Committee meetings by the Club Volunteer Coordinator. When assisting with an event, there will be a briefing session for volunteers at the beginning and a de-briefing at the end of the event.

We strongly value the input of our volunteer workforce, without which the club is unable to function effectively. Good work is regularly acknowledged through verbal praise and encouragement. Specific mentions and articles feature in our quarterly Newsletter and the input of our volunteers is formally recognised at our Club AGM and Presentation and Awards Evening.

### **Resolving Problems**

The relationship between the club and its volunteer workers is entirely voluntary and does not imply any contract. However, it is important that the club is able to maintain its agreed standards of service to the members who belong to it, and it is also important that volunteers should enjoy making their contribution to this service.

If your role as a volunteer does not meet with the organisation's standards, here is how it will be dealt with:

1. Initially with a meeting with the Club Volunteer Coordinator who will explain the concerns.
2. If this does not resolve the concern then a meeting with the Chair of the Committee will be convened.
3. If your work still does not meet with our standards then we shall have to stop using your services.

At all times you will be able to state your case and can have a friend to accompany you.

If you are dissatisfied with any aspect of your work you should:

1. Initially explain your dissatisfaction directly with the appropriate person
2. If that does not resolve the concern then a meeting with the Club Volunteer Coordinator should be convened
3. If that does not resolve the issue then a formal meeting with the Chair of the Committee should follow.
4. If after this, your dissatisfaction remains unresolved, and we are unable to resolve your grievance, then it would be inappropriate for you to continue to be a volunteer.

At all times you will be able to state your case and can have a friend to accompany you.

### **Review**

This Volunteer policy is freely accessible to all and available on the Club Website. The Club committee will review this policy annually based on effectiveness and feedback/input from our volunteers.

Harriers NC could not exist without volunteers giving so much of their time to the benefit of all members of the club – thank you for all of your support.

*Agreed at the Harriers Netball Club AGM on 31<sup>st</sup> August 2023*



## Harriers Netball Club Sports Equality Policy Statement

England Netball and Harriers Netball Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following Sport England definition of sports equity:

**Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.**

Harriers NC respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, sex and gender reassignment, race and ethnicity, disability, religion or belief, sexual orientation, marital status, pregnancy and maternity, or social/economic status.

Harriers NC is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All Harriers NC members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Harriers NC will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

*England Netball Diversity and Belonging information, including policies, can be found [here](#)*



## Harriers Netball Club Code of Conduct

### Netball Core Cultural Behaviours:

We are PIONEERS

We EMPOWER

We are PASSIONATE

Our Codes of Conduct require the highest standards of conduct from everyone involved in netball to ensure that their behaviour and actions meet the values and standards expected at all times.

### Everyone must conduct themselves in an honest, fair, impartial and transparent manner.

Our Codes of Conduct are applicable to all aspects of the Sport and are driven by England Netball's cultural behaviours and the guiding principles (available to view [here](#)).

### I Understand and will Respect:

- The rules, regulations and requirements of the Sport, including, but not limited to, any Competitions in which I participate either directly or indirectly.
  - The rights, dignity and worth of all people involved in netball, regardless of any protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).
  - The rights, dignity and worth of Children, Young People and Adults at Risk and ensure that I am aware of the Safeguarding best practice guidelines and procedures when interacting with them.
  - Confidentiality and the sensitivities of information I hold on other individuals.
  - Netball and the individual's reputation and not take any action or make inappropriate comments, including on Social Media, about a fellow participant, coach, official, volunteer or member of England Netball's staff that will bring the Sport or those associated with delivering the Sport into disrepute\*. I will respect EN's guidance and policies on Social Media Technology.
- \* Note – This does not relate to the raising of genuine concerns of breaches of the England Netball Code of Conduct including concerns of discrimination through the appropriate processes detailed in England Netball Policies.*
- The position I hold within Netball and always conduct and dress myself in an appropriate manner.
  - The result of the game and will not attempt to offer, offer or accept either directly or indirectly any consideration whatsoever in return for influencing or attempting to influence the result. I will not seek to achieve personal gain on a result which I can influence by betting on any match or event where I am participating, either by playing, coaching or officiating, or through direct or indirect involvement.
  - That I must fully cooperate with any anti-doping investigations or proceedings, whether conducted by UK Anti-Doping or any other competent body. Failure to do so without acceptable justification may be treated as a misconduct under England Netball's Code of Conduct and may be sanctioned accordingly.
  - In the event that I commit an act of misconduct that relates to anti-doping but does not amount to a violation of the Anti-Doping Rules of England Netball, England Netball may bring disciplinary proceedings against me for such misconduct under England Netball's Code of Conduct and they may be sanctioned accordingly.

### Netball is based on Teamwork, therefore I will:

- Not abuse or misuse any relationship of trust or position of power or influence held by me in my team, be that my playing team, Club, County, Regional or England Netball.
- Be on time, dressed appropriately and ready to give my full attention to the role I am carrying out within Netball.
- Recognise that individuals bring different qualities and attributes but "together we will excel".
- Welcome new members, volunteers, and connected participation and cooperate with Members, Connected Participants, colleagues, coaches, officials and administrators already in the Sport.



**I recognise individuals participate in Netball to achieve and have fun, therefore I will:**

- Recognise the achievements of others and applaud their successes
- Endeavour to ensure that all involved in the Sport optimise their potential by promoting the positive aspects of the sport and never condoning the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Follow the Guidance on Live Streaming Activities with Children and Adults at Risk whenever I am involved in Virtual Activity.
- Never engage in discriminatory abuse or anti-social behaviour which could include but is not limited to racism, sexism, antisemitic, Islamophobic, homophobic or transphobic behaviour.
- Not impinge on others enjoyment of the Sport or my performance by consuming alcoholic drinks, smoke or vape immediately prior to or while participating in the sport, or while safeguarding children, young people or vulnerable adults.
- Use Social Media Technology appropriately, ensuring I do not bring the game into disrepute or make an inappropriate comment about an athlete, coach, official, volunteer or member of England Netball staff.
- Ensure that everyone has the opportunity to participate in a fair, honest environment by rejecting cheating, abiding by the Anti-Doping policies and not taking illegal substances immediately prior to or while participating in the Sport.
- Display modesty in victory and graciousness in defeat; be sporting – whether I win or lose; always acknowledge the other team and the umpires at the end of the game with a hand shake or three cheers.
- Never argue with an official or participant during a game and listen to and cooperate with officials' decisions.
- Control my temper; I understand that verbal, emotional and physical abuse of officials, coaches, spectators or participants, or deliberately distracting or provoking a participant, coach or official is not acceptable or permitted behaviour in netball
- Enjoy the game and ensure others can also enjoy it.

*I will abide by this code of conduct and promote it to others.*

*I understand that if I fail to follow the code then Harriers NC, the County Association, the Regional Association or England Netball may take action against me either informally or under the Disciplinary Regulations in accordance with the EN Misconduct List, which may result in Sanctions including suspension.*

*For the full England Netball Codes of Conduct information, please [click here](#)*

*Agreed at the Harriers Netball Club AGM on 31<sup>st</sup> August 2023*

# Harriers Netball Club

## Code of Conduct for All Volunteers



### ALL VOLUNTEERS PARTICIPATING IN NETBALL

Assessors	Team Managers
Coaches	Testers
Club Safeguarding Officers	Trainers
Mentors	Tutors
Table Officials	Umpires
Teachers	Verifiers

The Code of Conduct state the values and standards expected at all times. In addition to these, when in my capacity as a coach, umpire, table official, team manager, teacher, tutor, assessor, tester, trainer, verifier, mentor or volunteer, **I will also:**

- Be a positive role model for netball by acting in a way that projects a positive image of my role within netball and being fair, considerate and honest with participants and officials
- Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all times spent with me by participants or colleagues is a positive experience
- Exercise reasonable care and skill when carrying out my duties, including but not limited to keeping up to date with the latest practices and developments by taking up further education and other personal and professional development opportunities
- Be consistent, independent and demonstrate complete impartiality through exercising reasonable care and skill to enforce the rules of the game by applying them fairly and to effect control of the game
- As a coach, seek to inspire and motivate in accordance with an individual's abilities to enable them to play to the best of their ability and realise their potential
- As a coach, provide athletes with planned and structured training programmes appropriate to their abilities and goals by ensuring that equal attention and opportunities are available to all, including those requiring a modified plan due to sickness or injury
- As a tutor, assessor, tester, trainer, verifier or mentor, provide candidates with the appropriate information, planned and structured programmes appropriate to their needs and goals, ensuring that equal attention is applied, and to provide appropriate feedback following observation of a session
- Be mentally and physically fit to carry out my role within netball
- Ensure that the training and/or Competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the athletes
- Ensure I abide by the principles outlines in the [Physical Contact and Young Person in Netball Guidance](#), whenever an activity necessitates physical contact
- Ensure that I follow instructions and comply with all health and safety regulations that apply to the role I am undertaking

*I will endeavour to abide by this code of conduct and promote it to others.*

*I understand that if I fail to follow the code then Harriers NC, the County Association, the Regional Association or England Netball may take action against me either informally or under the Disciplinary Regulations in accordance with the EN Misconduct List, which may result in Sanctions including suspension.*

For the full England Netball Codes of Conduct information, please [click here](#)



## Harriers Netball Club Code of Conduct for Club Committee

The Code of Conduct state the values and standards expected at all times. In addition to these, when in my capacity as a coach, umpire, table official, team manager, teacher, tutor, assessor, tester, trainer, verifier, mentor or volunteer, **I will also:**

- Promote and embed the England Netball group and Club values, aims and policies.
- Establish and maintain robust and comprehensive governance processes and regimes and not abuse my position of trust or authority.
- Actively contribute to the effective work of the Committee through:
  - thorough preparation and reading of all papers circulated prior to meetings.
  - regular attendance, participation and contribution at meetings, including constructive challenge.
  - ensuring timely response to agreed actions, requests for information and guidance.
  - attending the AGM/EGM and England Netball/Regional/County events as and when required.
  - deal with issues of clarification 'offline' before meetings in order maintain a sharp focus on agenda items during meetings to ensure that meetings run to time and time is fully utilized.
  - not use technology or communicate with others outside during meetings.
- Attend relevant training events and take reasonable steps to ensure awareness of public policy, statute and other issues that may affect the work of England Netball, the Region, County and/or Club.
- Listen to and respect the views of others.
- Seek positive and constructive resolution to those issues where differences in opinion exist, and where a vote is taken accept the decision of the majority.
- Respect the office of Chair.
- Observe the highest ethical standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and management.
- Act in a way considered to be in good faith and most likely to promote the success of the organisation for the benefit of its members as a whole including not using my position to obtain for myself, family members or close associates employment or other advantages with England Netball/the Region/the County or any individual or organisation associated with England Netball/the Region/the County.
- Maximise value for money through ensuring that services are delivered in the most economical, efficient and effective way within available resources and that independent validation of performance is achieved wherever practicable.
- Maintain focus on the strategic development through planning, prioritising, performance monitoring and evaluation.
- Notify the appropriate authorities should my personal circumstances change and a Conflict of Interest develop or I am charged or convicted of a criminal offence which would result in me not being a fit and proper person to hold my position within netball.
- Support other Boards/Groups/Committees and individuals in their leadership of the organisation.
- At all times act as an ambassador and advocate for England Netball, Region, County and Club, promoting the organisation's key messages and always presenting the sport and its people in a positive light.
- Not attempt to exercise individual authority over England Netball/the Region/the County/the Club or its staff and volunteers except as explicitly set out in policies.
- Respect confidentiality and not pass any information gained through my involvement with the Committee to a third party without approval of the Chair.
- Be a positive role model for netball by acting in a way that projects a positive image of my role within netball and being fair, considerate and honest with participants and officials.

*I will endeavour to abide by this code of conduct and promote it to others.*

*I understand that if I fail to follow the code then Harriers NC, the County Association, the Regional Association or England Netball may take action against me either informally or under the Disciplinary Regulations in accordance with the EN Misconduct List, which may result in Sanctions including suspension.*

For the full England Netball Codes of Conduct information, please [click here](#)

## Training & Competition Information

<b>Junior Training</b> St Peters Academy (ST4 2RR)	<b>Tuesday</b> 5:30-9:00pm
<b>Senior Training</b> Stoke-on-Trent College Sports Academy (ST4 2DG)	<b>Thursday</b> 7:00-9:00pm

We enter senior and junior teams into the Stoke-on-Trent Netball League and Staffordshire Junior Netball league annually. The club committee decides the number of teams and their respective divisions. Teams are selected via club trials.

## Accident & Emergency Procedures

Harriers Netball Club's Accident and Emergency Procedures have been devised to assist Coaches, Volunteers and Players in the event of any emergency situation arising. It is important to remain calm but act swiftly in any emergency situation – listen to those in charge and follow their lead.

### First Aid

First Aid kits and the nearest telephones are located at the sports centre receptions, with the Coach in charge, or each team's First Aider. Should anyone require first aid treatment, a first aider should be summoned by the quickest available means and appropriate assessment of the injury/situation made.

Minor Injuries (e.g. small cut, graze, bumps, bruises)	Major Injury
<ul style="list-style-type: none"> <li>Take appropriate First Aid action.</li> <li>Make provision for the injured person to rest or continue as appropriate.</li> <li>Record any incident or injury, complete the accident form which will be located in the Clubhouse with copy sent to the Child Welfare Officer.</li> <li>Report to parents/carers or next of kin.</li> </ul>	<ul style="list-style-type: none"> <li>Ring 999 for an ambulance.</li> <li>Make participant comfortable, do not treat unless a life or death situation, e.g. stopped breathing, heavy bleeding.</li> <li>Telephone the next of kin.</li> <li>Record any incident or injury on the accident form.</li> </ul>

### Fire

On discovering a fire, the nearest fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self). Make your way carefully to the fire assembly point of the venue. Each venue will have their own fire precaution arrangements and procedures so please ensure that you all (members and volunteers) understand the basic requirements.



## Harriers Netball Club Health and Safety Policy

### Health and Safety Policy Statement

Harriers Netball Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.”

### Health and Safety Policy

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club.
- Create a safe environment by putting health and safety measures in place as identified by the assessment.
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development.
- Ensure that all members are aware of, understand and follow the club’s health and safety policy.
- Appoint a competent club member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any club activity or whilst on the club premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As a club member, you have a duty to:

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- Co-operate with the club on health and safety issues.
- Correctly use all equipment provided by the club.
- Not interfere with or misuse anything provided for your health, safety or welfare.

# Harriers Netball Club Safeguarding Officers



**ALISON GIBSON**



**JULIA YATES**

## Hi, we are your Club Safeguarding Officers

We are here as part of England Netball and Harriers Netball Club's youth policy to protect children in their sport. We will listen, help and provide confidential advice if you are being bullied or abused when at netball.

### What does this mean?

Netball should be fun and you should feel safe and enjoy your sport. You can't do this if you feel unhappy – if someone is bullying or abusing you. Something is wrong if someone:

- Teases and shouts at you
- Calls you names
- Threatens, kicks, hits or punches you
- Touches you
- Makes suggestive remarks or pressurises you into sexual activity
- Damages or steals your belongings
- Does something which makes you feel
  - Lonely
  - Worried
  - Unsafe
  - Hurt
  - Embarrassed
  - Uncomfortable

### What should I do?

If you are experiencing of the above problems when at training, or in other aspects of your life because of netball, then:

1. Tell your coach
2. Contact us

### How can I contact you?

Call or Text: ALISON – 07769 296303

Call or Text: JULIA – 07515 174294

Email: [harriersnc.safeguarding@gmail.com](mailto:harriersnc.safeguarding@gmail.com)



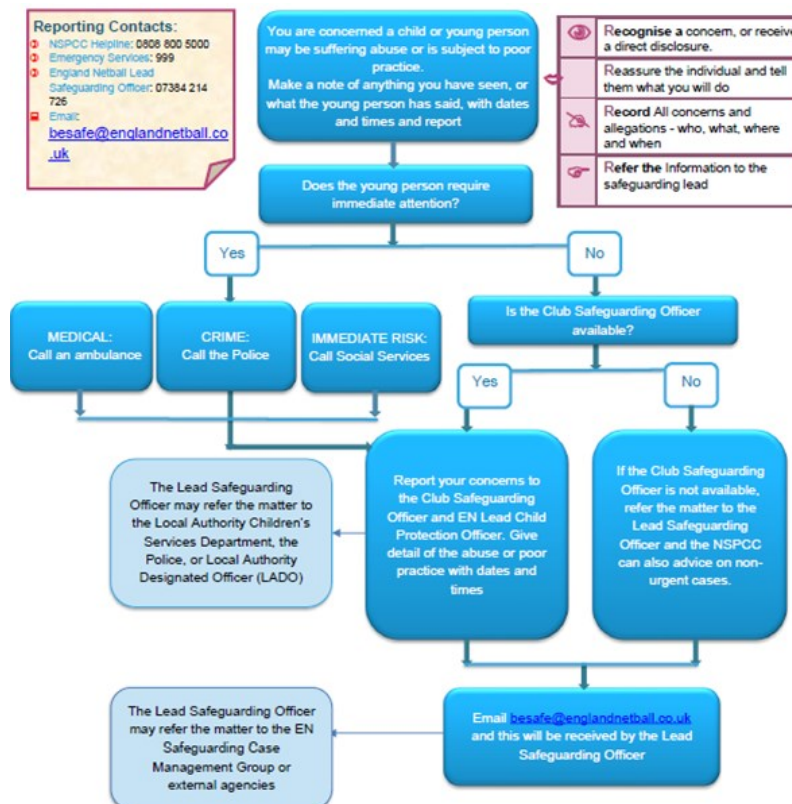
## Harriers Netball Club Safeguarding Statement

We as a club are committed to the safeguarding of children and young people in netball. We are committed to adhering to the England Netball Safeguarding Young People in Netball Policy and the England Netball Safeguarding Adults at Risk Policy.

We aim as a club to create an enjoyable atmosphere for all Junior and Senior members who wish to take part in netball and any other sociable events which may take place. We believe that children should feel free safe and secure and free from threat. We have procedures in place to address poor practice and to help any person in the club that appears to be risk. We will endeavour to offer help and advice to any person who feels they have a concern. We will also ensure as a club that the volunteers and/or professionals working with children are suitable to do so and ensure that persons have been vetted and approved through the Disclosure and Barring Service disclosure process and hold the appropriate qualifications for the role.

### Reporting of Concerns

If you have any concerns please speak out immediately. If something concerns you or makes you feel uncomfortable please come forward and make someone aware. Also, if you are being abused or have a concern that a fellow member of the club is at risk, again, please make someone aware. Below we have outlined the relevant persons to contact in respect of these matters.



For all England Netball Safeguarding guidance, resources and policies, please [click here](#)



## Harriers Netball Club Anti-Bullying and Harassment Policy

England Netball and Harriers Netball Club are committed to providing a supportive, friendly, safe and positive environment free from offensive and bullying behaviour through its network of clubs, leagues, counties, regions and national activities. We have a TELLING culture and anyone who knows that bullying is happening is expected to tell their Safeguarding Officer.

### Principles

- Bullying and harassment of any kind is not acceptable within Harriers NC. Any incident of bullying or harassment which occurs will be taken seriously, responded to promptly, and procedures followed to resolve the situation.
- Harriers NC has a moral and legal obligation to ensure that, when given responsibility for young people; coaches and volunteers provide them with the highest possible standard of care.
- It is the responsibility of every adult working in netball whether professional or volunteer, to ensure that all young people can enjoy the sport in a safe enjoyable environment.
- Harriers NC is committed to the effective recruitment of, and appropriate training for all professional staff, coaches, volunteers and club members. This will enable them to work together with parents/carers and other organisations to ensure that the needs and the welfare of young people remain paramount.

### What is Bullying and Harassment?

The England Netball Youth Advisory Group define bullying as behaviour by an individual or group that makes another individual or group feel victimised. This can be physical, emotional, verbal or via electronic communication. Anyone within netball can be a bully or be bullied (players, coaches, parents, spectators, umpires and volunteers).

Bullying and Harassment can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding kit, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, comments about culture, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments Homophobic because of, or focussing on the issue of sexuality

### Cyber Bullying

Cyber Bullying is a growing issue for young people and is where the internet (or other electronic means) is used inappropriately to cause harm or distress to a young person. This can be in any number of ways:

- The distribution of an embarrassing photo that the young person wanted to be kept private
- By posting, emailing or texting abusive comments either directly to, or about a young person
- By the creation of an email address in another person's name and sending messages as if from that person
- By the creation of a personal webpage which encourages users to post negative comments about a young person
- By logging onto a person's Facebook or other social media profile and pretending to be them



## Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. England Netball Youth Advisory Group has described bullying within a netball context as:

- Unwanted physical contact
- Slander or spreading rumours about someone
- 'Ganging up' on someone
- Doing something to someone that you wouldn't want done to yourself
- Inappropriate 'banter'
- Making a player feel isolated or uncomfortable
- Ridiculing or making fun of someone
- Putting players under undue pressure
- Leaking confidential or personal information
- Inter-club rivalries that lead to unhealthy competition

If you require further help or support you can contact:



[besafe@englandnetball.co.uk](mailto:besafe@englandnetball.co.uk)  
Contact: 01509 277850

For parents/carers of bullied children



[www.kidscape.org.uk](http://www.kidscape.org.uk)  
Helpline: 08451 205 204

For children who are victims of bullying

**childline**

ONLINE, ON THE PHONE, ANYTIME

[www.childline.org.uk](http://www.childline.org.uk)  
Helpline: 0800 1111

For the full England Netball Anti-Bullying and Harassment Policy (2021), please [click here](#)

# Social Media Acceptable Use Guide



## What is social media?

This guide applies to all social media platforms including, but not limited to: Facebook, YouTube, Messenger, Twitter, Instagram, Pinterest, Snapchat, Google+, WhatsApp, text, Wikipedia, LinkedIn and Reddit.

It is important that you understand that this guide covers all digital communications.

## What's the purpose of this guide?

Whilst this can be a fantastic way to communicate with others there are risks involved.

We want you and the whole netball family to stay safe when using social media to interact, share, create and discuss ideas.

## When using Social Media make sure you...

- ♥ Positively interact with teammates, promote your club, your achievements and netball. ✓
- ♥ Think carefully about what you post and/or share. Remember news travels fast! Do you really want everyone to see what you are posting? ✓
- ♥ Keep all personal information and passwords securely, don't share these with other people. ✓
- ♥ Report anything that you find uncomfortable or upsetting to your Club Safeguarding Officer or an adult you trust. ✓
- ♥ Are the best person you can be online - be courteous and respectful of other people and their views, religions and cultures. ✓
- ♥ Always ensure that you make your parent or carer aware of any one to one conversation you have with an adult on social media. ✓
- ♥ Check your security settings, make sure only your friends have access to your posts. ✓

## When using Social Media make sure you do not...

- ♥ Insult, bully or post anything unfriendly, hurtful or inappropriate (this includes sharing or liking other posts). ✗
- ♥ Share information that could put yourself or others at risk. ✗
- ♥ Accept friend requests/or respond to people you do not know on social media. ✗
- ♥ Post, re-post or comment on anything where you are unsure. If in doubt - don't do it! ✗
- ♥ Use social media to insult, belittle or criticise other teams, players, officials or staff of England Netball. ✗



Call childline 0800 1111 anytime 24/7 - calls are free and confidential



Get help with bullying or cyberbullying issues: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)



For help with any worries, your safety or wellbeing chat to other young people online. [www.youngminds.org.uk](http://www.youngminds.org.uk)

EN Lead Safeguarding Officer  
07595 863 991

For the full England Netball Social Media Policy (2022), please [click here](#)



## Harriers Netball Club Privacy Policy

Harriers Netball Club (Harriers NC) are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Harriers NC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Harriers NC through your Club or participate in discussion boards on our website or Social Media sites. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EN affiliated Clubs with which you are registered and gender (Netball Data). We may also ask for relevant netball qualifications, emergency contact information (please inform this person of the Club's privacy notice) other data such as medical information necessary for the safe delivery of netball, this is classed as special category personal data.

*[Note: We will only collect data that we need to carry out the services as Harriers NC. If we don't need it, we don't collect it]*

### Why we need your personal data

The reason we need your Netball Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the Harriers NC. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

#### For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with club coaches or officials to play in matches;
- sharing personal data with leagues, regional/national associations, (and county schools' associations) and other competition providers for entry in events.
- sharing information on course and events which are directly related to netball.
- sharing images/videos for training/match analysis - as this is considered special category data consent will be requested at time of registering.

#### For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor participation trends; and
- sending an annual county survey to improve your experience as a county member

#### For membership and club/county/league management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club and county activities, membership renewals or invitation to social events;
- publishing of competition results and club achievements

#### Marketing and communications

- Harriers NC sends out selected (directly netball related) marketing communications from third parties - courses, training opportunities, competitions/matches as part of your membership package.

Any special category health data we hold on you is only processed for the purpose of fitness/ health checks or passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

Any special category video/photographic is only processed and shared for the purpose of player/team analysis and development. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasions we may collect personal data from non-members e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event. This information will be stored for 4 weeks after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

Harriers NC has the following social media pages Website, Facebook & Twitter. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages. Inappropriate use could result in your membership being suspended/cancelled.

#### **Who we share your personal data with**

When you become a member of Harriers NC, you will also automatically be registered as a member of England Netball. We will provide England Netball with your Netball Data which they will use to enable access to the ENgage portal. England Netball will contact you to invite you to sign into and update your ENgage portal. You can set and amend your privacy settings from the ENgage portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Netball, please contact [harriersnc@gmail.com](mailto:harriersnc@gmail.com).

You also automatically are registered as a member of Staffordshire County Netball Association and any leagues in which we enter, with whom we share netball data for the purposes of running the SCNA and leagues.

Harriers NC does not supply any personal data it holds for this purpose to any other third party. ENgage portal gives you the option to receive communications from third parties, you can update your preference on the ENgage portal. Harriers NC's data processing requires your personal data to be transferred outside of the UK for the purpose of cloud hosting, with the appropriate safeguards in place to ensure the security of that personal data.

#### **How long we hold your personal data**

We will hold your personal data on file for as long as you are a member with us. Member's data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account. Your data is not processed for any further purposes other than those detailed in this policy.

#### **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Harriers NC. If you choose not to share your personal data with us we may not be able to register or administer your membership.

England Netball GDPR guidance and resources can be found [here](#)



# Harriers Netball Club Constitution 2023/24

1. The Club shall be called Harriers Netball Club (Harriers NC)
2. The Club will be affiliated to Staffordshire of the England Netball Ltd.
3. **Aims & Objectives**

To promote the personal development for all club members, participants, volunteers and officials of the Club in relation to netball and, where appropriate, provide routes to opportunities to enhance and increase individual skills.

The aims and objectives of the club shall be to:

- Promote netball and the club within the local community
- To offer coaching and competitive opportunities in netball
- Manage training sessions
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

4. **Membership**

- 4.1 The Club shall consist of the officers and the members.
- 4.2 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions to any person in the area prepared to accept and support the objectives of the Club. No club member, participant, volunteer or official will receive less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed or disability, or will be disadvantaged by conditions or requirements which cannot be shown to be relevant to their participation in the Club.
- 4.3 In accepting membership a person agrees to abide in the constitution of the Club and the rulings of the Club Executive Committee.
- 4.4 Members will be enrolled in one of the following categories:
  - Full member
  - Associate member
  - Junior member
  - Life member
- 4.5 Members may resign from membership at any time by giving notice to the Club Secretary.

5. **Membership Fees**

- 5.1 Membership fees shall be stipulated by the members at the General Meeting the Club Executive Committee distinguishing between members who are in regional teams, senior teams, junior teams and training partners.
- 5.2 Fees will be paid: annually or by subscription (as detailed in the 'Rules and Pricing Policy')
- 5.3 The Club Executive Committee may decide upon other charges or subscriptions at its discretion.

## 6. Officers

- 6.1 The officers of the Club shall be: Chair, Secretary, Treasurer, Junior Representative (this person must be U18), Club Safeguarding Officer, Club Volunteer Coordinator, Club COVID/Health & Safety Officer, and any other relevant position.
- 6.2 These officers shall hold for a period of 12 months, being elected annually at the Club AGM. All Officers shall retire annually but shall be eligible for re-appointments.
- 6.3 Any casual vacancy occurring may be filled by the Executive Committee.

## 7. Executive Committee

- 7.1 The club will be managed through the Executive Committee consisting of: Chair, Secretary, Treasurer, Junior Representative, Club Safeguarding Officer, Club Volunteer Coordinator, Club COVID/Health & Safety Officer, Head Coach, Junior Manager, Social & Fundraising Officer, Publicity Officer, Assistant Secretary, Assistant Treasurer, Junior Officer (Assistant Manager), Team Captains/Managers (or Vice-Captains on behalf of the Captain). Only these posts will have the right to vote at meetings of the Club Committee.
- 7.2 Meeting of the Executive Committee shall be convened by the Secretary and the Committee shall meet as required but not less than 4 times a year.
- 7.3 The quorum for the transaction of business at Executive Committee meetings shall be 6.
- 7.4 Every decision at a meeting of the Executive Committee shall be determined by a majority vote of the members present and every voting member having one vote. In the event of an equality of votes the Chair of the meeting shall have a casting vote.
- 7.5 The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. The decision shall be in accordance with a non-discriminatory policy.
- 7.6 The Executive Committee may delegate some or all of its powers and making to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.
- 7.7 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

## 8. Finance

- 8.1 All monies raised by or on behalf of the club shall be applied to further the objects of the Club and for no other purpose.
- 8.2 All club monies will be banked in an account held in the name of the club.
- 8.3 The Club Treasurer will be responsible for the finances of the club.
- 8.4 The financial year of the club will end on 30<sup>th</sup> June.
- 8.5 An **audited** statement of annual accounts will be **independently reviewed** and presented by the Treasurer at the Annual General Meeting.
- 8.6 Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## 9. Annual General Meeting and other Meetings

- 9.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 28 clear days' notice to be given to all members.
- 9.2 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- 9.3 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- 9.4 Elections of officers are to take place at the AGM.
- 9.5 All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 9.6 The quorum for general meetings shall be 10% members present and eligible to vote.
- 9.7 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 15 members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members. The EGM should be held within 21 days of receipt of a valid requisition.

## 10. Voting Procedures

- 10.1 Each member shall be entitled to one vote.
- 10.2 A motion shall be carried by a single majority of those present and voting, except when the motion is a constitutional amendment which shall require a two thirds majority.
- 10.3 The Chair shall have a casting vote in addition to a deliberative vote.

## 11. Property and Staff

- 11.1 Responsibility for all property owned by the Club and for the employment of any paid staff and volunteers rests with the Executive Committee.

## 12. Discipline and Appeals

- 12.1 The Executive Committee shall have the power to take disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be a detriment to the Club.
- 12.2 There shall be the right of appeal to the Executive Committee against any decision made by an officer of the Club.
- 12.3 The appeal shall normally be considered within 14 days of it being received by the Secretary.

### 13. Dissolution Procedures

- 13.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 13.2 In the event of dissolution, any assets of the club that remain will become the property of England Netball or some other club with similar objectives to those of the club.

### 14. Review of the Constitution

- 14.1 The constitution shall be reviewed on a yearly basis.
- 14.2 The constitution will only be changed through agreement at an AGM or EGM. Any alteration to the constitution shall require two-thirds majority of members present and voting.
- 14.3 Additions to, or alterations of, the constitution shall be submitted to the Secretary not less than 14 days before the date of the AGM or EGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 14.4 In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 7 days before the AGM.
- 14.5 In the event of any question or matter arising, which is not provided in the constitution, shall be dealt with by the Executive Committee, whose decision shall be final.

### Declaration

Harriers NC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

*Agreed at the Harriers Netball Club AGM on 31<sup>st</sup> August 2023*





## Harriers Netball Club Rules and Pricing Policy

This 'Rules and Pricing Policy' applies to all Club members and should be read in conjunction with the Club Constitution.

The Club aims to break even with regards to the payment of fees. Any profits or fundraising amounts are used for the benefit and future development of the Club. Proposals for expenditure will be discussed with the Club Treasurer and agreed by the Club Committee to ensure sufficient funds exist.

Fees are fixed by the Club Executive Committee and are payable as follows:

### **1. Membership Fees and Other Subscriptions**

**a. Annual Membership Fee** – payable by all members directly to England Netball through the [ENgage](#) system. **Players cannot play until this has been paid.** New players who join the club partway through a season must have become a member of England Netball by their second training session.

**b. Club Development Fee** – a small contribution payable annually from each member towards the growth and development of the Club (linked to the agreement of the Club Development Plan). Payment taken as part of the *Annual Membership fee (a)* to England Netball.

**c. Match Fees** – Those participating will pay sufficient fees to ensure all costs are covered. Winter and Summer match fees will be requested based upon participation in the respective competitions.

**d. Training Fees** - payable by all playing members and calculated to ensure all costs are covered. New members can attend their first session without payment, but must pay as identified on registration. Winter, summer and pre-season training fees will be requested based upon registered participants.

**e. Tournament Fees** – Those participating will pay sufficient fees to ensure all costs are covered.

For all members, these fees will be payable via the Harriers NC [ENgage](#) system. The club will endeavour to enable its participants to pay annually and in instalment, as agreed by the Club Treasurer and Club Committee.

Any player whose fees are outstanding by one month will be reminded in writing by the Club Treasurer. If they have not paid in full within one month of the notification, the player will be deemed as having resigned from the Club unless they make specific representation to the Club Committee via their Team Manager/Captain.

Any reduction of fees e.g. due to serious injury, illness, pregnancy or playing netball at a higher level, or joining part way through the season, must be requested formally by the individual concerned, as soon as possible via their Captain or the Club Secretary. The request will be considered at the first available Committee meeting. The Club Committee decision is final.

**2. Officials Expenses** – reasonable expenses will be paid to coaches and other officials assuming the amounts to be claimed are agreed in advance by the Club Committee.

**3. Playing Kit and Equipment**

a. Players order their kit directly via the Club website or ENgage. The Club Committee will consider buying the dress off a player who, having paid for their dress in full, leaves the Club within their first season, providing the dress is returned in excellent i.e. re-sellable condition.

b. Dresses will be loaned to new players when joining the club. Loaned dresses remain the property of the Club and are returnable, in good condition, by a player when they receive their ordered kit or if they leave the Club for any reason.

c. Players may be asked to make a non-refundable contribution towards 'new' kit/equipment.

**4. Communication/ Codes of Conduct**

a. All players, coaches, officials, parents and volunteers must abide by the relevant Code of Conduct.

b. All players are expected to inform their respective Team Captain should they not be able to attend a fixture/Coach should they not be able to attend a training session. There should be sufficient notice where possible. Non-attendance at training could affect selection for matches.

c. Team Captains will ensure that all their players are invited to take part in various leagues and tournaments. On occasions, players may be included in a different team for the purposes of participation.

d. Team Captains and Junior Representative (U19) will ensure that their players are kept aware of issues discussed, and decisions made at Committee Meetings. They will act as the representatives of the **majority** of their players when attending Committee Meetings.

**Declaration**

Harriers Netball Club hereby adopts and accepts these rules and pricing (when read in conjunction with the Club Constitution) as regulating the actions of its members.

*Agreed at the Harriers Netball Club AGM on 31<sup>st</sup> August 2023*

# Harriers Netball Club

## Job Description Summaries





# Harriers Netball Club

## Role Descriptions for Club Volunteers

The following roles and responsibilities are a guide to help us in identifying the kind of tasks volunteers should undertake when elected to a specific role.

The templates provided are to act as a guide and will be reviewed annually with *the club committee/members* to ensure that they represent the needs of the club. (Please note this does not apply to the Club Safeguarding Officer role which must remain unchanged due to the nature of the role).

The following roles are required for CAPS and follow the [guidance supplied by England Netball](#):

- Chair
- Secretary
- Treasurer
- Junior Representative (this person must be U18)
- Club Safeguarding Officer
- Club Volunteer Coordinator
- COVID/Health & Safety Officer

Further **committee positions** also have role descriptions, as constructed by the Harriers NC Executive Committee:

- Assistant Secretary
- Assistant Treasurer
- Head Coach
- Junior Manager
- Junior Officer (Assistant Manager)
- Publicity Officer
- Social & Fundraising Secretary
- Courses Secretary
- Team Captain/Manager

**Additional voluntary positions** with role descriptions include:

- Coach
- Umpires and Officials
- First Aider
- Vice-Captain

For full individual job descriptions, including roles and responsibilities, please visit [www.harriersnetball.co.uk/documents](http://www.harriersnetball.co.uk/documents)

Role Title/ Postholder	Role Description
<b>CHAIR</b>	<ul style="list-style-type: none"> <li>• Chair the AGM and Committee Meetings</li> <li>• Liaise with and between other officers</li> <li>• Book Training Sessions</li> <li>• Provide Fixture Lists for all Players</li> <li>• Liaise with all other Officers and represent Club with external bodies</li> <li>• Counter signatory on cheques</li> <li>• Coordinate Club progression through CAPS accreditation</li> <li>• Participate in discussions to arrange transfer of players between teams</li> </ul>
<b>TREASURER</b>	<ul style="list-style-type: none"> <li>• Completion of the ledger on a day-to-day basis</li> <li>• Authorised Signatory on all accounts</li> <li>• Control of cheque book and Bank Account Reconciliation</li> <li>• Production of Annual Financial Statement</li> <li>• Ensure the best deal is obtained on Bank/Building Society Accounts re: interest etc.</li> <li>• To attend committee meetings as appropriate and advise the committee on appropriate fees</li> <li>• To manage ENgage payment system, with the support of the Assistant Treasurer</li> </ul>
<b>SECRETARY</b>	<ul style="list-style-type: none"> <li>• Responsible for completion and submission of all league and affiliation paperwork, e-mails, etc.</li> <li>• Liaise/correspond with League Committees</li> <li>• Attend League AGM/Club Meetings</li> <li>• Counter signature on cheques. Able to bank monies</li> <li>• Renewal of policies where required</li> <li>• Take minutes, collate and distribute paperwork for AGM and Committee Meetings to appropriate people</li> </ul>
<b>SAFEGUARDING OFFICER</b>	<ul style="list-style-type: none"> <li>• To promote a child focused approach</li> <li>• To provide information and advice on safeguarding and protecting children within the Club</li> <li>• To ensure that the Club adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures and all Club players are aware of their responsibilities</li> <li>• To receive information from Club staff, volunteers, children or parents and carers who have any concerns relating to the welfare of children and young people and to maintain appropriate records. To refer, as appropriate, in accordance with EN flowchart</li> <li>• To advise the club on appropriate training for coaches and volunteers based on the EN recommended safeguarding training requirements</li> <li>• Keep abreast of relevant legislative and statutory requirements</li> <li>• Ensure CRB clearances are up to date as required across the Club</li> </ul>
<b>VOLUNTEER COORDINATOR</b>	<ul style="list-style-type: none"> <li>• Recruitment and retention of suitable volunteers to assist in the running and administering of the Club</li> <li>• Get to know all club volunteers and potential volunteers and be their main contact</li> <li>• Ensure that all volunteers know what they are doing</li> <li>• Provide volunteers with a volunteer pack at the start of each season/appointment</li> <li>• Supervise and oversee the role of other volunteers, including their paperwork</li> <li>• Coordinate the implementation of the volunteer recruitment, training and support plans.</li> <li>• Recognise and nominate your volunteers for volunteer awards.</li> <li>• Work with the Social Secretary to organise social and recruitment events for volunteers.</li> <li>• Attend committee meetings as appropriate</li> <li>• Arrange mentoring (if appropriate) for relevant volunteers</li> </ul>
<b>JUNIOR REPRESENTATIVE (U18)</b>	<ul style="list-style-type: none"> <li>• Represent the views of younger Club players at AGM and Committee Meetings</li> <li>• Work with the Youth Development Manager/Officers to promote development sessions and events</li> <li>• Aim to improve Youth Development sessions by finding out from younger players what their needs are</li> <li>• Attend internal and external netball meetings as club rep</li> </ul>
<b>COVID/HEALTH &amp; SAFETY OFFICER</b>	<ul style="list-style-type: none"> <li>• Restart guidance needs to be read and understood</li> <li>• Ensure liaison with relevant venue/s to understand any facility specific risk mitigation protocols</li> <li>• Lead the completion of the COVID-19 considered risk assessment</li> <li>• Liaise with the committee, coaches and officials on risk mitigation protocols</li> <li>• Create a Club Management Plan</li> <li>• Lead pre-activity risk mitigation briefings for all members</li> <li>• Ensure attendees are reminded of COVID-19 symptom checking protocols prior to any activity taking place</li> <li>• Ensure risk mitigation protocols including social distancing are being adhered to</li> <li>• Ensure registers of attendance are maintained and stored for 21 days, in line with your GDPR policy</li> <li>• Ensure any positive cases of COVID-19 are reported</li> <li>• Continue to review the risk assessment and communicate any areas that require further risk mitigation</li> <li>• Ensure Health and Safety Policies are adhered</li> <li>• Liaise with venues to check their Risk Assessments</li> <li>• Attend committee meetings as appropriate</li> <li>• Keep abreast of rules, policy changes and recent developments</li> </ul>

Role Title/ Postholder	Role Description
<b>ASSISTANT SECRETARY</b>	<ul style="list-style-type: none"> <li>• To assist the Secretary in her role</li> <li>• To take minutes, collate and distribute paperwork for AGM and Committee Meetings to appropriate people in the Secretary's absence</li> <li>• Purchase and engrave equipment, kit, player trophies, etc.</li> <li>• Enter all interested Club teams into tournaments</li> <li>• Encourage attendance amongst others on Umpiring and Coaching Courses</li> <li>• Assist prospective umpires with arranging appropriate mentoring</li> <li>• Keep everyone abreast of Rule changes, Coaching and Officiating courses, and recent developments</li> </ul>
<b>ASSISTANT TREASURER</b>	<ul style="list-style-type: none"> <li>• To assist the Treasurer in her role</li> <li>• To represent the Treasurer at Club Meetings/AGM in her absence</li> <li>• Authorised Signatory on all accounts</li> <li>• To write to club members who fail to pay fees</li> </ul>
<b>HEAD COACH</b>	<ul style="list-style-type: none"> <li>• To take responsibility for the club's coaching sessions</li> <li>• To maintain high ethical standards in coaching/instructing, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance</li> <li>• To undertake training appropriate to the role e.g. child protection training</li> <li>• To work with all club coaches/instructors in the preparation and running of each session</li> <li>• To attend club meetings and report on progress</li> <li>• To offer the club feedback on the organisation and degree of success of coaching and competitions</li> <li>• To assist in the selection of teams</li> <li>• Encourage attendance amongst others on Coaching Courses</li> <li>• Keep everyone abreast of Rule changes, Coaching Courses and recent developments</li> </ul>
<b>JUNIOR MANAGER</b>	<ul style="list-style-type: none"> <li>• To take responsibility for the club's junior section</li> <li>• To take responsibility for the club's junior coaching sessions</li> <li>• To maintain high ethical standards, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance</li> <li>• To undertake training appropriate to the role e.g. child protection training</li> <li>• To work with other junior club coaches/instructors in the preparation and running of each session</li> <li>• To attend club meetings and report on progress</li> <li>• To offer the club feedback on the organisation and degree of success of junior coaching and competitions</li> <li>• To assist in the selection of junior teams</li> <li>• Organise and book junior sessions</li> <li>• Promote school/club links</li> </ul>
<b>JUNIOR OFFICER (ASSISTANT JUNIOR MANAGER)</b>	<ul style="list-style-type: none"> <li>• Assist Junior Manager in organising Youth Development Sessions</li> <li>• Deliver Youth Coaching Sessions in particular age groups</li> <li>• Manage and/or Umpire in youth tournaments and leagues</li> <li>• Promote school/club links</li> <li>• Attend Staffs development Group meetings as Club rep</li> </ul>
<b>SOCIAL &amp; FUNDRAISING OFFICER</b>	<ul style="list-style-type: none"> <li>• Organise events and outings</li> <li>• Christmas 'Dos' and End of Season meals</li> <li>• Organise attendance at League Presentation Evenings</li> <li>• Organise collections for celebrations, special birthdays etc.</li> <li>• Organise fundraising activities and events</li> <li>• Contact sponsors and prospective sponsors</li> <li>• Develop new ideas</li> <li>• Communicate events through liaison with team appointed Social &amp; Fundraising Representatives to ensure full Club involvement</li> </ul>
<b>PUBLICITY OFFICER</b>	<ul style="list-style-type: none"> <li>• Promote the Club in Local/National Publications and radio</li> <li>• Upkeep of e-communication links, e.g. website, facebook, twitter</li> <li>• Develop new methods of publicising the Club</li> </ul>
<b>TEAM CAPTAIN/MANAGER</b>	<ul style="list-style-type: none"> <li>• Chooses Team/Squad for League Matches and Tournaments</li> <li>• Communicate with team players to ensure their interest and availability</li> <li>• Ensure players understand and comply with the rules</li> <li>• Liaise with other Club Captains and Committee members</li> <li>• Responsible for team equipment Bibs and Ball etc.</li> <li>• Responsible for tossing of coin and submission of Result Slips on time to Divisional Liaison Officer</li> <li>• Spokesperson for their Team/Club with Umpires and other Teams</li> <li>• Arrange for 'scorers' and 'timekeepers' to be available for matches</li> <li>• Attend League AGM and Club Committee Meetings</li> </ul>

Role Title/ Postholder	Role Description
<b>FIRST AIDER</b>	<ul style="list-style-type: none"> <li>• To provide an effective first aid service to members of the club</li> <li>• Manage incidents and ensure the continuing safety of themselves, bystanders and the casualty</li> <li>• Assess any casualties and discover the nature &amp; cause of their injuries or illnesses, and make arrangements for further medical help or other emergency services when required</li> <li>• Provide appropriate first aid treatment that they have been trained to do, and that is reasonable in the circumstances</li> <li>• Fill out any paperwork as required following the incident</li> <li>• To attend appropriate training when required and ensure you hold a valid appropriate first aid qualification whilst working on the first aid team</li> <li>• To maintain high standards, ensure they keep up-to-date with their knowledge, skills and qualifications</li> <li>• Always adhere to safeguarding and health and safety guidelines in the delivery of First Aid support</li> <li>• To ensure that the first aid kits are kept fully stocked and stock shortages are reported to the club chair</li> <li>• Attend League AGM and Club Committee Meetings if needed/requested</li> </ul>
<b>COACHES</b>	<ul style="list-style-type: none"> <li>• To undertake club's coaching sessions in either a lead or supporting capacity</li> <li>• To maintain high ethical standards in coaching/instructing, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance</li> <li>• To undertake training appropriate to the role e.g. child protection training</li> <li>• To work with all club coaches/instructors in the preparation and running of each session</li> <li>• To offer the club feedback on the organisation and degree of success of coaching and competitions</li> <li>• To assist in the selection of teams</li> <li>• Attend League AGM and Club Committee Meetings if needed/requested</li> </ul>
<b>UMPIRES &amp; OFFICIALS</b>	<ul style="list-style-type: none"> <li>• To fulfil fixtures, as required and requested, by the club for all competitions</li> <li>• To maintain high standards in officiating, ensure they keep up-to-date with their knowledge, skills and qualifications</li> <li>• To undertake training appropriate to the role e.g. attend umpiring forums</li> <li>• To represent the club in local, regional and national competitions</li> <li>• Attend League AGM and Club Committee Meetings if needed/requested</li> </ul>
<b>VICE-CAPTAIN</b>	<ul style="list-style-type: none"> <li>• Assists Captain where necessary</li> <li>• Cover for Captain in their absence</li> <li>• Organise engraving and distribution of trophies won by team</li> <li>• Accurate collection of team players' fees/subs and arrange for banking. Chasing people for money where necessary</li> <li>• Attend League AGM and Club Committee Meetings if needed</li> </ul>

**The club will also aim to provide at least one representative on the committee of the leagues in which it places. These are currently:**

**Staffs County Netball Association** – Sam Oliver (Officiating Lead) and Carolyn Owen

**Staffs Junior League Group** – Carolyn Owen and Gaynor Gee

**SoT Netball League** – Sam Oldfield (Chair), Carolyn Owen (Division 4 Liaison Officer), Julia Yates and Alison Gibson