

# NET BALL

Handbook

Newcastle Town  
Netball Club

2019-20

[www.newcastletownnetball.co.uk](http://www.newcastletownnetball.co.uk)  
facebook newcastle town netball club



# List of Officers

<b>Chairperson</b>	<b>Bernadette Hancock</b>
<b>Vice Chairperson</b>	<b>Rachel Deacon / Peter Owen</b>
<b>Secretary</b>	<b>Julie Tinsley</b>
<b>Treasurer</b>	<b>Peter Owen / Jo Clarke / Steve Clarke</b>
<b>Coaching Secretary</b>	<b>Esther Rutherford</b>
<b>Umpiring/Scoring Secretary</b>	<b>Diane Glenn</b>
<b>Safeguarding Officer</b>	<b>Gemma Finney / Julie Tinsley</b>
<b>Social Secretary</b>	<b>Rachel Deacon / Lisa Trevor</b>
<b>Junior Reps</b>	<b>Alyx Furnival, Grace Owen</b>

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For information regarding Newcastle Town Netball Club  
Use the club website to contact us

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

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

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



# Newcastle Town Netball Club

**Newcastle Town was founded in 1987 by Jane Fenton and Bernadette Hancock who wanted to set up a netball club for players in the Newcastle area. What started as a group of 7 friends playing netball now is a club with 18 teams and 150 members, and still growing.**

**At Newcastle we believe that all players regardless of ability should have the opportunity to play. To this end we have our top teams in all age groups who play at regional level, but we also have the other members of the club who want to play either for enjoyment or to keep fit (usually both).**

**We also believe in coach and umpire development which is essential to the development of the club, we are the only club in Staffordshire to have an A award umpire (we have 2 ).**

**All our coaches and umpires are volunteers who care passionately about netball and Newcastle Town and as a club we are always looking to improve and involve further people in the game of netball**



# Training

## Schedule 2019-20



## Senior Training

Senior Training @ St Josephs College Trent Vale

Wednesdays

7pm to 9pm

## Junior Training

Junior Training @ Newcastle Academy School

Tuesday 6-8pm

Junior Training @ Newcastle Under Lyme School

Wednesday 6-9pm

## High Five

Tuesday 5-6pm @ Newcastle Academy School

## Back to Netball

Tuesday @ Newcastle Academy School

8pm-9pm cost £3 Just Turn Up and Play

# Code of conduct for adult players

Newcastle Town Netball Club wish netball to be an enjoyable and positive experience for all netball players. Please use these guidelines to support your club and fellow players in a manner that will enable you and others around you to enjoy your netball.

As a player in an England Netball Club I agree to the following:

- Accept responsibility in ensuring you are up to date with the laws of netball, understand and adhere to them.
- Encourage your team members to learn the rules of netball and play within them.
- Recognise the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide netball for you.
- Publicly accept officials' judgements.
- Discourage unfair play and arguing with officials by anyone, both on and off court.
- Be a positive role model, treat other players and officials with the same level of respect you would expect to be shown to you.
- Recognise fair play and applaud the good performances of all, including the opposition.
- Accept success and failure, victory and defeat equally.
- Use correct and proper language at all times.
- Encourage everyone to enjoy the sport of netball and understand that people have different motivations to playing the game.
- Respect the rights, dignity and worth of all participants regardless of their age, gender, ability, cultural background, religion or sexual orientation.

# Code of conduct for junior players

As a player in an England Netball Club I agree to the following:

- I will play within the rules and respect officials decisions
- I will be respectful to England Netball coaches, team managers, officials and volunteers, for the time they give to my sport.
- I will respect and never underestimate my opponents, and not try to gain an unfair advantage over them.
- I will encourage and support my fellow team members at all times with out behaving in an unsporting way towards our opponents.
- I will always do my best in every situation.
- I will accept success and take victory and defeat equally. Win or lose I will try to enjoy every moment on court.
- I will not use foul or other inappropriate language.
- I will not smoke or consume alcohol or drugs of any kind whilst representing the club or participating in club activity.
- I will be punctual at all times for training and competition and be ready and prepared at the appropriate times.
- I will pay any fees for training and matches promptly.
- I will always inform my coach or the team manager of any injury or medical condition which may affect my performance.
- I will take responsibility for myself in and out of competition or training; including ensuring I have the appropriate and required kit for netball.

I accept the Code of Conduct as above and will respect all fellow netballers regardless of age, gender, ability race, cultural background, religious beliefs or sexual identity.

# Anti-bullying and harassment policy

## Statement of Intent

England Netball and Newcastle Town 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 Newcastle Town netball club. Any incident of bullying or harassment which occurs will be taken seriously, responded to promptly, and procedures followed to resolve the situation.
- Newcastle Town Netball Club 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.
- Newcastle Town Netball club 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, for example:

- 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

**Your club safeguarding officer is Julie Tinsley 07957489077 If you have any concerns please contact her**

### **Useful sites:**

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

[www.englandnetball.co.uk/youth-zone/Be\\_Safe](http://www.englandnetball.co.uk/youth-zone/Be_Safe)

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

### **If you require further help or support you can contact:**

**KIDSCAPE:** [www.kidscape.org.uk](http://www.kidscape.org.uk)

Helpline for parents/carers of bullied children: 08451 205 204

For children who are victims of bullying:

Childline: [www.childline.org.uk](http://www.childline.org.uk)

**Helpline: 0800 1111**

# Code of conduct for parents and carers

EN has Codes of Conduct across the sport which is driven by its' core values of leadership, integrity, teamwork and excellence. Our codes require the highest standards of conduct from everyone involved in netball to ensure that their behaviour and actions meet the values and standards expected of them at all times. The enjoyment and safety of your child when they are involved in a netball activity is of paramount importance to EN. Every child will be encouraged and asked to ensure that their behaviour and actions meet the values and standards expected of them at all times. As parents, you are also asked to support our Codes of Conduct and embrace the spirit of our game.

## As a parent I will:

- Encourage my child to play within the rules and respect officials' and coaches' decisions and never argue
- Support my child's efforts and performance, give positive comments that motivate and encourage continued effort and learning
- Understand that competition is about winning and losing so results are always accepted without undue disappointment
- Turn losing into winning by helping my child work towards skill improvement and good sportsmanship
- Remember that children learn best by example so I will applaud good plays by both my child's team and their opponents
- Thank the Coaches, Officials and other volunteers who give their time for my child
- Help when asked by a Coach or Official
- Respect the rights, dignity and worth of all people involved in the game, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion
- Read the rules of the sport to understand better what I am watching and discussing with my child
- Promote this code of conduct to other parents, carers and supporters

## As a parent I will never:

- Pressure my child in any way – I know that this is their sport not mine
- Use inappropriate language, harass athletes, Coaches, Officials or other spectators
- Criticise or ridicule my child's performance for making a mistake or losing after the game
- Force my child if unwilling to participate in the sport
- Arrive at a netball activity under the influence of alcohol or drugs
- Use Social Media technology to bring the game into disrepute or make an inappropriate comment about an athlete, coach, official, volunteer or the NGB

# Club constitution

**The Club shall be called Newcastle Town Netball Club**

2. The Club will hold primary membership to Staffordshire county and England Netball
- 2a. The club has a data protection policy to protect the data collected from our members.

### 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.

### 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 full time employment, members who are unemployed or in full-time education and junior members.

5.2 Fees will be paid: as decided at the AGM

5.3 The Club Executive Committee may decide upon other charges/subscriptions at its discretion

## **6. Officers**

6.1 The officers of the Club shall be: Chair, Secretary, Treasurer, Team Captains, Junior Representative (this person must be U18), Club Safeguarding Officer, Club Volunteer Co-ordinator 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: Chairperson, vice chairperson, secretary, treasurer safeguarding officer, committee members. 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 30th June.

8.5 An audited statement of annual accounts will be 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.

14.1 The constitution shall be reviewed on a yearly basis.

14.2 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

14.3 Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 21 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 14 days before the AGM.**

**14.5 Any alteration to the constitution shall require two-thirds majority of members present and voting.**

**14.6 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.**

**15. Declaration**

**Newcastle Town Netball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.**

## Privacy Notice

Newcastle Town Netball Club (NTNC) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, NTNC 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 NTNC through your club or participate in discussion boards on our website or Facebook 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 NTNC. 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 NTNC. Our lawful basis for processing your personal data 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 county coaches or officials to administer training sessions;
- sharing personal data with county team managers to enter events;
- sharing personal data with county 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 Authorities;
- analysing anonymised data to monitor participation trends; and
- sending an annual county survey to improve your experience as a club member

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

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



## **Marketing and communications**

- NTNC 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 collection.

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 need your explicit consent to process this data, which we will ask for at the point of collection.

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 need explicit consent from non-members to process this data, which we will ask for at the point of collection.

NTNC 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 providers of the social media platforms have their own privacy policies and that the county 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 NTNC, you will 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 [newcastletownnetball@hotmail.co.uk](mailto:newcastletownnetball@hotmail.co.uk).

You are automatically 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.

NTNC does not supply any personal data it holds for this purpose to any other third party. The Engage portal gives you the option to receive communications from third parties, you can update your preference on the Engage portal. NTNC'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. Members' 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 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 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 NTNC. If you choose not to share your personal data with us we may not be able to register or administer your membership.

# NET BALL



**N**ever use bad language or insult opponents, coaches or spectators

**E**njoy yourself, know the rules of netball and play by the spirit of

**W**inning is great but so is self improvement

**C**heating is never acceptable

**A**im high, reach for the top and always try your best

**S**kills, there is always a new skill you can learn

**T**reat team-mates, coaches, umpires and opponents with respect

**L**earn from your coaches and your fellow players

**E**very game you play, learn something from

## NETBALL FOR ALL

