



Nottinghamshire County Netball Association- Constitution

Contents

1	Name & Logo
2	Objectives
3	Vision & Mission Statement
4	Guiding Principles
5	Membership of the County Association
6	Structure of the County Association
7	County Committee
8	Honorary Members
9	General Meetings
10	Finance, subscriptions and other fees
11	Amendments to the constitution
12	Disciplinary Procedure
13	Anti Doping Policy
14	Safeguarding Young People in Netball Policy
15	DBS Disclosure Information and Information Sharing Protocol
16	Recruitment of Ex-Offenders Policy
17	Data Protection and Privacy Policies
18	Anti-Bullying & Harassment Policy
19	Complaints and Customer Charter Policy
20	Equality Policy
21	Whistle Blowing Policy
22	Codes of Conduct
23	Social Media Policy
24	Interpretation
25	Arbitration & Matters Not Provided For
26	Dissolution
27	Acknowledgement

1 NAME & LOGO

1.1 The Association shall be called Nottinghamshire County Netball Association otherwise known and referred to as County Association or Nottinghamshire Netball.

1.2 The County Association will use the following logo.



2 OBJECTIVES

2.1 The County Association is a member of England Netball and will be bound by and conform to the rules, strategies, plans, policies and procedures developed by the County Committee on its behalf for the participation, regulation, growth and development of the game in Nottinghamshire.

2.2 The County Committee will serve as a forum to co-ordinate activities, organise county competitions, arrange technical courses and elect representatives to serve on the County Committee in line with plans and strategies approved by the County Association.

2.3 The County Committee will seek to develop the game of netball within Nottinghamshire in line with plans and strategies approved by the County Association.

2.4 The County Association and its Members are committed to treating everyone equally and with respect; it shall not discriminate in any way against any other Member and will act in compliance with the Equality Act 2010.

3 VISION & MISSION STATEMENT

3.1 The County Association supports and endorses England Netball's vision, mission and strategic goals.

3.2 The County Association's own mission statement is:

To establish Netball in the county as a high profile sport in all disciplines with a financially sustainable governing body that promotes "Netball for Life" and develops athletes, coaches, officials and volunteers.

4. GUIDING PRINCIPLES

4.1 The County Association will:

- 1) always place the participant at the heart of everything we do and provide the best quality service we can, but we will balance that with the need to grow and manage a sustainable County Association.
- 2) value and respect the contribution and needs of our volunteers who are integral to our success.
- 3) be innovative and progressive in our thinking, always connecting short-term actions to medium-term strategies and long term goals striving to improve the quality and standard of what we do and how we do it.
- 4) work together with the East Midlands region as 'one team aligned to one dream' for the benefit of Netball within the region so that we will succeed or fail together.
- 5) work in partnership and collaboration with the East Midlands Region where there is a mutual benefit in terms of operations effectiveness and efficiency, value for money and added value for participants in Netball.
- 6) develop, enable and encourage programmes and activities that have a positive and beneficial impact on the lives of netball participants within Nottinghamshire.
- 7) establish integrated planning and process pathways that enable rather than constrain service excellence.
- 8) recognise and celebrate individual and collective contributions and success.

5. MEMBERSHIP

5.1 The members of the County Association shall comprise of:

Club members of both England Netball and Nottinghamshire Netball;

Schools in Nottinghamshire which are England Netball members;

Individual members of England Netball and Nottinghamshire Netball who are not linked to a particular club;

The County Committee

5.2 All volunteers who assist in any way with netball activity on behalf of the County Committee shall become members of England Netball and the County Association.

5.3 All persons employed by the County Association but who are not members of the Association must acknowledge and adhere to the Constitution and incorporated policies and processes whilst engaged in activities under the jurisdiction of the County Association thus subject to all the constraints and privileges associated with it.

- 5.4 The County Association may refuse membership only for good and sufficient cause, such as but not limited to a conduct likely to bring the County Association or sport into disrepute.

6 STRUCTURE OF THE COUNTY ASSOCIATION

- 6.1 The County Association's structure is comprised of:
- a) The County Committee
 - b) Club and independent members
 - c) Schools
- 6.2 The County Committee has the authority to establish, determine terms of reference, set roles and responsibilities and dissolve various groups, forums and TSGs at its sole discretion to assist with the management and operation of the County Association.
- 6.3 At the date of this Constitution the current groups, forums and Technical Support Groups (TSGs) are comprised of:
- a) Competition TSG
 - b) Coaching TSG
 - c) Officiating TSG
 - d) Volunteer & Club Development TSG
 - e) Performance TSG
 - f) Schools TSG
 - g) Governance and Finance TSG

7. COUNTY COMMITTEE

- 7.1. The business of the County Association shall be managed by the County Committee.

7.2 Role and Powers of the County Committee

- 7.2.1 The principle role of the County Committee is to plan, support and co-ordinate the development of the game within Nottinghamshire in a manner that meets the requirements of county plans and strategies approved by the County Association whilst engaging with TSGs to formulate and implement plans responding to the specific needs of the game within the county.
- 7.2.2 The County Committee will prepare and submit a budget to the County Association to deliver targets according to county need and will be accountable to the County Association for the use of such funds in achieving these targets.

- 7.2.3 The County Committee will provide direction, support and guidance to sporting partnerships within the county to ensure that the overall policies and strategies for the development of the game are communicated consistently and effectively to county partners and that any additional funding opportunities within the county are identified and secured and used in line with regional and county priorities.
- 7.2.4 The County Committee shall, where asked to by the East Midlands Regional Management Board, submit an Annual Report and independently examined accounts to the Region on the significant activities held at county level.
- 7.2.5 The County Committee may at the request of the East Midlands Regional Management Board nominate appropriate individuals to serve on any regional standing, working or technical committees established by the Region.
- 7.2.6 The County Committee may from time to time allocate certain areas of responsibility to members of the County Association or set further terms of references or roles and responsibilities for the County Committee itself.
- 7.2.7 The County Committee will appoint an independent auditor to examine, verify and confirm the accuracy of the yearly income.
- 7.2.8 The County Committee shall have the power to make, alter, add to and revoke By-Laws of the County Association, provided that such By-Laws or any alterations, or revocation shall not be effective until the earlier of:
- a) Approval by the County Association (AGM or EGM) or
 - b) Three months after passing of an appropriate resolution by the County Committee

7.3 Composition of the County Committee:

7.3.1 The composition of the County Committee shall be:

- a) Chair (elected)
- b) Vice Chair (elected)
- c) Treasurer (elected)
- d) Secretary (elected)
- e) TSG leads
- f) Safeguarding/Covid Officer
- g) Website and social media Secretary

- h) Membership Secretary
- i) Resolutions Lead
- j) Equity, Diversity and Inclusion Officer
- k) A representative from each EN registered league in the county who is also a member of England Netball and Nottinghamshire Netball.
- l) Honorary Officers (President and life-long members as appointed by the County Association)
- m) Up to 3 co-opted members appointed by the County Committee, one of whom must be an England Netball Member at the time of appointment. The other two co-opted members may or may not be in membership of England Netball at the time of appointment
- n) The County Committee may, from time to time, appoint members with relevant knowledge and experience on a short-term basis to carry out specific and time-bound strategic work and will not have any voting rights
- o) East Midlands representative (appointed member to attend when appropriate or by invitation).

7.3.2 County Committee members listed in 7.3.1 sub clauses a-k above have voting rights. Voting members must not be a paid employee of England Netball.

7.3.3 Each member of the County Committee listed in 7.3.1 (a-k) will have one vote. Any member of the County Committee who is a paid member of staff of England Netball will not be entitled to vote. In the event of a tie in votes cast on any item of business the Chair shall have a further casting vote

7.3.4 Specific East Midlands Regional Personnel may be invited to attend County Committee meetings as a communication link with the East Midlands Region. Any East Midlands Regional Personnel in attendance are not members of the County Committee and therefore have no voting rights.

7.3.5 The County Committee shall normally meet 8 times per year. Minutes of the meeting will be taken by the minuting secretary.

7.3.6 Five members of the County Committee, who are entitled to vote, must be present to form a quorum for County Committee Meetings.

7.3.7 County Committee members shall serve until they fail to be re-elected unless vacated earlier in accordance with 7.6.1

7.3.8 All members of the County Committee shall be eligible for re-election or re-appointment at the Annual General Meeting in accordance with this Constitution.

7.3.9 The County Committee may fill any vacancy that may occur during the year. If this involves filling an elected position then that person

must offer themselves for election at the next Annual General Meeting following their initial appointment.

7.4 Roles of Members of the County Committee:

7.4.1 All role descriptions for County Committee members shall be updated on an annual basis and posted on the NCNA website.

7.5 Elections to the County Committee:

7.5.1 The dates for re-election will be notified to members within AGM/EGM notification time scales.

7.5.2 Members of the County Association will consider and vote on a list of nominations received (against the published role description/ person specification) for:

- a) Chair
- b) Vice Chair
- c) Treasurer
- d) Secretary
- e) Appointed members

7.5.3 Each nomination should be accompanied by a Netball Curriculum Vitae highlighting appropriate experience. Appointments would be by a simple majority. Nomination forms will be circulated to Members of the Association by the Secretary and completed forms must be returned to the Secretary 28 days before the Annual General Meeting.

7.5.4 Only members of Nottinghamshire Netball can be nominated. A voting member cannot be a paid member of staff of England Netball.

7.5.5 At the first meeting of the County Committee each year the elected members shall decide who shall be appointed as the 3 co-opted individuals, if required.

7.6 Resignation from the County Committee:

7.6.1 A post on the County committee may be vacated if:

- a) The Member concerned resigns their post by notice to the County Secretary
- b) They shall be absent for more than 2 consecutive meetings without justifiable reason

- c) They are requested to resign by the vote of the County Committee

7.7 The members of the County Committee will be reimbursed by the County Association at England Netball Travel and Subsistence Rates for travel, accommodation and other expenses incurred by them in connection with meetings of the Committee or other approved business of the Committee.

7.8 The members of the County Committee shall have limited liability and are covered by England Netball's insurance policy for its members. No member of the County Committee is to be held personally liable for any action.

8 HONORARY MEMBERS

8.1 The County Committee may recognise special service to the county by the appointment of Honorary Members. Nominations may be submitted by any County Association Member throughout the year for approval by the County Committee.

8.2 Honorary Members, shall be eligible to attend all General Meetings of the county in a non-voting capacity and receive such rights and privileges as determined by the County Committee.

9 GENERAL MEETINGS OF THE COUNTY ASSOCIATION (AGM and EGM)

9.1 The Annual General Meeting:

9.1.1 The Annual General Meeting shall be held annually on a date to be determined by the County Committee.

9.1.2 The date of the Annual General Meeting shall be fixed and reported not less than 56 days prior to the date of such meeting. Agenda and motions shall be circulated not less than twenty-one days prior to the meeting to each member of the County Association. The Secretary will be responsible for circulating notices to each Member of the County Association. Each club shall be responsible for notifying their nominated representatives.

9.1.3 The Chair of the County Committee shall act as Chair of the Annual General Meeting. If not present the Vice Chair of the County Committee shall act as Chair of the meeting.

9.1.4 There must be fifteen members present who are entitled to vote to form a quorum.

9.1.5 Business to be transacted at the Annual General Meeting shall be:

- a) To receive reports;
- b) To elect those members of the County Committee who have been nominated in accordance with paragraph 7.5.3, each of whom shall hold office to the end of the General Meeting at which her/his successor is appointed;
- c) To consider any proposed resolution submitted in writing to the Secretary not less than 28 days before the date of the Annual General Meeting, which has been proposed by one Member and seconded by another Member.
- d) To receive the independently examined accounts of the Association

9.2 **Extra-Ordinary General Meeting**

9.2.1 An Extra-Ordinary Meeting may be convened at any time either

- a) By order of the County Committee; or
- b) upon receipt of a written request from 2 or more Members entitled to vote at a General Meeting stating the purpose for which a meeting is required and setting out any resolution that it is desired to propose;

9.2.2 An Extra-Ordinary Meeting shall be convened within 28 days from receiving the request.

9.2.3 There must be fifteen members present who are entitled to vote to form a quorum.

9.3 Voting at General Meetings (AGM and EGM).

9.3.1 The following shall be entitled to attend, speak and vote at a General Meeting (AGM or EGM) of the county:

- a) Two appointed representatives of a county club in current membership of England Netball and Nottinghamshire Netball
- b) Individual members of England Netball and Nottinghamshire Netball who aren't linked to a particular club
- c) Members of the County Committee

9.3.2 The following shall be entitled to attend and speak at a General Meeting (AGM or EGM) but shall not be entitled to vote:

- a) Honorary Members of the County
- b) Each School within the County
- c) The EN Partnership Manager
- d. The East Midlands Regional Manager
- e) Directors of England Netball

9.3.3 Voting procedure at General Meetings (AGM or EGM) shall be as follows:

- a) Each person entitled to attend and vote shall be permitted to cast one vote;
- b) No proxy voting will be allowed
- c) No postal voting will be allowed
- d) A simple majority of those present and entitled to vote shall be required to pass any resolution. The Chair of the meeting shall have a second and/or casting vote in the case of an equality of votes.

10 FINANCE, SUBSCRIPTIONS AND OTHER FEES

10.1 The financial year shall end on 31 July

10.2 Each Member shall pay their annual membership fees direct to England Netball.

10.3 The annual membership fee as in 10.2 above will include a county contribution which will be set by the County Committee. The rates will be recorded in the minutes of the County Committee meeting at which the rates are set.

11 AMENDMENTS TO THE CONSTITUTION

11.1 Proposals to alter the constitution shall be submitted in writing to the Secretary not later than 28 days before the Annual General Meeting by a member of the County Committee seconded by another member of the County Committee.

11.2 No alteration or addition to the constitution shall be made except by special resolution passed at a General Meeting (AGM or EGM) with not less than two-thirds of the votes cast being in favour

12 DISCIPLINARY PROCEDURE

12.1 The County Committee shall have the power to discipline, in such a manner as it thinks fit, but subject to the current [Disciplinary Regulations](#) adopted by England Netball in place at the time of any incident.

13 ANTI DOPING POLICY

13.1 The County Committee adopts England Netball's current policy in relation to Anti Doping which is the [WADA Code](#) and [UK Anti-Doping Rules](#).

14 SAFEGUARDING YOUNG PEOPLE IN NETBALL POLICY

- 14.1 The County Committee adopts England Netball's current [Safeguarding Young People in Netball Policy](#)
- 15 DBS DISCLOSURE INFORMATION AND INFORMATION SHARING PROTOCOL**
- 15.1 The County Committee adopts England Netball's current procedures in relation to [DBS Disclosure Information and Information Sharing](#).
- 16 RECRUITMENT OF EX-OFFENDERS POLICY**
- 16.1 The County Committee adopts England Netball's current policy on the [recruitment of Ex-Offenders](#).
- 17 DATA PROTECTION AND COOKIE POLICY**
- 17.1 The County Committee adopts England Netball's current policies in relation to [Data Protection](#) and [Cookies](#).
- 18 ANTI-BULLYING & HARASSMENT POLICY**
- 18.1 The County Committee adopts England Netball's current policy in relation to [Anti-Bullying and Harassment](#).
- 19 COMPLAINTS AND CUSTOMER CHARTER POLICY**
- 19.1 The County Committee adopts England Netball's current policy in relation to [Complaints](#).
- 20 EQUALITY POLICY**
- 20.1 The County Committee adopts England Netball's [Equality Policy](#)
- 21 WHISTLE BLOWING**
- 21.1 The County Committee adopts England Netball's current policy in relation to [Whistle Blowing](#)
- 22 CODES OF CONDUCT**
- 22.1 The County Committee adopts the England Netball [Codes of Conduct](#).
- 23 SOCIAL MEDIA**
- 23.1 The County Committee adopts the England Netball [Social Media Policy](#) and guidance for under 16's.

24 INTERPRETATION

24.1 For the avoidance of doubt, all policies adopted in clauses 12 to 23 shall, where applicable, be interpreted as if the County Association were the principal of the policy, by way of example only, if a policy states a complaint should be send to England Netball's Office, it should be sent to the County Association's Secretary. In the event of any confusion on processes please contact the EN Regional Office for further guidance.

25 ARBITRATION AND MATTERS NOT PROVIDED FOR

25.1 If any dispute shall arise on the interpretation of this Constitution or the need arises to deal with any matter not provided for in this Constitution, reference shall be made to the Chair of the County Association who shall refer the same to the County Committeewhose decision shall be binding on all parties.

26 DISSOLUTION

26.1 In the event of dissolution, any assets remaining after the satisfaction of all debts and liabilities shall be dealt with in a manner to be determined by resolution of a General Meeting so as to promote the objectives of the County or of some organisation with, kindred aims. In the event of there being a deficit, the General Meeting shall decide how it should be met.

27 ACKNOWLEDGEMENT

27.1 Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the Members of the County Association.