



NCNA HANDBOOK

SPRING 2020

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If you have any questions or queries about anything in this handbook, please email ncnasecrtary@gmail.com.

Northumberland County Netball Association Contacts:

Role	Name	Email
Chair	Sarah Croft	ncnachair@gmail.com
Secretary/Complaints Secretary	Grace Towler	ncnasecretary@gmail.com
Treasurer	Nicola Lewis	ncnatreasurer@gmail.com
Vice Chair/Affiliations Secretary	Noreena Hare	ncnavicechair@gmail.com
Competitions Secretary	Jolene Byers	ncna@hotmail.co.uk
Officiating Secretary	Julie Patterson	ncnaofficiatingsecretary@gmail.com
Performance Secretary	Gemma White	ncnaexcel@outlook.com
Publicity Officer		

Contents:

Venues	
Blyth Sports Centre	Sporting Club Cramlington
Bolam Park	Cramlington Learning Village
Blyth	Highburn
NE24 5BT	Cramlington
01670 620200	NE23 6BN
	01670 620200

Child Protection:

England Netball and the North East Region are fully committed to creating and maintaining a safe and positive environment for all young people to play netball. It accepts its responsibility to safeguard the welfare of all young people and protect them from poor practice, abuse and bullying. With this in mind, England Netball has developed a new Safeguarding and Protecting Young People in Netball Policy. Procedures and Guidelines that will apply to all individuals involved, paid or in a voluntary capacity in Netball and will be phased in over time. You can find further information and policies at <https://www.englandnetball.co.uk/governance/safeguarding/> England Netball recognises that everyone has a responsibility to safeguard and protect all young people. For more information on Safeguarding and Protecting Children please visit the following websites;

www.everychildmatters.gov.uk
www.thecpsu.org.uk
www.nspcc.org.uk

Club Contacts:

Team Name	Secretary	Email
Allendale	Susan Robson	robson.susan@gmail.com
Amble	Shelly Bremner	amblenetball@aol.co.uk
Astley	Julie Patterson	juliepatuk@yahoo.co.uk
Astley Juniors	Mandy Clough	mandy.clough@northumberland.gov.uk
Bedlington	Kristy Charlton	k-Storey@hotmail.com
Berwick	Carlie Johnson	berwicknetball21@hotmail.com
Blyth Valley Vixens	Joy Webster	bvvnetball@gmail.com
Concordia	Julia Edwards	julia.edwards@thermofisher.com
Hexham Juniors	Kathie Keady	kkeady@activenorthumberland.org.uk
Medics	Meg Barber	newcastlemedicsnetball@mail.com
Morpeth	Sharon Bowerman	sec.morpethnetball@outlook.com
Ponteland Juniors	Vicky Atkinson	pontelandjuniorsnetball@gmail.com
Ponteland Ladies	Jane Quigley	Pontnetball@gmail.com
Prudhoe	Hollie Pearson	holliepearson16@hotmail.co.uk
Seaton Burn	Claire Blair	seatonburnnetball@gmail.com
Seatonians		a_gardner5@sky.com
Tynedale	Grace Towler	tynedalenetball@gmail.com
Wansbeck	Bernie Bell	berniebell1@btinternet.com

County League Structure:

The structure for the 2020 Spring season will be:

DIVISION 1	DIVISION 2	DIVISION 3
Amble A	Blyth Valley Vixens A	Amble B
Astley A	Concordia B	Amble C
Astley B	Medics B	Astley C
Concordia A	Morpeth A	Blyth Valley Vixens B
Medica A	Panthers	Medics C
Ponteland A	Tynedale B	Morpeth C
Tynedale A	Wansbeck C	Ponteland B
Wansbeck A	Wansbeck D	Seaton Burn
Wansbeck B	Morpeth B	Seatonians

County League Fixtures – Spring 2020:

***PLEASE NOTE – can all teams email Julie (ncnaofficiatingsecretary@gmail.com) within the first 2 weeks of receiving their fixtures, with their umpire allocations for each match. We appreciate that this is not always possible for all fixtures or that it may change within the season – in this instance, please put in “TBC” in any slot that has not been allocated and update Julie accordingly.**

		Playing	
		Court 1	Court 2
05/02/2020	7pm	Blyth VV A v Concordia B	Medics B v Morpeth A
	8pm	Panthers v Morpeth B	Tynedale B v Wansbeck D
	9pm	Amble B v Amble C	Astley C v Blyth VV B
Duty	Blyth VV		
12/02/2020	7pm	Morpeth A v Wansbeck C	Amble B v Medics C
	8pm	Ponteland B v Seaton Burn	Morpeth C v Seatonians
	9pm	Astley A v Astley B	Wansbeck B v Tynedale A
Duty	Seatonians		
26/02/2020	7pm	Amble A v Ponteland A	Wansbeck B v Wansbeck A
	8pm	Medics A v Tynedale A	Panthers v Wansbeck C
	9pm	Blyth VV A v Medics B	Concordia B v Morpeth A
Duty	Ponteland		
04/03/2020	7pm	Tynedale B v Morpeth B	Amble B v Astley C
	8pm	Amble C v Blyth VV B	Medics C v Morpeth C
	9pm	Seaton Burn v Seatonians	Concordia A v Wansbeck A
Duty	Amble		
11/03/2020	7pm	Amble A v Astley A	Tynedale A v Wansbeck A
	8pm	Concordia A v Medics A	Tynedale B v Wansbeck C
	9pm	Concordia B v Wansbeck D	Astley B v Ponteland A
Duty	Concordia		
18/03/2020	7pm	Concordia B v Medics B	Blyth VV A v Panthers
	8pm	Amble C v Seaton Burn	Astley C v Seatonians
	9pm	Medics C v Ponteland B	Amble B v Blyth VV B
Duty	Seaton Burn		
25/03/2020	7pm	Morpeth A v Morpeth B	Amble A v Tynedale A
	8pm	Concordia A v Ponteland A	Blyth VV B v Morpeth C
	9pm	Astley A v Medics A	Wansbeck B v Astley B
Duty	Morpeth		
01/04/2020	7pm	Astley B v Concordia A	Blyth VV A v Morpeth A
	8pm	Wansbeck D v Wansbeck C	Concordia B v Morpeth B
	9pm	Medics B v Panthers	Amble C v Astley C
Duty	Astley		
22/04/2020	7pm	Blyth VV A v Tynedale B	Amble C v Medics C
	8pm	Amble B v Ponteland B	Blyth VV B v Seaton Burn
	9pm	Wansbeck C v Morpeth B	Amble A v Astley B

Duty	Amble		
29/04/2020	7pm	Astley A v Concordia A	Wansbeck B v Amble A
	8pm	Astley B v Medics A	Ponteland A v Wansbeck A
	9pm	Medics C v Seatonians	Blyth VV A v Wansbeck D
Duty	Wansbeck		
06/05/2020	7pm	Medics B v Wansbeck C	Morpeth A v Tynedale B
	8pm	Wansbeck D v Morpeth B	Concordia B v Panthers
	9pm	Blyth VV B v Ponteland B	Astley C v Seaton Burn
Duty	Panthers		
13/05/2020	7pm	Blyth VV B v Medics C	Amble B v Seaton Burn
	8pm	Ponteland B v Seatonians	Amble C v Morpeth C
	9pm	Amble A v Medics A	Astley A v Ponteland A
Duty	Medics		
20/05/2020	7pm	Amble A v Concordia A	Astley B v Wansbeck A
	8pm	Wansbeck B v Medics A	Concordia B v Tynedale B
	9pm	Medics B v Wansbeck D	Morpeth A v Panthers
Duty	Concordia		
03/06/2020	7pm	Astley A v Tynedale A	Wansbeck B v Ponteland A
	8pm	Medics B v Morpeth B	Blyth VV A v Wansbeck C
	9pm	Astley C v Morpeth C	Medics C v Seaton Burn
Duty	Astley		
10/06/2020	7pm	Amble B v Morpeth C	Astley C v Ponteland B
	8pm	Medics A v Ponteland A	Blyth VV B v Seatonians
	9pm	Concordia A v Tynedale A	Astley A v Wansbeck A
	Ponteland		
17/06/2020	7pm	Ponteland A v Tynedale A	Wansbeck B v Astley A
	8pm	Medics B v Tynedale B	Panthers v Wansbeck D
	9pm	Concordia B v Wansbeck C	Blyth VV A v Morpeth B
	Tynedale		
24/06/2020	7pm	Amble A v Wansbeck A	Morpeth C v Ponteland B
	8pm	Amble C v Seatonians	Astley C v Medics C
	9pm	Morpeth A v Wansbeck D	Panthers v Tynedale B
	Morpeth		
01/07/2020	7pm	Astley B v Tynedale A	Amble C v Ponteland B
	8pm	Medics A v Wansbeck A	Morpeth C v Seaton Burn
	9pm	Wansbeck B v Concordia A	Amble B v Seatonians
	Wansbeck		

Northumberland County League Rules 2019-2020 Season:

1. Organisation and Administration

1.1 Centralised leagues in Northumberland shall be governed and managed by the Northumberland County Netball Association here after known as NCNA. Which may delegate its powers and authority in this respect to the county league secretary.

1.2 The decisions of the NCNA in respect of these rules and regulations and on any other matter related to the county league which is not provided below shall be considered final and binding on all parties subject to the right of appeal which is specifically provided for under England Netballs disciplinary regulations.

1.3 It is the responsibility of all team members, coaches and captains to ensure that all players are conversant with the following rules and regulations.

1.4 All monies must be received at the league entry meeting or within a 2 week period via BACS. All monies not received by this date will incur a £20 penalty charge to the team in question.

1.5 All teams must send at least one representative to all meetings in association with the county leagues.

2. Playing Qualifications and Eligibility

2.1 Application for entry to the county league shall be open to any club or team that is affiliated to England Netball through a County Association.

2.1.1 Teams who do not first affiliate to Northumberland will be subject to a second affiliation fee of £10 as per agreement at the AGM.

2.1.2 For athletes who are in full time education this fee will be at the discretion of the County Committee.

2.2 Northumberland County Netball will charge an entry fee to all county leagues to be reviewed annually.

2.2.1 All teams entering the county league will be encouraged to work towards an accreditation under the England Netball CAPS scheme.

2.3 By entering a team into the county league clubs/teams agree that:

They will abide by these rules and regulations.

They are able and willing to fulfil the costs and commitments of participation in the County League.

2.4 In order to qualify to participate in the County League, a player shall be in membership of England Netball as a Registered Participant via one of the following qualifications:

Through affiliation to a club or county association.

Through a youth or junior club membership.

2.5 All players must have their membership **i.e. affiliation** lodged with England Netball and their subscription paid prior to their participation in the County League, as detailed below:

2.6 All players must be over the age of 14 at midnight on 31st August/1st September prior to the commencement of the County League.

2.6.1 Any player under the age of 14 must seek approval from the Northumberland Performance team via age banding documentation and must not take court until this has been approved.

2.7 Pregnant players may not take part in county matches beyond the twelfth week of pregnancy. Additionally, pregnant umpires should not umpire matches after 16 weeks pregnant as stated in England Netball guidelines.

3. Registration of Squad Members

3.1 Squad sheets must contain a minimum of 7 affiliated players, no maximum for each participating team. Each team must then lodge their squad sheets downloaded from ENgage with the League Secretary 7 days prior to the commencement of their first game. Failure to do so will result in their games being null and void.

3.2 When a club has more than one team the following limitations will apply:

3.2.1 A higher nominated player cannot play for a lower nominated team within their club.

3.2.2 A lower nominated player may 'play up' for a higher nominated team within their club on a total of 2 occasions. On the third occasion they will be reassigned to a higher team as defined below.

3.2.2.1 Having played up 3 times the player will have their nomination reassigned to a higher team as follows:

A player who has played up three times for the same higher nominated team will be reassigned to that team.

A player who has played up three times for two (or three) different higher nominated teams (e.g.: C team player playing for B team once and A team twice) will be reassigned to the lower of the nominated team they have played on. In our example they would move to the B team.

Sanction: Teams found to be in contravention of the Nomination Rules will forfeit any points awarded for the games played. The five points will be awarded to the non-offending team and a score of 10-0 recorded. The offending team may incur an additional point's penalty at the discretion of the NCNA. Subsequent contraventions may incur a financial penalty at the discretion of the NCNA.

3.3 If a player would like to move clubs within an affiliation year they may only do this via prior approval from the NCNA and must move their affiliation to their new club once approved.

4. Structure of League

4.1 The county will be contested by as many teams determined by NCNA.

4.2 Teams will be awarded league points as follows

Win – 5 points.

Draw – 3 points.

Within 3 goals – 2 points.

Over 50% goals scored – 1 point.

Loss – 0 points.

4.3 A county table will be compiled on the basis of the points awarded to each team. Where teams have equal points positioning will be decided upon goal average, which shall be calculated on the basis of goals divided by goals against. If one of the teams concerned has been given a walkover, the score of the corresponding match, i.e. against the same opponents of the other team(s) involved shall not be included in the goal average calculations.

If this does not differentiate between the teams then total goals scored will be used.

5. Fixture Arrangements

5.1 Matches will be played at a centrally agreed venue with adequate surroundings and ancillary facilities, including changing and showering facilities, unless otherwise agreed by the NCNA.

5.2 All matches must be played according to the fixtures. No re-arrangements will be permitted. The only exceptions are: the venue becomes unavailable, in the event of adverse weather conditions.

5.3 In the event that a team cannot fulfil a playing fixture they should offer the opposing team a friendly.

Sanction for conceding a match: the non-offending team will be awarded the 5 points for the match and a score of 10-0 will be recorded.

5.3.1 If a fixture is cancelled, it is the responsibility of the offending team to ensure that the NCNA, the opposition and both umpire are informed immediately of the cancellation.

5.4 In the event that a match is abandoned for any reason, e.g. adverse weather conditions, severe injury, or in any other circumstance the result of that match will be determined by the NCNA, having regard to the score and the circumstances at the time at which play was suspended.

6. Registration of Results

6.1 Each team must submit a completed Team Sheet for every match, signed by both Umpires and showing:

Forenames of all players, as they appear on the Squad Registration Sheet, no surnames should be used however if two players have the same forename please use the initial of their surname.

Forenames of all substitutes, clearly indicating the quarters played.

Asterisks marking all players who are playing up from a lower team.

The final score and name of the winning team.

7. Match Regulations

7.1 All games shall be played to the IFNA Rules of the Game currently in force in England at the time, except where specific regulations may apply.

7.2 All matches shall be 48 minutes in length (i.e. four quarter of 12 minutes each) with quarter times as 1, 2, 1.

7.2.1 If for any reason the available match time is decreased, the duty personnel should adapt match timings to ensure full games can be played within the court booking time.

8. Match Officials

8.1 Teams must provide umpires for their allocated time slots, failure to do so will result in a 5-point penalty for the team at fault.

8.1.1 If there is only one qualified umpire available to umpire the game, it is the decision of the two teams playing to decide if they wish to proceed with the match. Should they do so the game and or result may not be disputed.

8.2 It is the responsibility of the team providing the umpire to ensure that they are qualified to a minimum of C award and hold a valid affiliation.

8.3 Umpires wishing to umpire in the leagues must conform to a standard of physical fitness.

8.3.1 Division 1 umpires must achieve a standard of 5.1 on the Bleep Test to allow them to umpire these games.

8.4 Umpires should wear white when officiating games.

8.5 Umpires must attend a rule seminar annually and any further training deemed necessary by the Organising Committee to allow them to officiate within the season.

8.6 Umpires must be affiliated in order to umpire within the league structures.

8.7 Trainee C award umpires must be accompanied by an approved mentor and must not umpire higher than division 3.

8.8 Umpires who have recently qualified may not umpire higher than division 3 without a mentor present or without a competency agreement from a mentor or the umpire secretary.

8.9 All umpires to follow an umpire progression pathway.

8.10 Teams must provide a scorer for each match, scorers from both teams must stand next to one another away from other supporters and shout out the score after each goal. If a team does not have a scorer and only have 7 players they must use one of these players to score.

8.11 Umpires must not umpire after two hours of exercise this can be a combination of umpiring and playing. For example; play then umpire, umpire then play or a double umpire.

8.11.1 Umpires can however mentor on the third hour a trainee umpire.

9. Queries, Complaints and Appeals Procedure

9.1 All queries must be lodged within 7 days of the incident with the complaints secretary.

Definitions:

The following terms shall have the meanings set out below:

Goal Average means goals for divided by goals against

Goal Difference means the difference between the goals scored and the goals conceded.

NCNA Results Card means the official card issued by the Northumberland County Netball Association, used for each match, by both teams, to record the players on court, substitutes used, final scores and any comments, signed by umpires. See Appendix 1.

Match means an individual game of netball played, in accordance with the sections listed in this handbook, forming part of the Northumberland County Netball League.

(Players) Not on court means the players listed on the NCNA Results Card that are not, at that present time playing in the match.

Squad means players listed on the NCNA Squad Registration from which a Team may be selected on a match day.

Squad Registration Sheet means the list of players submitted by a team at the start of the season (this can be added to throughout the season) that they can be selected to play in a fixture, providing they meet all eligibility criteria and are named on the NCNA Results Card for that fixture. An unlimited number of players may be named throughout the season.

Teams means up to seven (7) players actively participating in a match at a given moment.



Appendix 1 – Northumberland County League Result Card

NORTHUMBERLAND COUNTY NETBALL LEAGUE TEAM SHEET

Match: v

Date: Div:

Players starting the match - mark any playing up with *.

GS:

GA:

WA:

C:

WD:

GD:

GK:

Substitutions - please tick all quarters played.

Substitute Name Player Replaced Quarters Played

..... 1 2 3 4

..... 1 2 3 4

..... 1 2 3 4

..... 1 2 3 4

Please turn over and complete the rest of the sheet.

NORTHUMBERLAND COUNTY NETBALL LEAGUE TEAM SHEET

Match: v

Date: Div:

Players starting the match - mark any playing up with *.

GS:

GA:

WA:

C:

WD:

GD:

GK:

Substitutions - please tick all quarters played.

Substitute Name Player Replaced Quarters Played

..... 1 2 3 4

..... 1 2 3 4

..... 1 2 3 4

..... 1 2 3 4

Please turn over and complete the rest of the sheet.

RESULT OF THE MATCH

MATCH WON BY:

SCORE:

UMPIRE 1: Qualification:

UMPIRE2: Qualification:

Awards / Comments: Note any comments you wish to refer to the committee regarding the game; keep it factual. Please remember, positive comments are welcomed.

If you have any further comments, queries or concerns please complete the official complaint sheet, which can be found in the NCNA handbook and email to ncnasecretary@gmail.com

Please ensure you hand this sheet in on the night of the match. Thank You.

RESULT OF THE MATCH

MATCH WON BY:

SCORE:

UMPIRE 1: Qualification:

UMPIRE2: Qualification:

Awards / Comments: Note any comments you wish to refer to the committee regarding the game; keep it factual. Please remember, positive comments are welcomed.

If you have any further comments, queries or concerns please complete the official complaint sheet, which can be found in the NCNA handbook and email to ncnasecretary@gmail.com

Please ensure you hand this sheet in on the night of the match. Thank You.

Instructions for completing the Result Card:

Pre-match

1. Insert the names of both teams on the front of the sheet.
2. Insert the date of the match.
3. Insert the names of the players for your team in positional order and any substitutes for your team (please note, due to GDPR can you please write out the name as follows JANE.B, where there are two players on your team with the same forename and surname initial, please include the next letter; JANE.BL, JANE.BA)

During the match:

4. If a substitute is used, please indicate which quarter they took court on the sheet, also name the player which they replaced.

Post-match:

5. State the team who won the match, where it shows "Match won by"
6. Write in the final score, with your team as the "home" team – please check that the score on your card and your opposition's card is the same. Any queries on the score should be dealt with on the night.
7. Umpires should check that both scores are in agreement, then sign and note their umpire qualification (C award, B award).
8. Any comments regarding the match should be written in the comments box provided. These comments will be passed onto the appropriate member of the NCNA.
9. Once complete, results cards need to be placed into the DUTY BOX.

Instructions for completing Duty Night:

Pre-match:

1. Collect the duty box from the front desk of the venue
2. ensure there is a stopwatch and a bell in the box.
3. make sure you are stood in between the courts so you can be heard and seen.
 - 3.1 ensure that you are not blocking any part of the court or the run-off where the umpire needs to be.

During the match:

4. ensure all games start on time
 - 4.1 where there is a delay, reduce the time of the breaks between quarters, not game time.
 - 4.2 if there is a significant delay, due to unforeseen circumstances, check with the umpires how they wish to proceed with timings.
5. ensure that a 30s warning is given to players and umpires to allow them to get onto the court promptly.
6. ring the bell to signal the start of the timing, the umpire will then begin the game.
7. ring the bell to signal the end of the quarter, the umpire will stop the game.
 - 7.1 after signalling the end of the quarter, start timing the break.
 - 7.2 before starting the following quarter, ensure that a 30s warning is given to players and umpires to allow them to get onto the court promptly.
8. **Filming of matches;**
 - 8.1 anyone who is filming or taking photographs must request permission from the Competitions Officer (ncna@hotmail.co.uk) at least 1 week prior to their game.
 - 8.2 anyone who is seen to be filming or appearing to take photographs must be **challenged** by those on duty.
 - i. if they do not have permission, they must be asked to stop immediately and remove any footage from their device.
 - ii. if they state they have permission, check with the umpires on duty at quarter time.
 - iii. if you feel unsure about any filming/photographs or any person's behaviour, please alert the umpires at quarter time.
9. Ensure that teams do not enter the court before their match – they cannot block the run-off for the umpire.

Post-match:

10. ensure all match sheets are collected and placed into the Duty Box.
 - 10.1 do not leave your duty post until all sheets have been collected, it is your responsibility on duty to collect the match sheets.



Appendix 2

**Northumberland County Netball Association
Queries, Complaints and Appeals Official Form**

Form Submitted by:.....

Team:		Position/Role:	
Contact No.:		E-mail:	
Signed:		Print Name:	

Details of Match/Issue:

Match Between:		Date/Time:	
Competition:	<i>NCNA League</i>	Venue:	

Details of Query, Complaint or Appeal (continue on an additional sheet if required):

Received by: Print & Sign Name:		Date:	
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Please return to ncnasecretary@gmail.com, within 7 days of the relevant match.

Complaints Policy and Procedure:

1. All comments, queries and complaints should be written onto the match sheet in the first instance. These will be passed onto the relevant committee member.
2. If you are wanting to submit any further comments, queries or complaints, you need to complete the “Queries, Complaints and Appeals Official Form” which is available in this handbook.
3. Once complete, the form needs to be sent to ncnasecretary@gmail.com.
 - 3.1 *please note, no emails should be sent to committee members’ personal emails. All contact details are available at the front of the handbook.*
 - 3.2 **Any form submitted will be deemed an official complaint and should come from a club official.**
4. NCNA have the right to make a decision on how the complaint is investigated to reach a satisfactory conclusion for all parties involved;
 - 4.1 **NCNA will follow England Netball’s guidelines for all complaints**
 - 4.2 NCNA committee will endeavour to acknowledge and respond to all complaints within an 5 working days.
 - 4.3 if either party is not happy with the result of the committee’s findings/rulings then they have 28 days to appeal the decision.

Disciplinary Procedure:

Sporting excellence and enjoyment are achieved by participants and spectators through adherence to the highest moral, ethical and sporting standards. Breaches in standards must always be clearly and fairly handled in accordance with open and transparent regulations. The application of Sanctions must be consistent, relevant and proportionate.

Our mission is to establish England Netball as a top-performing, financially sustainable National Governing Body that promotes ‘Netball for Life’ and develops world-class athletes. One of the underlying objectives in our Strategy 2013–2017 is to establish a safe, fair and inclusive sporting environment. To achieve this ambition, we must continue to engage individuals in our sport and provide them with an enjoyable, exciting and stimulating experience. The promotion of respect, good sportsmanship, high standards of behaviour and ethics, by fairly and stringently applying transparent procedures and Sanctions where standards have not been met, are integral to a first-class participant and Member experience.

Our Codes of Conduct (Appendix 3) define the standards applicable to every Member and administrator involved in the delivery of netball. England Netball can only enforce standards with Members and Connected Participants. However, it is hoped that by applying the standards to every Member and administrator involved in the delivery of netball under England Netball’s auspices, the standards defined will become generally accepted throughout Netball.

NCNA will follow all regulations and procedures as directed by the England Netball Disciplinary Regulations (Valid from 2nd February 2015).

To access this policy please visit:

<https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2019/05/21143120/Disciplinary-Regulations.pdf>

England Netball's Disciplinary Regulations are presented in the following four sections:

1. Introduction and definitions
2. Overview of the process
3. Regulations: making and handling complaints
4. Appendices.

Whistleblowing Policy

NCNA will follow all regulations and procedures as directed by the England Netball Whistleblowing Policy (Version No. 1.1 May 2018).

The Contents of the Whistleblowing Policy are:

1. Purpose
2. Scope
3. What is Whistleblowing
4. Our commitment to you
5. Raising a concern
6. Role of the Designation Officer
7. How we will handle the matter
8. Managers receiving the Whistleblowing concern.

To access this policy please visit:

<https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2018/06/02172359/Whistleblowing-Policy-May-18.pdf>

Appendix 3

England Netball Code of Conduct

Codes of Conduct

North East Netball, the Regional Management Board and Northumberland County Netball Association have adopted England Netball's codes of conduct and expect all individuals involved in the North East Regional League to adhere to them.

Code of Conduct for Coaches, Umpires, Table Officials, Team Managers, Teachers, Tutors, Assessors, Testers, Trainers, Verifiers and Mentors and all Volunteers participating in Netball

The Code of Conduct state the values and standards expected at all time. 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 time 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 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, the England Netball, the Regional Association or the County Association may take action against me under the Disciplinary Regulations which may result in Sanctions including fines and suspension. 18

**By entering the NCNA league, you are agreeing to abide by the code of conduct.
Clubs are responsible for all players to have access to the code of conduct.**

Code of Conduct for Parents/Carers

The enjoyment and safety of your child when involved in a netball activity is of paramount importance to England Netball. 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 asked to support our Codes of Conduct and embrace the spirit of our game.

As a parent/carer, I will:

- Encourage my child to play within the rules and respect officials' and coaches' decisions
- 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
- Be a positive role model to my child by helping them work towards skill improvement and good sportsmanship
- Remember that children learn best by example; I will applaud good play by both my child's team and their opponents
- Thank the coaches, officials and other volunteers who give their time for my child and not interfere with their decisions
- 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
- Be aware of my child's club safeguarding policy and ensure that any concerns are reported to the club's safeguarding officer or England Netball's Lead Safeguarding Officer.

As a parent/carer, I will not:

- 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 for making a mistake or losing after the game
- Force my child if they are 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 member of England Netball staff
- Consume illegal substances either immediately prior to or while being at a netball activity where my child is participating in the sport
- Consume alcoholic drinks or smoke either immediately prior to or while being at a netball activity where my child is participating.

**By entering the NCNA league, you are agreeing to abide by the code of conduct.
Clubs are responsible for all parents/carers to have access to the code of conduct.**

Appendix 4

England Netball Constitution For Northumberland County Netball Association

1. TITLE

The Association shall be called the Northumberland County Netball Association (hereinafter called NCNA).

MISSION STATEMENT/VISION

NCNA aims to contribute towards Netball's 10.1.1 vision of being a top ten participation sport, the number one sport for women and girls and number one in the world.

At local level NCNA will promote safe and equal opportunities for people to take part in Netball at a level appropriate to their needs and aspirations.

NCNA aims to achieve this by taking positive action to develop Netball as a sport, by promoting and developing productive partnerships with appropriate sporting and outside agencies and by seeking to ensure that the distribution of grant aid is subject to the principle of sports equity.

2. OBJECTIVES-

- 2.1 Coordinate within the national strategic framework the implementation and monitoring of a County Delivery Plan.
- 2.2 Provide leadership, support and guidance for Netball within the County.
- 2.3 Promote the game of netball and encourage and enable the development and growth of the game within the County, acting as an advocate for the sport and the National Governing Body.
- 2.4 Manage local resources in an effective and efficient manner ensuring targeted investment and the sourcing of partnership funding and new income streams as appropriate and if necessary.
- 2.5 Ensure robust governance procedures and high operational standards are in place, in line with England Netball's minimum operating standards and model constitution, to position the County Association as "fit for purpose" in meeting the needs of its membership.
- 2.6 Coordinate and deliver County programmes, competitions and events, complying with England Netball competition regulations.
- 2.7 Work with the Regional Manager to prioritise the work programme of the Netball Development Officer to support the delivery of agreed targets.

3. JURISDICTION & MEMBERSHIP

3.1 NCNA shall comprise the geographic area of Northumberland which encompasses the unitary authority and local authorities of Northumberland (hereinafter called the “County Boundaries”).)

3.2 *The membership shall consist of: Officers and the members*

- i. All clubs and young person’s groups affiliated as first claim to the County Netball Association.*
- iii All Middle, Upper and Secondary Schools affiliated to the County Netball Association.*

All members shall be bound by this Constitution and any rulings made by the County Netball Association, and by the current rules of the game.

4. GOVERNANCE

4.1 NCNA shall be governed by the County Netball Association committee. The role of the committee shall be to further the objectives of NCNA by establishing policy and overseeing its implementation and the investment of funds in conjunction with any Technical Support Groups the association sees fit to establish.

4.2 NCNA adopts the Rules of England Netball (including the articles of association and membership regulations) and the England Netball Safeguarding Policy.

5. COUNTY NETBALL ASSOCIATION ‘CNA’ MANAGEMENT

5.1 Where possible the composition of the CNA shall be

Voting Members:-

- a) Chair
- b) Vice Chair / Affiliations Secretary
- c) Treasurer
- d) Secretary / Complaints Secretary
- e) Coaching Officer
- f) Officiating Officer
- g) Competition Officer
- h) Publicity Officer
- i) Performance Officer
- j) Safeguarding Adviser
- k) Up to 2 other members appointed by the CNA

Non Voting Member

- l) The England Netball ‘Netball Development Officer’ who, in addition, may not hold any of the posts listed in 5.1a) - 5.1j) inclusive.

- 5.2 The CNA shall meet at least three times each year.
- 5.3 The minutes of all CNA meetings will be taken by the Secretary and circulated within three weeks of each meeting. In the absence of a Secretary the Chair will appoint a member of the committee to cover this role.
- 5.4 No full time employee of England Netball may hold any post listed in 5.1a)-5.1d) inclusive without special permission from the Chief Executive Officer.
- 5.5 All CNA members will sign up to the England Netball code of conduct and will complete a declaration of interest form.
- 5.6 The Chairman, Treasurer and all the Elected Members shall serve until the end of the Annual General Meeting immediately following the second anniversary of their appointment. At the end of their term of office any elected member is entitled to stand for re-election to the same position.
- 5.7 The CNA 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.
- 5.8 Members of the CNA will serve a fixed period before relinquishing their appointment and may be re-appointed at the discretion of the CNA.;
- i. 3 years for Operational positions; Chair, Vice Chair, Secretary and Treasurer,
 - ii. or 2 years for Strategic Positions; Officiating Officer, Competition Officer, Performance Officer, Publicity Officer.
 - iii. It is a recommendation of Sport England that members of the CNA will not serve for a period of more than 9 continuous years, in total, across any position.
- 5.9 At CNA meetings each voting member present shall have one vote. In the event of a tie of votes, the Chairman shall have a second and casting vote.
- 5.10 All Elected members must hold a current affiliation to England Netball.
- 5.11 Any person seeking election to the CNA must be supported by two members of NCNA entitled to vote at General Meeting. If a nominee wishes to apply for a CNA position, nominations must be received 28 days prior to the date of the General Meeting at which the election is due to take place.
- 5.12 All vacant positions and those up for re-election will be openly advertised, details sent direct to member clubs and displayed on the County website (where one is in place) at least 28 days prior to the AGM.
- 5.13 A post on the CNA may be vacated if the officeholder:-
- a) gives 28 days notice in writing of their resignation from the post;
 - b) is absent for 2 consecutive meetings without justifiable reason;
 - c) fails to submit a report for 2 consecutive meetings without justifiable reason; or
 - d) is requested to resign by a majority vote of the CNA.
- 5.14 The quorum of the CNA shall be 3 voting members.
- 5.15 At all CNA meetings, committee members will be prepared to submit a progress report as agreed with the Chair.

6. POWERS OF THE COUNTY NETBALL ASSOCIATION

- 6.1 The CNA may establish such 'Technical Support Groups' as it may deem necessary and shall determine their membership and terms of reference.
- 6.2 The CNA may co-opt members on to the Technical Support Groups as it deems necessary.
- 6.3 The CNA may, at the request of England Netball, nominate appropriate person(s) to serve on any national standing, working or technical committee established by England Netball.
- 6.4 The CNA shall have the power to raise funds by a levy on members as it sees fit but the amount of such levy shall be subject to the agreement of the membership in General Meeting. The levy will be collected either
- a) by the County Netball Associations if a club pays its affiliation fees through that Association; or
 - b) by England Netball for those member clubs who affiliate directly through England Netball.

The CNA shall also have the power to raise funds from other means including but not exclusively, grants and sponsorship.

- 6.5 The CNA may agree a budget in line with the CNA aims, objectives and County Plan and spend funds as detailed in the annual budget.

7. GENERAL MEETING

- 7.1 The Annual General Meeting shall be held before August each year. The CNA shall determine the date of the Annual General Meeting in advance and must advise all affiliated member clubs and schools of the date and positions for election at least 28 days in advance of the set date.
- 7.2 All nominations and proposals must be submitted by first claim affiliated clubs; middle or secondary schools and received by the CNA at least 28 days prior to the date of the Annual General Meeting.
- 7.3 Formal Notice of the Annual General Meeting, with a copy of the Agenda, together with all proposals and details of nominations for office, shall be circulated not less than 21 days prior to the date of such a meeting, to each member of the CNA and affiliated club, middle, upper and secondary schools.
- 7.4 At all General Meetings, if the Chairman is not present then the Chairman of the meeting shall be elected from those present at the meeting.
- 7.5 Business to be transacted at the Annual General Meeting shall be –
- i. To receive reports
 - ii. To elect Members of the Association as appropriate.
 - iii. To consider any proposed resolution submitted in writing 28 days before the date of the General Meeting, which has been proposed and seconded by two members of NCNA entitled to vote at General Meetings.
 - iv. To agree the Affiliation Fees for each membership category as defined in clause 3.2.

- 7.6. No person attending shall be permitted to more than one vote each.
- 7.7. Only Registered Participants of England Netball and representatives of member schools, provided the representative is currently employed at that school, are entitled to attend General meetings. They may speak but are not entitled to vote unless they are:
- i The Chair, Treasurer, Secretary or the accredited deputy of a member club affiliated to the County: or
 - ii The representative of a member club; or
 - iii The representative of a member middle, upper or secondary school paying the higher rate school's membership fee to England Netball.
- 7.8. Present members of the CNA are entitled to attend and speak, but may not vote unless they are a club or school representative as defined in the preceding sentences.
- 7.9. The Chairman shall convene an Extraordinary General Meeting at any time –
- i By order of the CNA; or
 - ii By written request of any five member clubs and schools as defined in Clause 3.2.i above, stating the purpose for which a meeting is required and setting out any resolution which it is desired to propose, and such a meeting shall be convened within 28 days from receiving the request.
- 7.10. A quorum of a General Meeting shall be seven voting members.
- 7.11. At General Meetings all resolutions shall be passed by simple majority of those present and entitled to vote. In the event of a tie of votes cast, the Chairman of the Meeting shall have a second and / or casting vote in addition to that conferred in Clause 7.7 above.
- 7.12. The minutes of all general meetings will be taken by the Secretary. In the absence of a Secretary the Chair will appoint a member of the committee to cover this role.

8 FINANCIAL MATTERS

- 8.1. The financial year shall end on 30 June.
- 8.2. The accounts will be annually reviewed by an independent, competent person whose report will be made available to the voting members at the AGM.
- 8.3. NCNA is a 'not for profit' organisation, all funds generated will be paid towards the furtherance of the objectives outlined in section two. All funds or other property of NCNA shall not be paid to or distributed among members of the RMB. Payment to individuals, other than petty cash expenses, shall be sanctioned by the RMB.
- 8.4. Members of the NCNA will be able to claim all out of pocket expenses incurred through fulfilling the responsibilities of their role in line with the NCNA/ England Netball expenses policy. Expense claims will be authorised by the treasurer. Where claims exceed £100 these will be authorised by both Treasurer and Chair.

9 AMENDMENTS TO THE CONSTITUTION

- 9.1 Proposals to alter the Constitution shall be submitted in writing not later than 28 days before the Annual General Meeting by –
- i the CNA; OR
 - ii Two members of NCNA entitled to vote in General Meetings.

10 COUNTY TEAMS

These shall be selected as necessary in accordance with England Netball regulations currently in force.

11 DISSOLUTION

In the event of the dissolution, the funds remaining shall be;

- a. Passed to England Netball for the benefit of the County in line with the objectives detailed within the County constitution.

12 DISCIPLINARY POWERS, PROCEDURES AND APPEALS

Complaints will be referred to the most local level. The CNA will follow the guidelines set out in the England Netball codes of conduct and disciplinary manual.

13 MISCELLANEOUS

All members of the County should ensure that the County complies with all relevant and applicable laws and regulations in England.

Approved:

Date:


NORTHUMBERLAND COUNTY NETBALL ASSOCIATION

BYE-LAWS

1. AFFILIATION FEES

- a) The Annual Fee for each Member club for each First Claim Registered Participant shall be £44 for each person 18 and over and £18 per for each person who is Under 18, £10 for each person under 14, £6 for each person under 11 payable at the time of affiliation to England Netball each year or part thereof.
- b) The Annual Fee of £32 for each school paying the higher rate Affiliation to England Netball.

Appendix 5

Northumberland County Netball Association - Income Recording Form						
Club/ Individual Name:						
Area	Competition	Officiating	Coaching	Affiliation	Performance	Other
Event/ Activity						
Contact No:		Email:				
Date Paid	Description of Activity	Cash / Chq	Amount Deposited			
			£	-		
Any Additional Information						
Signature of Payee		Signature of NCNA Treasurer				