



# CLUB HANDBOOK

This handbook should be read in conjunction with the following:

1. Newsletters for the current season
2. Fee schedule
3. Other Club information sheets: training information, committee information, team information and honours list
4. Sherburn Netball Club Constitution (pdf copy can be provided on request)

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*"Sherburn Netball Club provides members with access to and the enjoyment of the game of netball, combined with supporting & improving individual players' performance to fulfil their potential"*

## 1. Introduction

Welcome to Sherburn Netball Club. The Club was founded in 2004 to provide an opportunity for women in Sherburn and the surrounding villages to get together to enjoy the game of netball. Since then it has grown considerably and now offers competitive performance netball, as well as social and recreational netball.

Our club is very inclusive. We cater for total beginners, those who wish to get back into netball and also high performance. Currently the Club has squads competing in a range of leagues: North Yorkshire Ambassador League (NYNAL), York & District League and also Back to Netball. In 2017 the club successfully trialled the addition of a junior section – after its success, this will continue, providing local club netball for girls predominantly in school years 6 to 8.

**For information about team competition level and captains for this and previous seasons, please see *Team Information* sheet (separate document).**

## 2. Committee and club roles

**Constitution:** Our club has a constitution which is reviewed each year at the Annual General Meeting (AGM). Club members are all those who play in development or performance squads or who train with the Club, are affiliated to England Netball and pay annual and monthly fees. Juniors are not classed as members. We invite all members of our club to attend and vote at our AGM, which usually takes place in June. At our AGM, we also vote for people to take on vital roles for our club.

**Committee:** the following roles make up the SNC committee, which meets frequently:

- Chair
- Secretary
- Treasurer
- Safeguarding & Welfare Officer
- Minutes Secretary
- Fixtures Secretary
- Head coach

The following are additional support roles for our Club (not an exhaustive list):

- Assistant Coaches
- Club Umpires
- Social Secretaries
- Social Media Officer

In addition, each team has a captain and vice-captain, who are selected by the Head Coach prior to each season.

**For information about the current year's committee, see *Committee Information* (separate document)**

**Fixtures secretary role brief:**

- Named as first point of contact with league(s) for all teams
- Map all NYNAL fixtures (dictated by league) on Club calendar spreadsheet so know when that team are available if needed to support other teams
- Liaise with Allstars and Satellites opposition team captains to determine all fixtures (and map these on Club calendar spreadsheet)
- Liaise with our captains about availability of their squad players (to assess any predicted shortfalls)
- Arrange umpire for all league matches for all teams
- Keep record of match score and quarters played by any players playing up

**Team captain role brief:**

- Coordinate squad availability, making a record and sending to fixtures secretary pre-season to enable visibility for coach (in case of coordinating shortages)
- Once matches agreed, confirm matches as per league regs
- Work with coach to determine weekly squad (including to cover shortfalls)
- On court leadership and team changes
- Approach opposition for nomination for 'player of the match' after each match
- Maintain fixtures book
- Complete scorecard and send off as required by divisional secretary (including sending photo to Fixtures Secretary each week)
- Maintain kit bag as per inventory
- Delegate any duty to vice-captain or other members of the team as necessary

### 3. Code of conduct

When joining Sherburn Netball Club in any capacity, players sign up to the code of conduct set out below, as well as other policies that England Netball has in place including anti-bullying & harassment, equality, safeguarding, and whistleblowing (refer to the England netball website to familiarise yourself with these policies). All players are asked to respect this to help with the smooth and effective running of all aspects of the Club.

Anyone failing to comply with the Club code of conduct or associated policies will be dealt with in the appropriate manner by the committee (which in extreme cases could mean being asked to leave the Club).

**Code of conduct:**

- Treat team mates, coaches, umpires, other members of the Club and opponents with respect
- Ensure everyone is included, even if they are not in your squad or within what you consider to be a friendship group
- Never use bad language or insult each other, opponents, coaches or spectators
- Respect officials and accept decisions, including those of captain and coaches
- Accept the fact that you may be substituted during a match
- Be aware and adhere to the rules of the game as laid out by England Netball

- Display sportsmanship. Listen to advice. Respond to instruction
- Enjoy and aspire to the highest level of performance you are capable of
- Attend training sessions regularly and make it a personal choice to improve your own game and also ensure numbers are good at training for all to benefit
- Inform relevant people if you are unavailable to train
- Pay fees promptly & stay up to date with any additional costs
- Maintain an enthusiastic and positive approach to training and matches
- Be appropriately dressed (no jewellery, hair tied back, nails cut short)
- Know the date, times & arrangements for all training & matches
- Take responsibility for your own warm up at training and before matches
- Be prepared to support events and become involved in different roles within the Club
- Be an ambassador for our Club

#### 4. Training, matches and selection policy

**Training** is structured and delivered by experienced and qualified coaches. We train all year round, with the exception of school Christmas holidays and Bank Holidays. We use both indoor (Sherburn High School) and outdoor (Sherburn White Rose) facilities. Any change to venue or times will be communicated via email and Facebook.

**For details about the current season's training times and venues, please see our *Training Information sheet (separate document)*.**

Commitment to training is crucial to ensure players are fulfilling their potential. Players are therefore expected to attend all training sessions. If for any reason players are unable to attend a training session they must contact the Head Coach in reasonable time.

Players who do not attend training regularly or who break the code of conduct of the Club may rule themselves out of team selection for match play.

Players who do not attend training on the Monday leading into the match day may not be in the starting 7 for that particular week's match.

**Squad selection:** For our performance teams, squads are selected by the Head Coach before summer (usually in July) for the forthcoming season and decisions are based around a player's current performance in league matches, training, player preference and their commitment to the values/code of conduct of the Club.

**Matches:** Team selection and positions for matches are made by the Head Coach and captains whose decisions are made to give the team the best possible chance of competing for victory. If players are unable to attend a match for which they have been selected, they must contact the relevant squad captain as soon as possible.

Any issues regarding squad selection and match play selection should be directed to the Head Coach for discussion.

Matches are played weekly from September to March, with match dates, times and venues communicated at the start of the season. All matches are played in

accordance with England Netball rules and are officiated by England Netball qualified umpires.

Players are expected to provide their own transport to matches. Squads often share lifts from Sherburn and the surrounding villages.

**New players:** People who wish to join our Club should be asked to email [Sherburnnetball@gmail.com](mailto:Sherburnnetball@gmail.com)

At times, our club is full, and so we operate a waiting list policy. When space is available, we welcome new players of any ability. New starters who wish to be involved in match play will be asked what level of competition they wish to be considered for, and the Head Coach will then assess their level of ability over a number of training sessions in order to affiliate them for the squad which is suitable for their current level of performance and the Club needs.

New players under 16 will be asked to attend Junior training in the first instance in order to assess their readiness for adult competitive leagues and training (however, it should be noted that Junior training is predominantly aimed at school years 6 to 8).

**Cancelling training or matches:** If training is cancelled or changed you will be notified as soon as possible (if this is due to inclement weather, or other last minute issues, this may have to be on the night, but as much warning as possible is given). If matches are cancelled you will be notified by your captain as soon as practicable.

**Borrowing players for different squads:** The benefit of having a large club is the pool of players available for matches, which ensures no team enters a match with less than seven players, no captain struggles to field a team and teams always have a chance to compete to win. If in the event of a squad being 'short', captains must consult the Head Coach to discuss options prior to approaching replacement players. This will not only give opportunities to try certain players out, but also ensure an even spread of players who wish to play more being able to do so. We also need to be aware of rule restrictions placed on players playing for different squads, as any break of the leagues' rules could result in points being deducted.

## 5. Video and photography permission

From time to time the Club may take photographs or videos (either in a playing or social environment) of its members to be used solely by Sherburn Netball Club members. They may be used for publicity for the Club, as visual aids for performance analysis, or publicity for an event. To do this we need your permission which you can give by ticking the relevant box on the club membership form.

## 6. Kit

**Training kit:** must be suitable sportswear and netball appropriate trainers tied correctly. Training is all year round and a mixture of indoors and outdoors. We may continue to train & play in cold, wet weather so please come prepared.

Club training wear can be purchased but is not compulsory. Opportunity to purchase kit will be communicated through email when the Club places an order (usually annually).

It is also important to bring water/drinks to hydrate and ensure you have eaten correctly. Smoking & alcohol are not allowed anywhere near the netball playing environment. Anybody under the influence of alcohol may be asked to leave or not take part in the session/match.

Hair should be tied back, no jewellery should be worn (wedding bands may be worn but covered with tape) and finger nails should be short.

**Personal match kit:** all squads compete in team netball dresses which can also be purchased through our annual Club order. The dress is a mandatory piece of kit and must be purchased by each member competing in a league. All other kit is optional.

Players must wear black or purple shorties/netball knickers under their playing dress and players may also choose to wear black sports leggings & black skins under their playing dress. Please note that tights, hats and gloves may not be worn.

Sports bras are also very highly recommended and should be black.

**Team kit bags for matches:** each team is provided with a kit bag which contains bibs, patches (for wearing on match dresses), match ball, warm up ball, ball pump, first aid kit, nail clippers and other items needed for the league they are in. These items are the responsibility of the captain, who must ensure that all equipment on the inventory is well maintained and that used items are replaced (e.g., first aid).

**Kit supplier:** Kukri <http://www.teamshopbuilder.co.uk/sherburnnetball>

## 7. Injuries and medical conditions

A qualified first aider will be present and first aid kits will be available at every session/match.

**Injuries:** Every measure is taken to try and ensure that players are safe but in any sporting situation injuries and accidents can happen. Players are asked to make the coach/official in charge aware of any injuries that occur during the session/match.

**Medical conditions:** Members are also asked to state any medical conditions that the Club needs to be aware of on their membership form, and provide emergency contacts and permission for a first aider to assess and make decisions on treating injuries. Players requiring medication are asked to carry it at all times and make it accessible when required.

Affiliation to England Netball gives each player insurance cover. This covers various degrees of injury/illness whilst playing the official game of netball. All members are required to affiliate to England Netball (please see England Netball website for more details).

## 8. Fees and financial assistance

**Club fees:** All players are expected to pay their affiliation fees promptly by the date given by the Club Secretary annually. Failure to do so may result in a player not being registered/affiliated and therefore unable to play in matches or train.

There are other membership fees to pay, including monthly standing order to cover training, annual subscription to Sherburn White Rose, and membership fee for York and District (paid as part of affiliation fee). Players are notified in email when fees are due. Fees are paid into our club bank account and are used to cover the costs of running the Club or passed on to the relevant authority.

**Match fees:** Players participating in matches pay a match fee to cover the cost of the venue and umpire. This is paid in cash at the time of playing the match.

Use of funds is always agreed by the committee and is used for the purpose of providing quality training and matches for the Club.

**For a full list of fees, please see our *Fee Schedule* for the current season (separate document).**

**Financial assistance:** as a club we want people to be involved in netball. If anyone has difficulty in accessing our services due to financial difficulties then we may be able to offer financial assistance which would be agreed by the committee and reviewed regularly. Please speak to a member of the Committee.

## 9. Celebrating achievement

As a club we celebrate our achievements throughout the season. A 'Player of the Match' is nominated by the opposition at the end of each league match. At the end of the season, our presentation evening is a platform for rewarding the effort, commitment & performance of all those involved in our club, both on and off the court. **To find out who has been recognised by our Club in previous years, please see our updated *Honours List* (separate document).**