



NORFOLK COUNTY NETBALL ASSOCIATION

Constitution

Approved at the 2026 Annual General Meeting

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VERSION CONTROL

POLICY NAME: Norfolk County Netball Association Constitution

RESPONSIBLE OFFICER: The County Chair

GROUP OWNER: Norfolk County Management Committee

CURRENT VERSION: 1.0

REVIEW DATE: 3 months prior to 2027 AGM.

APPLICABLE FOR: This policy is mandatory.

SUMMARY: This policy is Norfolk County Netball Association's governing document. A copy of this policy will be given to all Norfolk County Netball Association Committee members upon their election/appointment and to all relevant volunteers as part of their induction.

VERSION CONTROL

Person Responsible	Version	Date of review	Purpose	Date approved
Regional Chair	1.0	April 2025	Complete re-write to comply with Tier 1 of the Governance Code.	
County Constitution Working Group	1.1	April/May 2025	Modified to reflect NCNA objectives and governance processes.	
Regional Chair	1.2	May 2026	Consolidated version share with NCNA for approval.	
County Chair	1.3	March 2027	Annual review	
County Chair	1.4	March 2028	Annual review	

CONSTITUTION

1. NAME

The Association shall be called Norfolk County Netball Association.

2. PURPOSE AND ROLE

Purpose

To lead a movement, on and beyond the court. To uphold an unapologetic focus on women and girls whilst opening the game to new audiences to belong, flourish and soar.

Role

To serve, empower and influence our members within the context of the Netball's 10 year Adventure Strategy creating a sense of aspiration, enjoyment, belonging and pride.

3. OBJECTS

- 3.1 To adopt all regulations, policies and procedures formulated by England Netball (EN) as applicable to members of EN.
- 3.2 To work in collaboration with the East Regional Netball Association, other East County Netball Associations and the resident Netball Super League Club (London Mavericks) to provide a coherent and cohesive programme of safe, fair and inclusive Netball activities that meet/exceed the needs and expectations of the East Netball Family.
- 3.3 To work collaboratively and constructively with the registered Leagues and member clubs within the County to facilitate their growth and development.
- 3.4 To engage with, retain & grow membership within the county through listening, empowering, influencing, inspiring, celebrating & championing netball, its people, organisations & plans.
- 3.5 To promote and celebrate difference, embracing the opportunity to make our sport a possibility within everyone's reach, ensuring netball is open to new audiences, beyond our current following, to discover the joy of belonging in netball.
- 3.6 To ensure robust governance procedures and high operational standards are in place at a county level in line with Tier 1 of the Sports Governance Code to ensure county resources are effectively and appropriately managed.
- 3.7 To raise funds, charge such fees and offer such rights and privileges as may be determined from time to time by the County Committee.
- 3.8 To do all such other lawful things as are considered by the County Committee to further the interests of the county or to be incidental or conducive to the attainment of the above objects or any of them.

4. JURISDICTION AND MEMBERSHIP

- 4.1 The County shall comprise the recognised and published geographic boundaries of Norfolk County. (hereinafter called the County).
- 4.2 Upon payment of the annual County Membership Fee, the members of the County shall be either:

4.2.1 Voting Members (at General Meetings).

- (i) Clubs whose Primary County is Norfolk (one vote per club).
- (ii) Member Secondary/Middle Schools situated within the County boundaries

4.2.2 Non-voting members (at General Meetings).

- (i) Any person who plays, coaches, umpires, officiates or organises Netball or is in any way connected with the game of Netball within Norfolk.
- (ii) England Netball and County Honorary Life Members.
- (iii) The County President and Vice President
- (iv) Primary Schools, Universities and Colleges situated within Norfolk
- (v) Members of the Norfolk County Netball Association Committee Membership is not transferable.

4.3 The County may confer County Honorary Life Membership on any person who has given special or outstanding service to the County.

4.4 A President and Vice President (s) may be appointed on a voluntary basis by the County Committee from time to time on terms of office agreed by the County Committee and recorded in the meeting minutes.

4.5 Throughout their term the President and Vice President must be members of England Netball or an England Netball Honorary Member.

4.6 This Constitution is the governing document of the County and applies to all members of Norfolk County Netball Association (NCNA) and provides the legal framework for the County Committee, its Advisory Groups and Working Groups.

5. COUNTY COMMITTEE

5.1 The County Committee shall have the power to take all appropriate actions necessary to achieve the objects and are responsible for the management of the business of the County Netball Association.

5.2 The composition of the County Committee holding one vote each is:

- i. Chair
- ii. Treasurer
- iii. Up to 8 Elected members (one of whom could be the Vice Chair and another the Secretary)
- iv. Up to 3 Appointed Members

5.3 The President and Vice President and the County Netball Development Officer have a permanent invitation to attend each meeting in a non-voting capacity and must receive all associated non-confidential papers and reports.

5.4 Representatives of the East Norfolk, North Norfolk, South Norfolk, West Norfolk and Norwich Leagues have a permanent invitation to attend Committee meetings in a non-voting capacity and should receive all non-confidential associated papers and reports. This could be extended, at the discretion of the Committee, to include any new Leagues that may be established over time.

5.5 The County Committee may from time to time co-opt members with relevant knowledge

and experience for a specific timebound project/purpose; the co-opted members shall have no voting rights.

- 5.6 Throughout their term on the County Committee all elected and appointed members must be personal members of EN or be an EN Honorary Life Member.
- 5.7 All elected persons on the County Committee may serve for a term of up to three years and may offer themselves for re-election at the AGM at the end that term. Elected persons may serve for a maximum of three consecutive terms of three years. All Committee members can remain on the Committee for a period of nine years (three terms of three years) unless the Committee, at its discretion, considers it more beneficial to Netball in the county to extend the period of office by a further term of up to three years.
- 5.8 For the purposes of clauses 5.7 above, consecutive means continuous or uninterrupted succession. A person will be deemed to have served consecutively unless there is a break in continuity of at least two years.
- 5.9 Voting members of the County shall consider and vote on nominations received (against the published role description and role profile) via a fair recruitment procedure open to individuals within the County, for up to the specified number of elected persons on the County Committee.
- 5.10 Any member of the County (as defined in 4.2 above) may nominate person(s) to be an elected person of the County Committee. Completed nominations must be signed by the nominee indicating consent to their nomination. A member of the County may nominate only one candidate for each vacant post. The County Committee may also request that all nominations should be accompanied by a curriculum vitae highlighting appropriate experience. Recruitment to the committee through either election or appointment will be made against the skills required to deliver the vision, mission and objects and identified in the Committee skills audit.
- 5.11 Nomination forms will be published on the website, via social media and circulated to voting members and Norfolk Honorary Life members by the Secretary at least 60 days before the date of the AGM. Completed nomination forms must be returned at least 21 days before the date of the County AGM. Contested Elections will be decided by either electronic voting in advance of the AGM and results of the vote will be announced at the AGM or by secret ballot at the AGM. Elections will be by a simple majority vote.
- 5.12 The County Committee may fill any vacancies that occur during the year.
 - 5.12.1 If this involves filling an elected position then it will be on an interim basis and that person must offer themselves for re-election at the next Annual General Meeting following their appointment.
- 5.13 A person will no longer be a member of the County Committee, and the position shall be vacated if she/he:
 - 5.13.1 resigns the post by giving notice to the Committee; or
 - 5.13.2 is absent for more than two consecutive Committee meetings, without a justifiable reason being accepted by the other members of the Committee and the Committee resolve her/his position be vacated; or
 - 5.13.3 is required to resign by a majority vote of all other persons on the Committee; or

- 5.13.4 becomes incapable through illness, mental or physical capacity of fulfilling their aligned responsibilities
- 5.13.5 has served on the Committee for a maximum of 9 years in accordance with clause 5.7 or
- 5.13.6 becomes bankrupt or is subject to bankruptcy proceedings or makes arrangement or composition with her/his creditors generally (including entering an individual voluntary arrangement); or
- 5.13.7 discloses an unspent conviction or is found to have a conviction for fraud, dishonesty, or theft. The Committee reserve the right to decide based on the perceived reputational risk to the county and the game.
- 5.14 The County Committee shall meet not less than three times a year on dates determined by the Committee members. A quorum shall be a simple majority of voting members of the Committee. The dates, venue and start times of meetings shall be determined by the Committee collectively.
- 5.15 The Chair is responsible for ensuring Committee members receive accurate, timely and clear information.
- 5.16 The Chair shall chair all meetings of the County Committee. In the absence of the Chair, the Vice Chair will lead the meeting and in the absence of a Vice Chair the Committee members present at the meeting will appoint one of their number to be chair of the meeting and may at any time remove her/him from that role.
- 5.17 The Committee, collectively, may invite other people, including representatives of EN, to attend and speak at Committee meetings (or a specific part thereof) from time to time and may also invite observers to such meetings for training purposes. Such attendance shall be in a non-voting capacity.
- 5.18 Subject to the over-riding principle of one person one vote, each voting member present at a meeting of the Committee shall have one vote. A matter will be carried if supported by a simple majority of the Committee voting members present. In the event of equal votes, the Chairperson shall have a (further) casting vote.
- 5.19 Committee members must not vote or participate in any discussion on any matter in which they have, or it is possible they may have, a conflict of interest or a conflict of loyalty (either direct or indirect personal interest or any loyalty they owe to another person or another body) which may, or may appear to, influence or affect their decision making.
- 5.20 Any Committee member absenting themselves from any discussion and/or voting in accordance with clause 5.19 above will be recorded in the minutes of the meeting and will not be counted as part of the quorum in any decision of the Committee on the matter under consideration.
- 5.21 The minutes of meetings of the Committee will be taken by the Secretary and distributed within timelines agreed by the County Committee.
 - 5.21.1 No minutes of meetings or copies of correspondence shall be passed to a third party without the prior written permission of the Chair of the County Committee.
- 5.22 The County Committee may establish Advisory Groups (AG) and Working Groups (WG) to assist and advise the Committee, on such terms of reference and with such

powers as the Committee thinks fit. The Committee shall determine their membership and Terms of Reference and annual budget, appointing the chairperson of each WG.

- 5.23 The County Committee may set up such other ad-hoc advisory or task and finish groups as may be deemed necessary and shall determine their membership and terms of reference.
- 5.24 The County Committee may from time-to-time delegate certain areas of responsibility to a person who may or may not be a member of the Committee and/or to a AG/WG. The Committee may also appoint authorised intermediaries for the purposes of assisting with bookkeeping and other forms of administration, on such conditions as the Committee may determine, and may at any time remove such appointment.
- 5.25 Members of the County Committee/AG's/WG's shall act in an honest and ethical manner and shall discharge their duties:
 - 5.25.1 in good faith
 - 5.25.2 with the care an ordinary prudent person in a like position would exercise under similar circumstances; and
 - 5.25.3 in a manner that they reasonably believe to be in the best interests of the County in keeping with the values of the sport mentioned above.

6. ROLE AND POWERS OF THE COUNTY COMMITTEE

- 6.1 The County Committee has the following authority, powers, and principal roles:
 - 6.1.1 Make key decisions relating to strategy, policy, finance, and business management so that the objects set out in clause 3 above can be achieved.
 - 6.1.2 Propose a levy on the annual county membership fee for consideration by the members at the AGM.
 - 6.1.3 Create an environment conducive to high achievements.
 - 6.1.4 Set and embed the Counties' values and standards, protecting the future of the County and ensuring it operates in a compliant and ethical way.
 - 6.1.5 Establish policy and oversee its implementation in a safe, equitable and inclusive manner.
 - 6.1.6 Be responsible for the management of the affairs and for the success of the County.
 - 6.1.7 Implement an organised approach to succession planning for the County Committee and each AG/WG to ensure an appropriate level of stability and continuity of the County.
 - 6.1.8 Make, vary and revoke regulations, procedures, codes of behaviour, terms of reference, standing orders and byelaws for the better administration of the County.
 - 6.1.9 Adopt all regulations, policies and procedures formulated by EN as applicable to members of EN including Codes of Conduct, Disciplinary Regulations and procedures and Safeguarding Regulations and procedures. To appoint lead volunteers for the Disciplinary process (Resolutions lead) and Safeguarding lead.

- 6.1.10 Ensure that the County complies with the terms of any contract with a third party.
- 6.2 Provide direction, support and guidance to its constituent Registered Leagues and clubs and any sporting partnerships, 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 region are identified, secured, and used in line with county priorities.
- 6.3 The County Committee has the power to make, amend or revoke Byelaws and Regulations of the County and such Byelaws and Regulations, and all changes thereto, shall not be effective until the earlier of:
- (i) the date of approval at a General Meeting of the County; or
 - (ii) one month after the passing of an appropriate resolution by the County Committee.
- 6.4 Any action proposed by the County Committee outside of a formal meeting must be consented to in writing or email by a simple majority of the Committee members provided that a copy of the resolution is sent to all voting members of the County Committee.
- 6.5 Where a resolution has been circulated to a County Committee member pursuant to clause 6.4 above and has not been received back by the Secretary within 10 days of being sent out, that County Committee member will be deemed to have approved the resolution.
- 6.6 Members of the County Committee must act in accordance with the powers set out in this constitution and must exercise independent judgement taking reasonable care, skill, and diligence, whilst avoiding conflicts of interest and conflicts of loyalty.

7 GENERAL MEETINGS OF THE COUNTY

- 7.1 The Annual General Meeting (AGM) shall be held before 31st July each year, the format may be either physical or virtual. The County Committee shall determine the date of the AGM and formal notification will be posted on the County Website and via social media at least 60 days in advance of the date of the AGM which will be deemed notice to all members. In addition, at least 60 days in advance of the set date the County Committee will advise all members listed in clause 4.2.1 and 4.2.2 above. Attendees at a virtual AGM must register their attendance at least 120 minutes before the advertised start of the General Meeting to enable more effective and time efficient management of the registration and voting process. Late registrations at the discretion of the Chair.
- 7.2 All nominations and proposals must be received by the Committee at least 21 days prior to the date of the AGM.
- 7.3 Notice of the AGM together with a copy of the agenda, all proposals and details of nominations for office, shall be circulated in writing not less than 21 days prior to the date of such a meeting, to each member of the County Committee, all members listed in clause 4.2.1 and 4.2.2 above.

- 7.4 EN personal members of a club within the county, representatives of non-fee paying schools, the County President and Vice President. County Honorary Life Members and Committee members are entitled to attend General meetings and may speak but may not vote.
- A voting member is entitled to vote if they are:
- i. Clubs whose Primary County is Norfolk (one vote per club).
 - ii. Member Secondary/Middle Schools situated within the County boundaries
- 7.5 Non-voting members (as defined in 4.2.2) are entitled to attend and speak but may not vote.
- 7.6 At all General Meetings, if the Chair is not present then the Vice Chair shall lead the meeting, if the Vice Chair is unavailable then Chair of the meeting shall be a current County Committee member elected from those present at the meeting.
- 7.7 Business to be transacted at the Annual General Meeting shall be.
- i. Confirmation of number of attendees at the meeting and the number of votes.
 - ii. Approve the minutes of the previous year's AGM
 - iii. To receive the annual report
 - iv. To adopt an independently reviewed Statement of Accounts
 - v. To ratify Members of the Board as appropriate
 - vi. To appoint an Auditor/External Independent Examiner.
 - vii. To consider any proposed resolution submitted in writing at least 21 days before the date of the General Meeting, which has been proposed and seconded by two members of the County entitled to vote at General Meetings
 - viii. To agree the Membership Fees for each membership category as defined in Clause 6.1.2
 - ix. Consider any proposed amendments to this Constitution put forward by the Committee or any voting member of the County (as defined in 4.2.1 above.)
- 7.8 No person attending shall be permitted to more than one individual/personal vote but may cast up to an additional one accredited representative vote (a proxy vote).
- 7.9 A Special General Meeting may be requested at any time:
- i. Upon the written request from seven (7) voting members, stating the purpose for which the meeting is required and setting out in sufficient detail to be able to understand what each resolution is about or.
 - ii. By order of County Committee.
- Such a meeting shall be called by the Secretary within 30 days from the order or request being received.
- 7.10 A quorum of a General Meeting shall be seven (7) 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 Chair of the Meeting shall have a second and / or casting vote. This is the only occasion where the Chair is allowed to cast a vote at the AGM.
- 7.12 The minutes of all General Meetings will be taken by the Secretary. In the absence of the Secretary the Chair will appoint a member of the committee to cover this role.
- 7.13 Amendments to the constitution approved by the members at the AGM are effective from the date of that AGM.

8 NOTICES

- 8.1 Any notice, document, or information to be given, sent, supplied or delivered to or by any person or member shall be in writing to that person's/member's last known postal address or electronically by email to that person's/member's last known email address. Unless the contrary is proved, a notice, document or information shall be deemed to be given, sent, supplied, or delivered at the expiration of 48 hours after: (i) the envelope containing it was posted by first class mail or (ii) the electronic communication was sent.
- 8.2 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person/member entitled to receive such notice shall not invalidate any resolution passed or the proceedings at that meeting.

9 ACCOUNTING RECORDS AND COUNTY RESPONSIBILITIES

- 9.1 The County Committee shall ensure accurate accounting records for Norfolk County Netball Association are kept and are sufficient to show and explain the Association's transactions and disclose with reasonable accuracy, at any time, the financial position of the Association. The financial year ends on 30th April.
- 9.2 The County Committee are responsible for the preparation of the annual accounts and must not approve them unless they are satisfied, they give a true and fair view of the state of affairs of Norfolk County Netball Association and of the surplus or deficit of the Association for that period.
- 9.3 In preparing the annual accounts, they are required to:
- i. Select suitable accounting policies and apply them consistently.
 - iii. Make judgments and accounting estimates that are reasonable and prudent; and
 - iii. Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Association will continue in business.
- 9.4 The accounting records shall be kept at such place as is determined by the County Committee and must be retained for a minimum period of six years.
- 9.5 The annual accounts shall be scrutinised by an Independent Examiner, appointed by the County Committee, who has the requisite ability and experience to carry out a competent financial examination.
- 9.6 The County Committee shall determine and be responsible for all financial procedures and regulations, including the Expenses Policy.
- 9.7 The County Committee are also responsible for safeguarding the assets of the Association and hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.
- 9.8 Norfolk County Netball Association is a 'not for profit' organisation, all funds generated will be paid towards the furtherance of its objects. All funds or other property of the Association shall not be paid to or distributed among members of the County Committee, apart from the dissolution clause below. Payments to individuals, other than petty cash expenses, shall be sanctioned by the County Committee and subject to the appropriate employment/contractual legislation.

- 9.9 The County may purchase or by any other means acquire and take options, and any rights or privileges of any kind over or in respect of any property and other assets, and if it does so:
- i. Any property of the County, other than cash at the bank, must be vested in not more than three members of the County Committee. These members of the Committee must deal with the property/asset as directed by resolution of the Committee and entry in the minutes shall be conclusive evidence of such a resolution.
 - ii. The property/asset will remain vested in three or less members of the County Committee until the individuals are no longer members of the Committee, at which point the transfer will be endorsed by resolution of the County Committee and the individual will be responsible for transferring title.

10 INDEMNITIES

- 10.1 Members of the County Committee, its AG's/WGs and any person duly appointed by the Committee to act with its authority shall be reimbursed by the County, in accordance with rates set out in the County's Expenses policy, for reasonable travel, accommodation and other expenses properly incurred by them in carrying out their duties or in attending meetings, events or otherwise in connection with the discharge of their duties as directed by the Committee.
- 10.2 Indemnify any member of the County Committee who enters a contract under 6.1 in respect of any reasonable expenses and reasonable costs, losses or liabilities, judgments, fines, and amounts paid in settlement, which she/he may reasonably incur or sustain because of entering such contract.
- 10.3 The indemnity in clause 10.1 and 10.2 above only applies if the person acted honestly and in good faith and in the best interests of the County. Also, in the case of criminal proceedings, the person must have had no reasonable cause to believe that her/his conduct was unlawful.

11 DISPUTE RESOLUTIONS

- 11.1 If a dispute should arise, every attempt should be made to resolve this issue at a local level (within the County Committee); if this cannot be achieved a member of the Regional Management Board could be asked to act as an independent mediator. When both parties (the County Committee & the complainant) are unable to resolve between themselves then the dispute shall be referred to Sports Resolutions (UK) (a trading name of the Sports Dispute Panel Ltd – Company No. 3351039) for final and binding arbitration in accordance with the Arbitration Act 1996 and Sports Resolutions (UK)'s Arbitration Rules, which Rules are deemed to be incorporated by this cause.

12 DISCIPLINARY POWERS

- 12.1 The County adopts the England Netball Disciplinary Regulations which shall apply to and bind all members of the County and all persons and entities participating in any way in activities controlled and/or sanctioned by the County. The County shall have powers to discipline such persons and entities who breach those Regulations.
- 12.2 The County shall appoint a Resolution lead who shall
- i. Administer the process of any complaints under the terms contained within the England Netball Code of Conduct and Disciplinary regulations and;
 - ii. Report to the NCNA Committee as appropriate

13 DISSOLUTION.

- 13.1 In the event of dissolution, any assets remaining after satisfaction of all debts and liabilities shall be dealt with in a manner to be determined by resolution of a General Meeting to promote the objects of the County Committee or of some organisation with kindred aims, which further and develop amateur sport. In the event of there being a deficit, the General Meeting shall decide how this should be met.
- 13.2 In the event of dissolution where there are funds remaining after satisfying all the debts and liabilities, the County Committee can nominate to distribute the funds to:
- i. Any organisation within the County with similar objects to those of the County Netball Association.
 - ii. The Regional Management Board for the benefit of the County Netball Association in line with the objects detailed in the County Constitution.
 - iii. Members (for the avoidance of doubt this could either mean all members or a sub-category of membership e.g., clubs.)
 - iv. County Committee members must not receive any gain from the dissolution.

In the event of a dissolution where there are not sufficient funds remaining to satisfy all the debts and the liabilities, the individual members of the County Committee are responsible for absolving those debts and liabilities. These debts and liabilities may be divided equally between County Committee members at the time of dissolution but remain joint and several.

14 GOVERNING LAW AND JURISDICTION

- 14.1 This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.