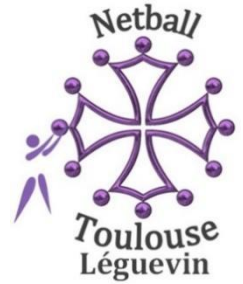


Constitution & Code of Conduct¹



1. Netball Toulouse Léguevin

The club is called Netball Toulouse Léguevin and is affiliated to Netball France.

2. Aims and objectives

The aims and objectives of the club are:

- to offer coaching and competitive opportunities in netball to junior players aged 11 - 17 years and adult players aged 17+ years
- to promote the club in Lèguevin Toulouse and surrounding areas through relevant organizations
- to ensure a duty of care to all members of the club
- to ensure that present and future members all have access to fair and equal treatment.

3. Membership

Membership consists of officers and members of the club. Membership of the club is through completion of club membership forms (and payment of membership fees).

Membership fees are set annually and agreed by the Management Committee or determined at the Annual General Meeting.

4. Officers of the club

The officers of the club are:

Committee (elected annually at the Annual General Meeting):

- President
- Vice President (if necessary)
- Secretary
- Vice Secretary (if necessary)
- Treasurer

Coaches

- Head Coach
- Coach
- Assistant coaches

Support roles

- Equipment Manager

¹ This document was created by the NTL committee 2020-2021 and is adapted from the constitution model on pages 39-44 in Navin, A. (2016). *Coaching Youth Netball*. The Crowood Press.

- Representatives of Coaches, Junior Players & Parents
- Umpires (when necessary)
- Volunteer Coordinators for social events, tournaments, etc. (if necessary)
- Publicity Officer (if necessary)

All officers retire each year but are eligible for re-appointment.

5. Committee

The club is managed through the Committee consisting of President, Vice President Secretary, Vice Secretary, Treasurer. The Committee is convened by the Secretary (or President) of the club and meetings are held regularly (monthly or every six weeks).

The quorum required for business to be agreed at Committee meetings is three.

The Committee is responsible for adopting new policy, codes of conduct and rules that affect the organization of the club.

The Committee has powers to appoint sub-committees, as necessary, and appoint advisors (for example, coaches) to the Committee, as necessary, to fulfil its business.

The Committee is responsible for setting up hearings for members who infringe club rules/regulations/constitution. The Committee is responsible for taking any action following such hearings.

The Committee invites the coaches and support roles when necessary, otherwise liaison is via the coaches representative.

6. Finance

All club monies are banked in an account held in the name of the club.

The Club Treasurer is responsible for the finances of the club.

The financial year of the club ends in June (end of season).

A statement of annual accounts is presented by the Treasurer at the Annual General Meeting.

7. Annual General Meetings

Notice of the Annual General Meeting (AGM) is given by the Club Secretary. Not less than 15 clear days notice is to be given to all members.

The AGM receives a report from officers of the Committee and a statement of the accounts.

Nominations for officers of the Committee can be sent to the Secretary prior to the AGM, or made at the meeting.

Elections of officers take place at the AGM. All members have the right to vote at the AGM. A quorum is not required for the AGM (according to French regulations).

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs are the same as for the AGM.

8. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Committee sets up a group to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action, including the termination of membership.

The outcome of a disciplinary hearing is notified in writing to the person who lodged the complaint and the member against whom the complaint was made, within seven days of the hearing.

There is a right of appeal to the Committee following disciplinary action being announced. The Committee considers the appeal within fourteen days of the Secretary receiving the appeal.

9. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain become the property of another club with similar objectives to the club - this is decided at the AGM / EGM.

10. Amendments to the constitution

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

11. Declaration

Netball Toulouse Léguevin hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

Name:

Club President

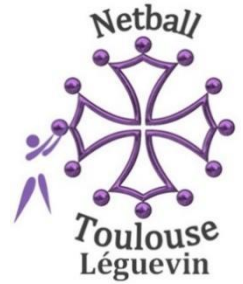
SIGNED:

DATE:

Name:

Club Secretary

NETBALL TOULOUSE LEGUEVIN: CLUB ROLE DESCRIPTIONS



The following outlines the roles and responsibilities of key members of the club.

PRESIDENT

The President:

- is responsible for the Committee meetings and for managing the affairs of the club
- takes the chair at Committee meetings
- liaises with the Secretary on the Agenda items for each meeting and approves the minutes prior to circulation
- is familiar with the constitution of the club and the mission statement, visions and objectives of the club and Netball France
- supports and where necessary coordinates the work of other committee members
- is responsible, in conjunction with the Secretaries and Treasurer, for the presentation of the Annual Report
- delegates areas of meeting to the Vice President, when and where appropriate
- if unavailable to attend a meeting, briefs the Vice President on the Agenda of that meeting.

VICE PRESIDENT

The Vice President:

- takes the chair at Committee meetings when the President is unable to attend
- supports the President in planning agendas and takes responsibility for areas delegated by the President
- ensures the club adheres to all policies agreed regarding the club's operation and management.

SECRETARY

The Secretary:

- liaises with the President on the Agenda and Minutes for each meeting prior to them being circulated
- takes minutes at Committee meetings and Annual General Meetings
- sends a letter to all players and volunteers giving notice of the AGM and the relevant information associated with the AGM
- prepares the annual report to be submitted at the AGM
- circulates any other relevant information as appropriate within timelines
- liaises with the Town Hall officers regarding facilities

- delegates tasks and responsibilities to the Assistant Secretary, when and where appropriate.

ASSISTANT SECRETARY

The Assistant Secretary:

- takes the Secretary's role and responsibilities at Committee meetings when the Secretary is unable to attend
- supports the Secretary in administrative tasks and takes responsibility for areas delegated by the Secretary
- assists the Secretary in promoting the club and informing the press and other organizations of the club's successes
- liaises with the website manager to ensure current news on the website.

TREASURER

The Treasurer:

- is responsible for the management of the club's finances in accordance with the decisions of the Committee and has the right to query any expenditure
- recommends action on financial matters to the Committee
- ensures that all payments are made by the date requested
- presents written financial reports to meetings of the Committee
- presents an annual report at the AGM
- is responsible for all monies belonging to the club
- ensures due diligence to all expenditure, investments and income.

HEAD COACH, COACH & ASSISTANT COACHES

The Head Coach, Coach & Assistant Coaches:

- commit to and regularly attend training sessions as agreed by the club plan training sessions relevant to the age and stage of development
- coach all players to the best of their ability
- give due diligence to the safety of all players at all times
- focus on coaching the player rather than the game
- keep personal standards high through adopting the coach's code of conduct
- ensure coaching practice is current and up to date
- ensure that coaching practice adheres to netball safeguarding guidelines.
- ensure coaches adhere to and follow the club's coaching pathway.

EQUIPMENT MANAGER

The Equipment Manager:

- is responsible for allocating and collecting match kit at appropriate times during the season
- keeps an audit of equipment owned and held by the club
- identifies when new equipment is required and makes orders when agreed by the Treasurer and the Committee
- orders sundry equipment required.

REPRESENTATIVES OF COACHES, JUNIOR PLAYERS & PARENTS

The Representatives of Coaches, Junior Players & Parents:

- are the main point of contact for the respective group represented within the club
- identify the needs of the respective group represented within the club
- liaise and ensure effective communication between the respective group represented and other parties within the club
- ensure that respective groups represented and other parties receive appropriate, reciprocal feedback and support.

UMPIRES

The Umpires:

- represent the club where umpires are required
- attend training sessions to practise and to support player development where required
- keep personal standards high through adopting the official code of conduct
- ensure umpiring practice is current and up to date
- ensure that the umpiring practice adheres to safeguarding guidelines.

VOLUNTEER COORDINATORS FOR SOCIAL EVENTS, TOURNAMENTS (if necessary)

The Volunteer Coordinators:

- are the main point of contact for volunteers and volunteering within the club
- identify the volunteer needs of the club
- recruit new volunteers
- screen new volunteers
- ensure that volunteers receive appropriate feedback and support
- ensure that the club recognizes and thanks volunteer contribution
- link to local volunteering programmes and initiatives.

PUBLICITY OFFICER (if necessary)

The Publicity Officer:

- is responsible for promoting the club and informing press and other organizations of the club's successes
- puts reports into local press and social media
- ensures that the club adheres to safeguarding guidelines
- liaises with the website manager to ensure current news on the website.



CODE OF CONDUCT

FOR THE CLUB MEMBERS, PLAYERS, PARENTS, CARERS OR SUPPORTERS

As a member, player, parent, carer or supporter of Netball Toulouse Léguevin, the club encourages your constructive involvement. We want to encourage you to do this in a way that will most benefit all involved. The following guidelines are aimed at helping everyone to enjoy netball.

- Do not force an unwilling player to participate in netball.
- Remember players are involved in netball for their enjoyment.
- Encourage players to play to the rules and not to argue with umpires or other officials
- Remind players that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- Turn losing into winning by helping players work towards skill improvement and good sportsmanship.
- Never ridicule or shout at a player for making a mistake or losing a game.
- Remember that players learn best by example.
- Applaud good play by your team and by members of the opposition.
- Do not question the umpire's decisions or honesty. Remember s/he is only human with the same feelings as you, and like you, can sometimes make an honest error.
- Recognize the importance and value of coaches who are all volunteers. They give their time and resources to provide netball for players.
- Remember coaches are often tied up with planning and organization before the start and at the end of a session. If you need to chat to them, please approach the coach at a convenient time that does not take them away from their role of coaching the players.
- Read the rules of netball to understand better what you are participating in, watching or commenting on.
- Promote this code of conduct to other members, parents, carers and supporters.