



## CONSTITUTION AND RULES OF SPIRE REDS NETBALL CLUB

1. **Name.** The name of the Club is Spire Reds Netball Club.
  - 1.1 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
  - 1.2 Elections of officers are to take place at the AGM.
2. **Club Ground.**
  - 2.1 The Club leases facilities from two schools – Chafyn Grove School and Bishop Wordsworth’s School for its weekly training, its Spire Roses League and as necessary, for any home fixtures for any teams participating in Regional Leagues.
  - 2.2 The address of the club is: Spire Reds Netball Club, 79 Shaftesbury Road, Wilton, SP2 0DU.
3. **Club Purposes.** The purposes of the Club are to foster and promote participation in the amateur sport of netball within the community, providing facilities for playing netball, opportunities for recreation, coaching and competition.
4. **Affiliation.** The Club is affiliated to England Netball.
5. **Rules of the Club.**
  - 5.1 The Club and its members shall ensure that members, playing and non-playing, abide by the England Netball Code of Conduct - [https://www.englandnetball.co.uk/Conduct\\_and\\_Disciplinary\\_Regulations](https://www.englandnetball.co.uk/Conduct_and_Disciplinary_Regulations).
  - 5.2 The Club and its members shall abide by the rules of the International Netball Federation and of England Netball - <https://netball.sport/wp-content/uploads/2018/06/INF-Rules-of-Netball-2018-Edition-text-correction.pdf>
  - 5.3 The Club and its members shall comply with the terms of the lease/s in respect of the facilities used for training and matches.
  - 5.4 The Club shall adopt and implement the England Netball Safeguarding policy - <https://www.englandnetball.co.uk/governance/safeguarding>
  - 5.5 The Club’s designated website is <http://www.spirered.com/>.



- 5.6. Team selection is the responsibility of the Team Coach and their Assistant/s.
  - 5.7. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010.
  - 5.8. The Club may also in connection with the sports purposes of the Club:
    - 5.8.1. Sell and supply food, drink and related sports clothing and equipment
    - 5.8.2. Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
    - 5.8.3. Pay for reasonable hospitality for visiting teams and guests and
    - 5.8.4. Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)
  - 5.9. Annual Club reports and statements of accounts must be made available for inspection by any member, and all Club records may be inspected by any Club Committee member.
  - 5.10. No gambling or disorderly conduct shall be permitted on the Club Premises. Any infringement of this rule will render the Member so offending liable to expulsion from the Club.
  - 5.11. The Management of the Club shall be conducted by a committee known as the Spire Reds Netball Club Committee (Club Committee).
  - 5.12. The constitution will be reviewed yearly before the AGM.
6. **Club Committee.**
- 6.1. **Role.** Subject to these Rules, the Club Committee shall have responsibility for the management of the Club, its funds, property leasing and affairs, and will meet as and when required.
  - 6.2. **Composition.**
    - 6.2.1. The Club Committee will consist of the Chair, Secretary, Treasurer, Marketing & Funding Officer, Safeguarding Officer and Coach Representative
    - 6.2.2. Four members of the Committee shall form a Quorum
    - 6.2.3. Any Committee member may be re-elected without limit
    - 6.2.4. A Committee member ceases to be such if he or she resigns by written notice to the Club; or is removed by the Committee for disciplinary reasons



6.3. **Powers.** The Club Committee has the power to:

- 6.3.1. Acquire and provide playing, equipment, transport, medical and related facilities
- 6.3.2. Provide coaching, training, medical treatment, social and other events
- 6.3.3. Take out any insurance for the Club Committee, employees, contractors, players, guests and third parties
- 6.3.4. Set any member subscriptions and/or match fees for senior and junior players
- 6.3.5. Eaise funds by sponsorship, donations, appeals, subscriptions, loans and charges
- 6.3.6. Borrow money and give security for the same, and open bank accounts
- 6.3.7. Buy, lease or licence property
- 6.3.8. Make grants and loans and give guarantees and provide other benefits
- 6.3.9. Set aside or apply funds for special purposes or as reserves
- 6.3.10. Deposit or invest funds in any lawful manner
- 6.3.11. Employ and engage staff and others and provide services
- 6.3.12. Co-operate with any organisation, club, sporting body, government or government-related agencies; and
- 6.3.13. Do all other things reasonably necessary to advance the Club's purposes
- 6.3.14. None of the above powers may be used other than to advance the purposes consistently with these Rules and the general law

6.4. **Property and Finance.**

- 6.4.1. The Committee is responsible for the control of all Club property and assets.
- 6.4.2. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are to be re-invested in the Club and no other purpose.
- 6.4.3. Any bank or building society account in which any part of the Club's funds are deposited shall be operated by the Treasurer and shall be held in the name of the Club.
- 6.4.4. The Club Treasurer will be responsible for the finances of the club; independently reviewed by Sam Waite
- 6.4.5. The financial year of the club will end on 30th June
- 6.4.6. Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.



## 6.5. **Disability and Safeguarding.**

- 6.5.1. The Committee will have due regard to the law on disability discrimination and the safeguarding of children and vulnerable adults.
- 6.5.2. The Club Safeguarding Officer is to ensure compliance with safeguarding legislation.
- 6.5.3. The Safeguarding Officer must be England Netball Vetting checked and undergo the relevant training.
- 6.5.4. The Club Safeguarding Officer shall report to relevant Committee meetings and the reports, together with any action taken, must be minuted.
- 6.6. **Delegation.** The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; and its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

## 7. **Membership.**

- 7.1. Membership of the Club shall be non-discriminatory or open membership i.e. open to anyone interested in the sport of netball on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 7.2. The Club will have the following classes of membership: Adult Playing member (over 18), Junior Playing member (under 18).
- 7.3. The Club currently charges an annual membership subscription of £100. The Club has an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating. The level of subscriptions will be decided by the Committee and notified to the members, but must be paid by October 31<sup>st</sup> each year.
- 7.4. Application for membership of the Club shall be made through the Membership Secretary and by completion of a membership application form.
- 7.5. All members will be subject to these Rules and by joining the Club will be deemed to accept these Rules and any Codes of Conduct that the Club has adopted.
- 7.6. The Membership Secretary will keep a register of members.
- 7.7. Membership is not transferable and shall cease on death.
- 7.8. A member may resign by written notice to the Club, but the return of any subscription paid is at the discretion of the Club Committee.
- 7.9. The Club Committee may refuse membership, or remove it, at their discretion but only for good cause such as conduct or character likely to bring the Club or netball into disrepute.



## 8. **Data Protection.**

8.1. The new European Union General Data Protection Regulation (GDPR) came into force on 25 May 2018 and supersedes the previous Data Protection Act. GDPR impacts on every organisation which holds or processes personal data by introducing new responsibilities, including the need to demonstrate compliance.

8.2. The Club abides by the following key data protection principles by ensuring personal data is:

8.2.1. Processed fairly, lawfully and transparently;

8.2.2. Collected for specified, explicit and legitimate purpose

8.2.3. Adequate, relevant and limited

8.2.4. Accurate and, where necessary, kept up to date

8.2.5. Kept for no longer than is necessary

8.2.6. Processed in a manner that ensures appropriate security of the personal data.

8.3. The Club will hold the following types of personal data which will not be made available to any other organisation, unless requested:

8.3.1. Name

8.3.2. Sex

8.3.3. Date of birth

8.3.4. Home address, contact phone number(s) and email address.

8.4. The Club will hold personal data for use on password protected websites, automated email distribution lists and social media applications in order to facilitate:

8.4.1. Match planning and team selection

8.4.2. Meetings and social events

8.4.3. The general running of the Club

8.5. The Membership Secretary is responsible for maintaining the Club's personal database and for obtaining and recording the necessary "opt in" consent from members.

8.6. Club members have the following rights which can be exercised at any time by contacting the Membership Secretary:

8.6.1. The right to be informed

8.6.2. The right to access

8.6.3. The right to rectification

8.6.4. The right to erasure



- 8.6.5. The right to restrict processing
- 8.6.6. The right to data portability
- 8.6.7. The right to object
- 8.6.8. Rights in relation to automated decision making and profiling

## 9. **Annual General Meeting.**

- 9.1. The Club will hold an Annual General Meeting (AGM) before July 31<sup>st</sup> each year. At least 21 days before the date, notice will be given electronically and members wishing to propose a motion should contact the Secretary no less than 14 days before the AGM.
- 9.2. At the AGM members will elect the following members to the Club Committee: Chair, Secretary, Treasurer, Marketing and Funding Office, Membership Secretary, Social Secretary, and Welfare Officer.
- 9.3. Whenever a Committee member has a personal interest in a matter to be discussed he or she must declare it at the start of the meeting, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- 9.4. The Secretary will present a report on the Club's activities since the previous AGM.
- 9.5. An audited statement of annual accounts will be independently reviewed and presented by the Treasurer at the Annual General Meeting.
- 9.6. All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.

## 10. **Extraordinary Meetings.**

- 10.1. An Extraordinary General Meeting (EGM) shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 10 members signed by them. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair. If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitionists may themselves call a meeting.
- 10.2. In the event a decision is urgently needed on a matter that cannot wait for an AGM, EGM or Club Committee meeting, then four of those members listed in paragraph 6.2.1. above, shall, after consultation and consideration of the matter, be empowered to make an executive decision. The decision, and the reason for the urgency shall be reported to the full Club Committee.



## **11. Removal of Membership, Discipline and Appeals.**

- 11.1. In so far as employees of the Club are concerned, should issues of unacceptable conduct arise or they have a grievance, then the Club will initially try to resolve these by informal means. Should the matter not be resolved by these means then it will be dealt with by formal procedure in line with the relevant ACAS Codes of Practice for disciplinary grievance matters.
- 11.2. Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.
- 11.3. Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the Club Committee in reasonable time to prepare for any hearing.
- 11.4. The Committee shall meet to hear complaints within 21 days of a complaint being lodged. Any person requested to attend a disciplinary committee meeting shall be entitled to be accompanied by a friend or other representative and to call witnesses.
- 11.5. The Committee has the power to take appropriate disciplinary action on behalf of the Club, including the termination of membership or exclusion from Club premises.
- 11.6. The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.
- 11.7. There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership against the Committee's findings or the sanction imposed or both; and against the Committee's refusal to admit a new member. In either case, the Committee shall appoint an appeals committee ("Appeals Committee"). The Appeals Committee shall have a maximum of three members which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club. The Appeals Committee shall consider the appeal within 21 days of the Secretary receiving the appeal. The individual who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.



## 12. **Notices.**

- 12.1. Notices to be sent out in accordance with these Rules may be sent by hand, by post or by suitable electronic means and will be treated as being received:
  - 12.1.1. 24 hours after being sent by electronic means or delivered by hand to the relevant address;
  - 12.1.2. Two clear days after being sent by first class post; or
  - 12.1.3. Three clear days after being sent by second class post.
- 12.2. A technical defect in the giving of notice of which the members or the Committee are unaware at the time does not invalidate decisions taken at a meeting.

## 13. **Amendments and Review of the Constitution.**

- 13.1 The Constitution shall be reviewed on a yearly basis.
- 13.2. These Rules may be amended at an AGM or EGM by resolution passed by two-thirds of the votes cast, but not so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Corporation Tax Act 2010 and not in any event to alter its purposes.
- 13.3 Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 21 days before the date of the AGM or EGM, or with a request for a special meeting of Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of a meeting.
- 13.4 In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.
- 13.5 In the event of any question or matter arising which is not provided in the constitution, shall be dealt with by the Executive Committee, whose decision will be final.

## 14. **Winding Up the Club.**

- 14.1. The Club members may vote to wind up the Club if not less than three quarters of those present vote to support such a proposal at a properly convened AGM or EGM.
- 14.2. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 14.3. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - 14.3.1. To another Club with similar sports purposes which is a charity; and/or
  - 14.3.2. To another Club with similar sports purposes which is a registered CASC; and/or
  - 14.3.3. To the Club's national governing body for use by them for related community sports





Amendments approved at the AGM meeting held at .....  
on.....

Chair of the meeting:

Name .....

Signature .....

Date .....

Witnessed by:

Name .....

Address .....

Occupation .....

Signature .....

Date .....