



**Sutton Royals
Netball Club**

Handbook



**Sutton Royals
Netball Club**

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Sutton Royals Netball Club

Sutton Royals Netball club was established in June 2013 with approximately 20 members. Our motivation for establishing a new junior netball club was to ensure all players who wanted to participate in netball at all levels were given this opportunity.

Young people want to play netball for various reasons:

- To develop
- To participate
- To win
- To socialise

Whatever the motivation players should be given this opportunity within a fair, enjoyable and safe environment where safeguarding is of paramount importance to every club member.

As a club we need to maintain an ethos that remains focused on the club being very much a '**Parents and Players club**'. The Committee forms the platform for the structure and organisation of the club. However it is very much a two way process - ensuring parents and committee members continue to communicate regularly.

Coaches and committee members will be open and approachable to new ideas and concerns without parents' fear of reprisal for their children.

Coaches are fully committed to developing the girls and will adjust their development plans accordingly to meet the needs of the club and its players.

There is an expectation from the players to be fully committed and open to feedback to improve their play. They will be part of a fair but disciplined club where they should respect their coaches and any other professionals.

To help make the club a success, parents play a very important role and it is expected that parents are fully committed to the club by supporting their children and helping out where they can.



**Sutton Royals
Netball Club**

Contacts

Committee Members

Alison Plant - Chairperson

Simon Strothers – Club Treasurer

Pam Adamson – Club Secretary

Alison Huxley – Affiliations Secretary

Anne-Marie Maylor and Diana Harris – Coaches Representatives

Charlene Crossfield and Sophia Hylton – Social Secretaries

Jo Moriani and Carol Fry – Social Media Administration

Safina Razaq – Club Safeguarding Officer

Paul Plant, Sue Elwell and Helen Seickell – Additional Committee Members

Coaches

Ann O'Rourke – Head Coach Level 2 qualified

Dionne Williams – Coach Level 2 qualified (working towards Level 3)

Deonne Nicol – Coach Level 2 qualified

Jack Huxley - working toward Level 2 qualification

Diane Harris – Coach Level 1 qualified

Ann Marie Maylor – Coach Level 1 qualified

Adam Garrad – Coach Level 1 qualified

All our Coaches have DBS checks, with First Aid and Safeguarding Training.

To contact any committee member or coach please e mail the club at :- suttonroyals@gmail.com



Selection and match play:

Sutton Royals has an equality policy which means that, among other things, all players are welcome whatever their ability. They are all offered equal opportunities for their development as netballers and will be given match time as appropriate to their playing standard, as far as possible, whenever possible.

The selection of team squads is decided by a number of factors including the age grouping of the particular competition, the league or tournament rules, players' availability, development of players and teams and attitude and work ethos i.e. training. A selected squad will usually consist of ten players, although occasionally up to twelve players will be nominated.

At matches all the squad will normally be given an opportunity for court time during the match or tournament, however this can depend on various factors e.g. the individual's playing performance on the day; the playing strategies of the opposition; team combinations; injuries; player development; the preferred positions of the squad players; Netball is a team sport and it can be helpful to remember that there is no "I" in team – everyone is important.

The club coaches are all qualified, experienced and committed, with proven track records and they are essential to the survival and development of the club. Coaches respect all players and should receive similar respect from players, parents and supporters.

It is part of player development to be on the bench at times as this should be an important learning experience for them. They will be expected to stay near the coach, not with parents and friends, and observe what is

happening on court. All involved go to every match hoping to win but, above all, to play the best possible netball. Enjoyment should come from the performance as well as the result.

Coaches do not make decisions about selection based on anything other than what they believe is the best for the player, the team and the club. Obviously it is a challenging task to weigh up all these considerations. Sometimes these may be the right decisions and sometimes they may be wrong – that will never be known as the match will never be replayed!

It is understandable that players and parents sometimes get upset over this and should a problem arise then the player or coach should follow the club **protocol for complaints and concerns (listed below)**. This enables constructive and reflective discussions for coaches, players and parents without the distractions present on match day or training times.. Child protection issues should be referred immediately to the **Club Safeguarding Officer**.



Sutton Royals Netball Club

FAQ's

What to do if my daughter cannot attend training?

If your daughter is unable to attend training due to a planned alternative engagement please text or email your daughters designated coach in advance. If your daughter is unable to attend training due to illness please text or telephone your daughter's coach as soon as possible.

What do I do if my daughter is not available for selection for the dates issued on the league fixtures?

If your daughter is unavailable for selection for the fixtures issued please reply via email advising of her unavailability.

What do I do if my daughter has been selected to play a match but is unable to attend due to illness?

You **MUST** text or telephone your daughter's coach or the Match Co-ordinator as soon as possible.

What do I do if I am not happy with the coaches' actions or decisions regarding development or selection?

If you are not happy with the coach's decisions you should contact the coach via email or text to arrange a meeting that is convenient for you your daughter and the coach. You will then have the

opportunity to discuss your concerns. The coach will explain the reasons for their actions and decisions and hopefully you will be able to collectively resolve any issues.

If you are still not happy with the response you should contact the Committee by emailing the club email address with your concerns

Who should be responsible for my daughter?

Your daughter is your responsibility when not with a coach. This includes when dropping them off or collecting them at training sessions, matches and tournaments. They should not be dropped off without checking that there is a member of the club already at the venue.

When collecting them you should ensure you are on time as the coach or Match Co-ordinator will not be able to leave until all the players have been collected by their parent or carer. You should also ensure that your daughter has advised a member of the club she is leaving and signed out.

What should I do if I cannot afford to pay for my daughter's membership fees, match fees or kit costs?

If you are struggling to meet any payments for your daughter's netball please contact the Committee by sending an email to the club email address. We may be able to help.



Sutton Royals Netball Club

Match Co-ordinators responsibility

- Equipment - Keep a set of match balls, 2 sets of match bibs, pump and first aid kit
- Ensure all balls are pumped up and the first aid kit is stocked up (plasters/tube grip/Ice packs/tape) – Please advise committee if you need stock
- Bring all above to the match
- Collect match fees from players and enter onto the Sutton Royals match fee sheet
- Pay match fees/umpire fees at desk; if necessary
- Any fees left over put in an envelope with the fees sheet
- Complete match card at registration desk if needed
- At end of match refund match fees where necessary
- Take equipment back home with you
- Check that no players leave without a parent or designated adult
- Stay at venue until each player has been collected
- If you are unable to be a match co-ordinator for any game please make alternative arrangements with another parent
- Ensure the bibs are clean (wash them if not!!)



Sutton Royals

Netball Club

Club Constitution

MISSION STATEMENT

To enable people of all ages and abilities to enjoy Netball through a player centred programme of activities for participation, development and excellence.

GOALS

To provide supportive mechanism to promote inclusivity for all members of the local community

to participate in netball in a variety of roles including playing, coaching, officials and supporting

KEY OBJECTIVES

- increase participation

Target initiatives to encourage young people of all abilities to take part in and enjoy Netball and sustain a lifelong interest in the sport.

- offer opportunities

Invest in the training, support and recognition of volunteers, offering opportunities which will contribute to

their personal development

- encourage coaching and umpiring

Ensure a greater investment in the identification and training of coaches and umpires so that more people

are encouraged and enabled to enjoy the benefits of qualifications and improved knowledge and skills

- develop talent

Create a clear pathway which supports talented young people and identifies those with the greatest

potential to succeed.

- improve performance

Maintain a national performance plan, which will secure a higher level of achievement of excellence

- provide quality support

Operate a well-trained and well-resourced support structure to enable participants to fulfil their potential

- maintain financial stability

Increase the general reserve funds by achieving an annual operating surplus

-equality

We will ensure that there will be open access to all those who wish to participate in all aspects of Netball activities and that they are treated fairly. In addition we recognise that we live in a diverse society and will endeavour to ensure that all participants are given the same opportunities regardless of their socio-economic backgrounds



Sutton Royals

Netball Club

1. The Club shall be called ***Sutton Royals Netball Club***
2. The Club will be affiliated to West Midlands of the All England Netball Association Ltd.
3. **Aims & Objectives**

To promote the personal development for all club members, participants, volunteers and officials of the Club in relation to netball and, where appropriate, provide routes to opportunities to enhance and increase individual skills.

The aims and objectives of the club shall be to:

- Promote netball and the club within the local community
- To offer coaching and competitive opportunities in netball
- Manage training sessions
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

4. Membership

- 4.1 The Club shall consist of the officers and the members.
- 4.2 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race or of political, religious or other opinions to any person in the area prepared to accept and support the objectives of the Club. No club member, participant, volunteer or official will receive less favourable treatment on the grounds of gender, marital status, social class, colour, race, ethnic origin, creed or disability, or will be disadvantaged by conditions or requirements which cannot be shown to be relevant to their participation in the Club.

4.3 In accepting membership a person agrees to abide in the constitution of the Club and the rulings of the Club Executive Committee.

4.4 Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Senior member

4.5 Members may resign from membership at any time by giving notice to the Club Secretary.

5. Membership Fees.

5.1 Membership fees shall be stipulated by the members at the General Meeting the Club Executive Committee distinguishing between members who are in full time employment, members who are unemployed or in full-time education and junior members.

5.2 Fees will be paid monthly by direct debit. Further information regarding fees will be given on membership to the Club.

5.3 The Club Executive Committee may decide upon other charges or subscriptions at its discretion.

6. Officers

6.1 The officers of the Club shall be: Chair, Secretary, Treasurer & Club Safeguarding Officer

6.2 These officers shall hold for a period of 12 months, being elected annually at the Club AGM. All Officers shall retire annually but shall be eligible for re-appointments.

6.3 Any casual vacancy occurring may be filled by the Executive Committee.

7. Executive Committee

- 7.1 The club will be managed through the Executive Committee consisting of the following mandatory members:

Alison Plant - *Chairperson*

Simon Strothers – *Club Treasurer*

Pam Adamson – *Club Secretary*

Safina Razaq – *Club Safeguarding Officer*

- 7.2 Meeting of the Executive Committee shall be convened by the Secretary and the Committee shall meet as required but not less than 4 times a year.
- 7.3 The quorum for the transaction of business at Executive Committee meetings shall be 6.
- 7.4 Every decision at a meeting of the Executive Committee shall be determined by a majority vote of the members present and every voting member having one vote. In the event of an equality of votes the Chair of the meeting shall have a casting vote.
- 7.5 The Executive Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted. The decision shall be in accordance with a non-discriminatory policy.
- 7.6 The Executive Committee may delegate some or all of its powers and making to a sub-committee. Any sub-committee must act only in accordance within the authority delegated to it by the Executive Committee.
- 7.7 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

8. Finance

- 8.1 All monies raised by or on behalf of the club shall be applied to further the objects of the Club and for no other purpose.

- 8.2 All club monies will be banked in an account held in the name of the club.
- 8.3 The Club Treasurer will be responsible for the finances of the club.
- 8.4 The financial year of the club will end on **1st June 2019**
- 8.5 An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- 8.6 Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

9. Annual general Meeting and other Meetings

- 9.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 28 clear days' notice to be given to all members
- 9.2 The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- 9.3 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- 9.4 Elections of officers are to take place at the AGM.
- 9.5 All members shall be entitled to vote at general meetings of the Club and shall have equal voting rights.
- 9.6 The quorum for general meetings shall be 15% members present and eligible to vote.
- 9.7 An Extraordinary General meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 15 members. The Executive Committee shall have the power to call an EGM by decision of a simple majority of its members. The EGM should be held within 21 days of receipt of a valid requisition.

10. Voting procedures

- 10.1 Each member shall be entitled to one vote.
- 10.2 A motion shall be carried by a single majority of those present and voting, except when the motion is a constitutional amendment which shall require a two thirds majority.
- 10.3 The Chair shall have a casting vote in addition to a deliberative vote.

11. Property and Staff

- 11.1 Responsibility for all property owned by the Club and for the employment of any paid staff and volunteers rests with the Executive Committee.

12. Discipline and Appeals

- 12.1 The Executive Committee shall have the power to take disciplinary action against any member and shall have the authority to terminate the membership of any member guilty of conduct deemed to be a detriment to the Club.
- 12.2 There shall be the right of appeal to the Executive Committee, against any decision made by an officer of the Club.
- 12.3 The appeal shall normally be considered within 14 days of it being received by the Secretary

13. Dissolution Procedures

- 13.1 A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- 13.2 In the event of dissolution, any assets of the club that remain will become the property of England Netball *or some other club with similar objectives to those of the club.*

14. Review of the constitution.

- 14.1 The constitution shall be reviewed on a yearly basis.
- 14.2 The constitution will only be changed through agreement by majority vote at an AGM or EGM.
- 14.3 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.
- 14.4 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.
- 14.5 Any alteration to the constitution shall require two-thirds majority of members present and voting.
- 14.6 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 shall be final.

12 Declaration

Sutton Royals Netball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

Name:

Club Chair

SIGNED: DATE:

Name:

Club Secretary



Sutton Royals
Netball Club

Sutton Royals Netball Club - Disciplinary Procedure

In accordance with Section 12 of the Club's constitution, set out below is the formal disciplinary procedure to be adopted by the Club from 10 October 2014.

Please insert this paper into your handbook and retain for future reference.

12.4 Disciplinary Procedure

Should any athlete be in breach of any element of the code of conduct as set out in Section 6.1 of the handbook and that breach is deemed by the committee to be of a serious enough nature to warrant disciplinary action, the following procedure will be applied:

1. The athlete will receive a formal verbal warning from either a coach and/or member of the committee in respect of the breach of conduct. The warning will include a clear explanation of the breach in question and the athlete will be reminded of what is required to meet the Club's code of conduct.

2. If, within a period of 3 months of a verbal warning, the athlete is deemed by the committee to be in breach of the code of conduct, the athlete and a parent will be invited to a disciplinary meeting with a member of the committee and/or a coach to discuss the matter further. Failure to attend this meeting may result in the termination of the athlete's membership

3. If, within a period of 3 months of a disciplinary meeting, the athlete is deemed by the committee to be in breach of the code of conduct, the athlete's membership may be terminated with immediate effect. Membership terminations will be confirmed in writing by the committee. In accordance with 12.2 of the Handbook, the athlete will have the right to appeal against the decision to terminate a membership. Appeal notifications must be received by the committee in writing within 14 days of the membership termination.



Sutton Royals Netball Club

6.1 Codes of Conduct for Athletes

EN has Codes of Conduct across all aspects of the sport, which is driven by its' core values of leadership, integrity, teamwork and excellence. Our codes require the highest standards of conduct from everyone involved in Netball to ensure that their behaviour and actions meet the values and standards expected of them at all times.

6.1.1 As an athlete I will:

- be affiliated to EN and comply with all rules, regulations and requirements of the sport including any leagues and competitions in which I participate
- respect the rights, dignity and worth of all people involved in netball, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion
- not abuse or misuse any relationship of trust, or position of power, or influence held by me within my team, club, League, County, Regional or National Association
- always conduct myself in an appropriate manner
- cooperate with my Coaches, team mates, Officials and Administrators
- never argue with an official during a game
- control my temper; I understand that verbal, emotional and physical abuse of Officials, Coaches, Spectators or other athletes, or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in netball
- treat all athletes with respect, never bully or take unfair advantage of another athlete
- work equally hard for myself and my team, show my determination and passion to learn and do well
- display modesty in victory and graciousness in defeat
- comply with all anti-doping policies and regulations
- abide by any disciplinary sanctions that might be imposed on me
- promote this code of conduct to other athletes, especially those new to the sport of netball

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6.1.2 I will not:

- consume alcoholic drinks, or illegal substances, or smoke either immediately prior to or whilst playing
- wager on any match or at any event where I am playing
- offer or attempt to offer, or accept either directly or indirectly, any consideration whatsoever with a view to influencing the result of any match
- use Social Media technology to bring the game into disrepute or make an inappropriate comment about a fellow athlete, Coach, Official, volunteer or the NGB.



Sutton Royals Netball Club

6.2 Codes of Conduct for Coaches

EN has Codes of Conduct relating to all aspects of the sport that is driven by its' core values of leadership, integrity, teamwork and excellence. Our codes require the highest standards of conduct from everyone involved in netball to ensure that their behaviour and actions meet the values and standards expected of them at all times.

6.2.1 As a Coach I will:

- be affiliated to EN and comply with all rules, regulations and requirements of the sport including any leagues and competitions
- respect the rights, dignity and worth of all people involved in netball, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion
- not abuse or misuse any relationship of trust or position of power or influence held by me within my Team, Club, League, County, Regional or National Association
- always conduct myself in an appropriate manner
- treat all athletes, Coaches and Officials with respect, never bully or take unfair advantage
- control my temper; I understand that verbal, emotional, and physical abuse of coaches, athletes, spectators, or other officials is not acceptable or permitted behaviour in netball
- be a positive role model for netball by acting in a way that projects a positive image of coaching and being fair, considerate and honest with athletes
- display high standards in my language, manner, punctuality, preparation and presentation ensuring that an athlete's time spent with me is a positive experience
- provide athletes with planned and structured training programmes appropriate to their needs and goals, ensuring equal attention and opportunities are available to all
- accurately represent personal coaching qualifications, experience and competence
- keep up to date with the latest coaching practice and developments by taking up further coach education and other personal and professional development opportunities
- 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
- provide a modified training programme for sick and injured athletes and encourage them to seek medical advice where required
- exercise reasonable care and skill when carrying out my duties
- comply with all anti-doping policies and regulations
- abide by the "safeguarding best practice guidelines" for children and young people
- promote this code of conduct to other coaches especially those new to the sport of netball

6.2.2 I will not:

- consume alcoholic drinks or illegal substances or smoke around athletes
- wager on any match or at any event where I am coaching
- offer or attempt to offer, or accept either directly or indirectly, any consideration whatsoever with a view to influencing the result of any match
- disclose any confidential information relating to athletes without their prior consent
- use Social Media technology to bring the game into disrepute or make an inappropriate comment about a fellow Coach, athlete, Official, volunteer or the NGB



Sutton Royals Netball Club

6.6 Codes of Conduct for Volunteers

EN has Codes of Conduct across the sport which is driven by its' core values of leadership, integrity, teamwork and excellence. Our codes require the highest standards of conduct from everyone involved in netball to ensure that their behaviour and actions meet the values and standards expected of them at all times.

6.6.1 As a volunteer I will:

- adhere to the code of conduct for volunteers
- be appropriately dressed whenever I volunteer
- listen to and cooperate with my volunteer organiser
- ensure that I follow instructions and comply with any Health and Safety regulations that apply to the volunteer role that I am undertaking
- abide by the “safeguarding best practice guidelines” when volunteering with children and young people
- exercise self-control; I understand that verbal, emotional and physical abuse of Officials, Coaches, spectators, athletes or other volunteers is not acceptable or permitted behaviour in netball
- respect the rights, dignity and worth of all people involved in netball, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion
- always conduct myself in an appropriate manner
- promote this code of conduct to other volunteers, especially those new to the sport

6.6.2 I will not:

- consume alcoholic drinks or illegal substances or smoke either immediately prior to or whilst volunteering
- use Social Media technology to bring the game into disrepute or make an inappropriate comment about a fellow volunteer, coach, official, athlete or the NGB



Sutton Royals Netball Club

6.8 Codes of Conduct for Parents & Carers

EN has Codes of Conduct across the sport which is driven by its' core values of leadership, integrity, teamwork and excellence. Our codes require the highest standards of conduct from everyone involved in netball to ensure that their behaviour and actions meet the values and standards expected of them at all times. The enjoyment and safety of your child when they are involved in a netball activity is of paramount importance to EN. 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 also asked to support our Codes of Conduct and embrace the spirit of our game.

6.8.1 As a parent I will:

- encourage my child to play within the rules and respect officials' and coaches' decisions and never argue
- 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
- turn losing into winning by helping my child work towards skill improvement and good sportsmanship
- remember that children learn best by example so I will applaud good plays by both my child's team and their opponents
- thank the Coaches, Officials and other volunteers who give their time for my child
- 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

6.8.2 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's performance for making a mistake or losing after the game
- force my child if 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 the NGB



Sutton Royals Netball Club

Policy on the Taking and Use of Photographic and Recorded Images of Young People

Sutton Royals Netball Club adopts England Netball's policy for the taking and use of photographic and recorded images of young people and works in accordance with the following statement:

Introduction

Sutton Royals NC is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications, on the Internet, and elsewhere.

Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse. Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

This policy covers the following key areas:

- the taking and/or publishing of photographic and recorded images of young people
- the use of photographic or record image equipment at netball events
- the use of photographic or recorded image equipment as a coaching aid.

Photographic or Recorded Images

This includes images or recorded images using a camera, digital camera, video recorder, mobile phone or personal digital assistant devices (PDA).

Obligations Under this Policy

Everyone within Sutton Royals NC must act in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy and the principles set out in this policy for taking and use of photographic and recorded images of young people.

In addition, Sutton Royals NC adopts and implements this policy relating to the taking and use of photographic and recorded images of young people in netball, in accordance with the general principles in England Netball's Safeguarding and Protecting Young People Policy, and in accordance with this particular policy and principles together with the supporting good practice guidance.

How England Netball Can Help

England Netball is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training, and supporting documentation.

England Netball is also committed to ensuring that concerns relating to the misuse of photographic or recorded images of young people in netball are taken seriously and acted upon swiftly and appropriately. To achieve this, England Netball has developed procedures for reporting concerns. England Netball may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting of Young People Complaints and Disciplinary Regulations, or refer the matter to a club or association for resolution as appropriate.

Principles

- Everyone within Sutton Royals NC should have an understanding of the issues relating to taking and use of photographic and recorded images of young people and what England Netball's policy is on this.
- Parents and young people have a right to decide whether young people's images are to be made, and how those images may be used.
- In accordance with good practice guidance for netball activities and events, parents and young people must provide written consent for young people's images to be taken and used. There may be legitimate reasons for denying consent i.e. subject to legal restrictions.
- A registration process should be used for photographers in accordance with the good practice guidance on photography and recorded images. This will help deter those wishing to take photographs or recorded images for inappropriate use.
- Images should convey the best principles and aspects of netball, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- All images of young people should be securely stored to avoid inappropriate use.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a young person by a potential abuser.
- Where used for coaching purposes, players and their parents should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.
- Suspected inappropriate taking of photographic or recorded images should be challenged and reported.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of young people. Awareness of the risks, and taking appropriate steps, can reduce the potential for misuse of images.

Taking and Use of Photographic and Recorded Images of Young People

Definition

Photographic images and video images includes the use of cameras, digital cameras, video recorders, mobile phones and personal digital assistant devices (PDA).

Introduction

England Netball is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example – this is X who is a member of Hometown Netball Club who likes Westlife and supports Manchester United. This information can make a child vulnerable to an individual who may wish to start to

'groom' that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is in netball, there is evidence of adapted material from legitimate sources finding its way onto child pornography sites. Netball clubs, counties and regions therefore need to develop a policy in relation to the use of images of children/young people on their websites and in other publications.

When assessing the potential risks in the use of images of players, the most important factor is the potential of inappropriate use of images of children. If your club/county/region are aware of the potential risks, and take appropriate steps, the risk can be reduced.

These guidelines focus on the following key areas:

- the publishing of photographic and/or recorded images of children/young people
- the use of photographic filming equipment at netball events
- the use of video equipment as a coaching aid.

Key Principles

England Netball adopt the following key principles:

- The interests and welfare of children taking part in netball are paramount.
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used.
- Parents/carers and children must provide written consent for children's images to be taken and used.
- Images should convey the best principles and aspects of netball, such as fairness and fun.
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event.
- All images of children should be securely stored.
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser.

Publishing Images – Easy Rules to Remember

- Ask for written permission from the player and parent/carer/s to take and use their image. This ensures that they are aware of the way the image is intended to be used to represent the sport. The Consent Form is one way of achieving this.
- If the player is named, avoid using their photograph.
- If a photograph is used, avoid naming the player. NEVER publish personal details (e.g. email addresses, telephone numbers, addresses etc) of a child/young person.
- Only use images of players in suitable dress (tracksuit, on-court clothing i.e. t-shirt/shorts/skirt or off-court clothing) to reduce the risk of inappropriate use. Try to focus on the activity rather than a particular child.
- Where possible use photographs that represent the broad range of children/young people taking part in netball. This might include:
 - ethnic minority communities

- disabled young people or children
- girls with hair covered e.g. baseball cap or a scarf.
- Ensure that images reflect positive aspects of children's involvement in netball (enjoyment/competition etc).

Use of Photographic Filming Equipment at Netball Events

England Netball does not wish to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of competitors. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of children/young people. All clubs, counties and regions should be vigilant about this possibility. Any concerns during an event should be reported to the Club/Regional Safeguarding Officer or the Event Organiser.

Action and Implementation

When planning an event an accreditation procedure should be developed.

- Develop a system to record individuals' name and address and club.
- Professionals are required to register prior to the event and their identification details also recorded.
- Ideally identification details should be checked with the issuing authority prior to the event.
- On registering, organisers of events should issue an identification label on the day, which can serve to highlight those who have accreditation.
- Where regular events occur, the identifying label should be changed to prevent unofficial replication.
- Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded.
- Ideally they should request this at least 5 working days before the event.
- Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club/educational establishment outlining their motive for attending the event.
- All other spectators wishing to use photographic/film/video equipment with a telescopic or zoom lens should register their intent with the organiser of the event.

Use of Video as a Coaching Aid

The use of video equipment can be a valuable coaching aid provided the following is considered:

- Players and their parents should be aware that this is part of the coaching programme and clear of the purpose of filming as a coaching aid.
- Care should be taken in the storing of coaching films to avoid inappropriate use.
- Seek written permission from the player and parent for the use of photography and video analysis.
- When filming, ensure that there is an appropriate approved adult from the club present.

Consent Form

Use of Photographic and Video Images of Children/Young People Under the Age of

Policy Statement

Sutton Royals NC is committed to providing a safe environment for children/young people under the age of 18 to participate in netball. Essential to this commitment is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images.

Sutton Royals NC have adopted the following good practice guidelines issued by England Netball:

Publishing Images

Through the use of a Consent Form, we will ask for the permission of young players and their parents/carers to take and use their image.

- If a player is named, we will avoid using their photograph.
- If a photograph is used, we will avoid naming the player.
- We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child/young person.
- We will only authorise the use of images of players in suitable dress (tracksuit, on-court clothing i.e. t-shirt/shorts/skirt, off-court clothing).

Use of Photographic Filming Equipment at Netball Events

Sutton Royals NC will:

- inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including mobile phones with photographic technology
- issue an identification pass which must be worn and clearly visible at all times during the event
- not allow unsupervised access to players or one to one photo sessions at events
- not approve or allow photo sessions outside the events or at a player's home
- act on the concerns of any players and parents regarding the inappropriate use of photographic equipment
- inform children/young people and their parents/carers if video equipment is to be used as a coaching aid
- ensure that any photographic images taken and used will be stored safely.

Consent Form for the Use of Photographs or Video (Parents and children)

Sutton Royals NC recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

Sutton Royals NC will follow the guidance for the use of photographs, a copy of which is available from the Club Secretary or Safeguarding Officer.

Sutton Royals NC will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Sutton Royals NC immediately.

I hereby grant only Sutton Royals NC and their approved agents the right to use the

images resulting from the above mentioned photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes (newspaper, magazine or other printed promotional articles and including Internet web page content) and at any time, in relation to the work of Sutton Royals NC.



**Sutton Royals
Netball Club**

Safeguarding Young People in Netball Policy

Endorsed by

NSPCC

England Netball considers the safety and wellbeing of young people as central to its values. As a governing body we accept our responsibility for providing guidance and support to all members to ensure that netball is enjoyable and safe. We require risk assessments on all people looking to take a role in providing netball to young people and take seriously all concerns regarding their wellbeing or protection from abuse.

Purpose and Scope

This Policy sets out England Netball's approach to fulfilling its commitment to creating and maintaining a safe and enjoyable environment for the young people who take part in the sport of netball. England Netball requires all members, connected participants and staff to abide by this Policy and all relating procedures and practice.

Everyone has a responsibility for safeguarding the welfare of young people and this is no less the case in netball. Specified people have identified responsibility within the Reporting a Concern process, but they can only act on the information which others provide to them. Understanding how to recognise concerns and how to respond to them, will help make all parts of the [Reporting a Concern](#) process more effective.

Some concerns may relate to a young person's general wellbeing, rather than due to them being subject to abuse. England Netball accepts its role in supporting the netball community with offering assistance to these individuals.

Where necessary, England Netball will take Disciplinary Action against any members and connected participants and staff where breach of this Policy or the Codes of Conduct and Disciplinary Regulations is alleged.

This Policy operates in conjunction with the legislation governing safeguarding and protecting young people and England Netball works with external partners to ensure best practice is implemented and adhered to, click here for further information: [Working Together to Safeguard Children](#). It is also to be read in conjunction with the Codes of Conduct, Safeguarding Disciplinary Regulations and all other relevant England Netball policies and procedures.

Definitions

- **Child Protection in Sport Unit** – The Child Protection in Sport Unit (CPSU) is a partnership between the NSPCC, Sport England, Sport Northern Ireland and Sport Wales. In Scotland there is a similar partnership between Children 1st and sportscotland. The Unit was founded in 2001 to work with UK Sports Councils, National Governing Bodies (NGBs), County Sports Partnerships (CSPs) and other organisations to help them minimise the risk of child abuse during sporting activities.
- **Disclosure and Barring Service** – the government department responsible for processing the criminal record checks to assist in making safer recruitment decisions. The Disclosure and Barring Service replaced the Criminal Records Bureau and the Independent Safeguarding Authority. When a person is banned from working with young people by England Netball, we are obliged to refer this information to the DBS and they will determine inclusion on the barred list.
- **Lead Child Protection Officer** – the person appointed by England Netball to lead on all safeguarding matters, including developing and maintaining safeguarding policies and procedures and advising the netball community on their implementation and application.

- **Local Authority Designated Officer** – person appointed by a local authority to be the point of contact for all safeguarding and child protection issues relating to individuals in a position of trust. They are usually based in the local social services child care team.
- **Local Safeguarding Children Board** – the key statutory body responsible for co-ordinating the relevant agencies' co-operation in safeguarding and promoting the welfare of young people in their local authority area. Created under the Children Act 2004, they comprise local authorities, health, police and other agencies. They provide local inter-agency guidelines for child protection.
- **National Society for the Prevention of Cruelty to Children** - The NSPCC is a charity that specialises in child protection and the prevention of cruelty to young people. It is the only UK young people's charity with statutory powers that enables it to take action to safeguard young people at risk of abuse. The society operates throughout the UK and the Channel Islands.
- **Position of trust** – someone who has a position of power or influence over those under 18. Criminal offences of abuse use this definition.
- **Wellbeing** – a person's state of mental and physical health and resilience
- **Young person** – is defined by England Netball as meaning a person under the age of 18 and over the age of 14. A child is a person under that age of 14. In this Policy young person will mean anyone under the age of 18, unless specified as being a child.

Please refer to the Glossary of Terms for further definitions

Legislative Framework

This Policy and the guidance which supports it, complies with legislation and will be updated to reflect any changes in the law. Statutory guidance takes precedence over England Netball Policy and we will always work within the requirements of the National Safeguarding Children Board and the police.

The relevant legislation includes:-

- The UN Convention on the Rights of the Child
- The Human Rights Act 1998
- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Acts
- Criminal Justice and Court Services Act 2000
- Data Protection Acts 1994 and 1998
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2010
- Caring for the Young and Vulnerable – Home Office 1999
- What to do if you are worried a child is being abused – Department of Health 2006
- Working Together to Safeguard Children 2013

What is abuse?

Abuse is a term used to describe the ways in which young people may be harmed by others.

It can happen inside and outside the home, but wherever it happens, everyone has a responsibility to act to protect the child from harm. Abuse results in harm to young people's physical, mental or emotional health and/or development.

It can be committed by an adult or another child/young person, and be by way of an act or a failure to act.

Familiarising yourself with the forms of abuse, and thinking about whether what you see and hear may be a sign that there are causes for concern which fall into one or more of these categories, or that of wellbeing, will help you to make an assessment of when you need to report your concerns. Click here for information on [Recognising Signs of Abuse](#) and on how to [Report a Concern](#)

You don't have to decide whether there has been any form of abuse, but you need to report the concern so that others can make the necessary decisions.

In the world of sport, there are numerous occasions when abuse may occur, intentionally or unintentionally. Some concerns may fall within the umbrella term "poor practice", and this is a safeguarding concern, but not a form of abuse, and may be most appropriately dealt with at the local level, with support from the Lead Child Protection Officer.

We provide advice and procedural guidance on Recognising Abuse and Reporting a Concern

Roles and responsibilities

England Netball fulfils its safeguarding responsibilities by providing advice and guidance to all those in netball and by working in partnership with members, connected participants, staff and external agencies, including statutory authorities.

England Netball has an appointed Lead Child Protection Officer, who is responsible for formulating the organisation's approach to safeguarding; developing the work programme to implement this Policy; providing advice, guidance and resources to the sport of netball to ensure a consistent level of awareness of safeguarding and who is the point of contact for all concerns to be raised with and to liaise with the statutory agencies and other partners.

England Netball has a Case Management Group (CMG) tasked with setting the strategic direction of the organisations' safeguarding work; overseeing the work of the Lead Child Protection Officer; identifying trends in concerns reported and agreeing organisational responses to issues. Investigation of the more complex cases will be overseen by this group and they have a key role in the conduct of Safeguarding Disciplinary Cases.

This Group is Chaired by a Board member and has the input of an external/independent expert member.

Regional Management Boards promote and educate on safeguarding practice in their Region. Through their Regional Implementation Plans they commit to working with England Netball to provide safeguarding training throughout their Region, particularly Time to Listen and Safeguarding and Protecting Children courses.

Clubs are responsible for ensuring the environment in which young people engage in netball is a safe one which provides them with a fun experience. Clubs must appoint a Club Safeguarding Officer and provide them with the support and resources necessary to fulfil their role. They must ensure that all those who carry out regulated activity have had the necessary, current DBS checks and are cleared to work with young people.

Click [here](#) for DBS Guidance

Duty of care

England Netball accepts its duty of care for the young people in the sport of netball. This means we will take reasonable measures to ensure that their participation in activities, which they are invited or permitted to participate in, is safe and enjoyable.

Clubs have a responsibility to take all reasonable care for the safety of the young people involved with their event. The person in charge of the young people acts "*in loco parentis*" and is expected to act as a reasonably prudent parent would.

They need to consider the reasonable steps which should be taken to show you have acted to a reasonable standard of care. This should include:

- Adopting the policies and procedures of England Netball in to the club constitution;
- Ensuring that every member of the club and their parent/carer is informed who the Club Safeguarding Officer is;
- Familiarisation with the Safeguarding in Netball Policy;
- Ensuring relevant training is provided and kept up to date for Club Safeguarding Officers, coaches and the members of your club; and
- Ensuring everyone knows how to use the [Reporting a Concern](#) process

There should also be:-

- A current register of attendees;
- A current register of contact details, including emergency contacts;
- Confidentiality retained details on any medical conditions, allergies, special needs etc
- First aid provision available at all times, at the club and when off site, and a trained First Aider in attendance;
- Appropriate personnel in place, appointed in accordance with the Recruitment and Selection of Volunteers policy
- Current risk assessments for the premises and activities carried out.

Clubs should ensure that the young people in their care only take part in authorised and insured activities with suitably qualified instructors.

Coaches have a duty of care to ensure that the activities they organise are appropriate to the capabilities of each young person in their care. They should adhere to the standards set for them by the qualifications they have achieved and not seek to operate at a level which is beyond their current qualification. For example, a Level 1 coach taking a session unsupervised by a Level 2 coach.

Wellbeing

Many concerns about the welfare of young people are about their general health and happiness, their wellbeing, rather than about issues of potential abuse. The evidence our safeguarding case management process shows is that these issues are significantly more frequent than concerns about abuse. England Netball believes that sport offers many positives in the lives of its young participants and that caring about the welfare of young people is part of the safeguarding duty which we all have. People in positions of trust can be a great influence in the lives of young people and so have the potential to notice changes, be available to talk to and to offer advice.

Young people may manifest signs of behaviour which cause you concern. We recognise that not all issues will be picked up by Children's Services as they do not meet their threshold of 'significant risk of harm' and that local support may be the most effective way of helping the young person. We can assist with identifying and supporting the young person by raising levels of awareness and acting as a sign posting service to resources and organisations which provide support for parent's/carers or for the young people directly. Click here for information on [Wellbeing](#).

[Recognising and Responding to Concerns](#)

[Whistleblowing and Complaints Policy](#)

[Safeguarding Disciplinary Regulations](#)

Links to support

For victims, reporters, friend and family:-

- ▶ [ChildLine](#) – for young people to access help
- ▶ [The NSPCC](#) – for adults to access help or report a concern
- ▶ [Young Minds](#) - young people's wellbeing and mental health

- ▶ Club Safeguarding Officers (CSOs)
- ▶ [MOSAC](#): providing a safe place for parents and carers
- ▶ [Lucy Faithful Foundation](#): the only UK-wide child protection charity dedicated solely to reducing the risk of young people being sexually abused: Tel: 0808 1000 900, Email: help@stopitnow.org.uk
- ▶ [Child and Adolescent Mental Health Services](#) (CAMHS) are NHS funded services for young people in the mental health arena in the UK
- ▶ [Bullying UK](#) - bullying in Sport – support/what to do

Concerns which are not of potential abuse but are about the young person's wellbeing, should also be addressed and the Wellbeing pages of our website provide further guidance and contacts which may be helpful to you and the young person.

Sutton Royals Club Safeguarding Officers are:

Sam Williams - sammyb820@hotmail.com - 07904 662799