

AVON NETBALL ASSOCIATION

CONSTITUTION

(AMENDED MAY 2022)

1. NAME & LOGO

- 1.1. The association shall be called Avon Netball Association (hereinafter called ANA). ANA will use the ANA logo and branding as determined by the ANA Committee.
- 1.2. The sphere of activity of the ANA shall be within the 4 unitary authorities that previously made up the County of Avon – namely Bristol, Bath & North East Somerset, South Gloucestershire and North Somerset.

2. OBJECTIVES

- 2.1. The ANA is a member of the All England Netball Association (hereinafter called England Netball) and England Netball South West Region (hereinafter called NSW).
- 2.2. The object of ANA is the promotion of netball in Avon for the benefit of women and young people by the provision of netball activities, county competitions and training to promote the development of the game, as well as the individual players, coaches, officials and volunteers.
- 2.3. The ANA will serve as a forum to co-ordinate activities, organise competitions, arrange technical courses and elect representatives to serve on NSW's Technical Support Groups in line with plans and strategies approved by England Netball and NSW.

3. VISION AND MISSION STATEMENT

- 3.1. ANA supports and endorses England Netball's vision, mission and strategic goals.
- 3.2. ANA supports NSW's vision statement:
'For netball to be the number 1 sport for women and young people in the South West'
- 3.3. ANA supports NSW's mission statement:
'To establish netball in the South West as the first choice sport for women and young people either as a player, coach, official or volunteer and across all levels of the game'

4. MEMBERSHIP OF ANA

- 4.1. The members of the ANA are:
 - 4.1.1. Each netball club registered to England Netball with Avon as their primary county
 - 4.1.2. The County School Netball Association
 - 4.1.3. The ANA Committee officers
 - 4.1.4. Individuals registered to England Netball with Avon as their primary county

Hereinafter these will be referred to as the Members

5. ANA COMMITTEE

5.1. Structure of the ANA Committee

- 5.1.1. The business of the ANA shall be managed by the ANA Committee.
- 5.1.2. The ANA Committee shall undertake the following roles:
 - 5.1.2.1. Chair
 - 5.1.2.2. Vice Chair
 - 5.1.2.3. Secretary
 - 5.1.2.4. Treasurer
 - 5.1.2.5. Senior League Secretary
 - 5.1.2.6. Junior League Secretary
 - 5.1.2.7. Coaching Secretary
 - 5.1.2.8. County Officiating Lead
 - 5.1.2.9. Academy Performance Lead
 - 5.1.2.10. Bookings Secretary
 - 5.1.2.11. Membership Secretary
 - 5.1.2.12. Media Officer
- 5.1.3. ANA Committee officers listed in 5.1.2 must be registered Members of ANA.
- 5.1.4. Job sharing will be considered for all ANA Committee roles deemed appropriate.
- 5.1.5. Officers of the ANA Committee should not be paid employees of England Netball other than those issued with zero hours contracts.
- 5.1.6. The Netball Development Officer for Avon appointed by England Netball should attend all Committee meetings but shall not be entitled to vote.
- 5.1.7. A representative of the County School Netball Association and a representative of the NSW Board are also able to attend Committee meetings as and when appropriate. Neither have voting rights.
- 5.1.8. Officers of the ANA Committee shall be elected and re-elected at an Annual General Meeting of ANA in accordance with 6 below.
- 5.1.9. The ANA Committee may fill any vacancy that may occur during the year. If this involves filling an elected position then that person, if willing to stand, may offer themselves for election at the next Annual General Meeting following their initial appointment without nomination.
- 5.1.10. A role on the ANA Committee may be vacated if the officer:
 - 5.1.10.1. resigns their post by notice to the ANA Committee
 - 5.1.10.2. is absent for more than 2 meetings without justifiable reason
 - 5.1.10.3. is asked to resign by a vote of the ANA Committee

5.2. Role of the ANA Committee

- 5.2.1. The principle role of the ANA Committee is to plan, support and co-ordinate the development of the game within Avon in a manner that meets the requirements of national plans and strategies determined by England Netball whilst engaging with NSW to formulate and implement regional plans responding to the specific needs of the game within Avon.

- 5.2.2. The ANA Committee will work with England Netball, NSW and the Avon Netball Development Officer to deliver national and regional targets according to Avon's needs and will be accountable to its Members for the use of such funds in achieving these targets as and when required.
- 5.2.3. The ANA Committee will provide direction, support and guidance to Clubs within Avon to ensure that policies and strategy for the development of the game are communicated consistently and effectively.
- 5.2.4. The ANA Committee may at the request of England Netball or NSW nominate appropriate individuals to serve on any national or regional working, standing or technical committees established by England Netball or NSW.
- 5.2.5. The ANA Committee may from time to time allocate certain areas of responsibility to officers of the ANA Committee and may also co-opt other Members of ANA with specific skills in order to fully conduct the business of ANA.
- 5.2.6. The ANA Committee may establish sub-committees as may be deemed necessary in order to fully conduct the business of the ANA Committee.

5.3. Elections to the ANA Committee

- 5.3.1. At the AGM Members of ANA will vote on the list of nominations for roles on the ANA Committee listed in 5.1.2.
- 5.3.2. Each nomination must be proposed and seconded by current ANA Members entitled to vote and include a resume (of not more than 300 words) highlighting the candidates appropriate experience for the role. Nomination forms must be returned to the ANA Secretary at least 14 days before the Annual General Meeting.
- 5.3.3. Officers of the ANA Committee standing for re-election do not require re-nomination.

5.4. Conduct at ANA Committee Meetings

- 5.4.1. The ANA Committee shall meet a minimum of 4 times a year, either in person or by electronic means i.e. Zoom.
- 5.4.2. Minutes of the meeting will be taken by the Secretary or, in their absence, another officer of the Committee.
- 5.4.3. Five officers present and entitled to vote shall form a quorum.
- 5.4.4. Each officer of the ANA Committee as listed in 5.1.2 will have one vote. In the event of a tie in votes cast on any item of business the officer of the ANA Committee chairing the meeting shall have a second or casting vote.
- 5.4.5. The officers of the ANA Committee will be reimbursed for any expenses incurred by them in connection with the approved business of the ANA Committee in accordance with EN's expense policy in force from time to time..

6. GENERAL MEETINGS (AGMs and EGMs)

6.1. Annual General Meeting

- 6.1.1. The Annual General Meeting shall be held annually on a date to be determined by the ANA Committee.
- 6.1.2. The agenda for the AGM shall be circulated not later than 14 days before the meeting to all Members entitled to vote. The ANA Secretary will be responsible for circulating all such notices as required to each ANA Member.
- 6.1.3. The Chair or Vice-Chair of ANA shall act as Chair of the Annual General Meeting. If neither is present, an officer shall be elected from among the ANA Committee officers present at the meeting to chair the discussion.
- 6.1.4. Ten Members present and entitled to vote shall form a quorum.
- 6.1.5. Business to be transacted at the Annual General Meeting shall be:
 - 6.1.5.1. To receive reports and accounts covering the past season.
 - 6.1.5.2. To elect the officers of the ANA Committee detailed in 5.1.2 who have been nominated in accordance with paragraph 5.3
 - 6.1.5.3. Elected officers shall hold their post until the end of the AGM at which time their successor is appointed.
 - 6.1.5.4. To consider any proposed resolution submitted in writing to the ANA Secretary not less than 21 days before the date of the AGM, which has been proposed by one ANA Member and seconded by another ANA Member.

6.2. Extra-Ordinary General Meeting

- 6.2.1. An Extra-Ordinary Meeting may be convened at any time provided that it is either
 - 6.2.1.1. By order of the ANA Committee; or
 - 6.2.1.2. Upon receipt of a written request from 5 or more Members of ANA entitled to vote at a General Meeting stating the purpose for which a meeting is required and setting out any resolution which it is to propose;
- 6.2.2. An Extra-Ordinary Meeting shall be convened within 28 days of the ANA Secretary receiving the request. No less than 14 days notice of the meeting and of any resolutions proposed shall be given to every Member entitled to vote.
- 6.2.3. No business shall be transacted at this meeting other than that specified in the requisition. Ten Members present and entitled to vote shall form a quorum.

6.3. Voting at General Meetings (AGMs and EGMs)

- 6.3.1. The following shall be entitled to attend, speak and vote at a General Meeting of the ANA:
 - 6.3.1.1. A representative from each netball club registered to England Netball with Avon as their primary county
 - 6.3.1.2. An appointed representative of the County Schools Netball Association
 - 6.3.1.3. ANA Committee officers
- 6.3.2. The following shall be entitled to attend and speak at a General Meeting but shall not be entitled to vote:
 - 6.3.2.1. The Chair or a Board Member of NSW
 - 6.3.2.2. A Director or representative of England Netball

- 6.3.2.3. The Netball Development Officer for Avon
- 6.3.2.4. Any individual member of England Netball whose primary county is Avon
- 6.3.2.5. Any other person determined by the ANA Committee from time to time
- 6.3.3. Voting procedure at General Meetings shall be as follows:
 - 6.3.3.1. Each person entitled to attend and vote shall be permitted to cast one vote
 - 6.3.3.2. No proxy or postal voting will be allowed
 - 6.3.3.3. A simple majority of those present and entitled to vote shall be required to pass any resolution. The officer of the ANA Committee chairing the meeting shall have a second or casting vote in the case of an equality of votes.

7. FINANCE

- 7.1. The financial year shall end on 31st May
- 7.2. The accounts to be independently examined and audited
- 7.3. Each Member shall pay their annual membership fee direct to England Netball. This shall include a contribution to ANA which will be set by the ANA Committee prior to the AGM and detailed in the Treasurer's report.
- 7.4. All cheques to bear two signatories of officers of the ANA Committee
- 7.5. All online transfers to require approval of two officers of the ANA Committee

8. AMENDMENTS TO THE CONSTITUTION

- 8.1. Proposals to alter the Constitution shall be submitted in writing to the ANA Secretary no later than 28 days before the AGM either by the ANA Committee or proposed and seconded by two Members of ANA.
- 8.2. No alteration or addition to the Constitution shall be made except by special resolution passed at a General Meeting (AGM or EGM) with not less than two-thirds of the votes cast being in favour.

9. CODES OF CONDUCT & DISCIPLINARY REGULATIONS

ANA shall have the power to discipline a Member of ANA, in such a manner as it thinks fit, but subject to the current EN Codes of Conduct & Disciplinary Regulations in place at the time of any incident.

10. COMPLAINTS & WHISTLEBLOWING

ANA adopts EN current policy in relation to Complaints & Whistleblowing.

11. ANTI DOPING

ANA adopts EN current policy in relation to Anti-Doping which is the WADA Code and UK Anti-Doping Rules.

12. SAFEGUARDING

ANA adopts EN current Safeguarding Policies including:

- 12.1. Safeguarding Young People
- 12.2. Safeguarding Adults at Risk in Netball
- 12.3. Anti-Bullying & Harassment
- 12.4. Social Media

13. INCLUSION

ANA adopts EN Inclusion Policies.

14. GDPR POLICY

ANA adopts GDPR Policies.

15. DBS

ANA adopts EN current guidance and policies in relation to DBS Disclosure Information and Information Sharing Protocol including policy on the recruitment of Ex-Offenders.

16. INTERPRETATION

For the avoidance of doubt, all policies adopted in clauses 10 to 15 shall, where applicable, be interpreted as if ANA were the principal of the policy. In the event of any confusion on processes please contact ANA for further guidance.

17. GOVERNING LAW & JURISDICTION

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

Further, the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this Constitution or its subject matter or formation.

18. ARBITRATION AND MATTERS NOT PROVIDED FOR

If any dispute shall arise on the interpretation of this Constitution or the need arise to deal with any matter not provided for in this Constitution, reference shall be made to the ANA Secretary who shall refer the same to the ANA Committee whose decision shall be binding on all parties.

19. DISSOLUTION

In the event of dissolution, any assets remaining after the satisfaction of all debts and liabilities shall be dealt with in a manner to be determined by resolution of a general meeting so as to promote the objects of Avon or of some organisation with, kindred aims. In the event of there being a deficit, the general meeting shall decide how it should be met.

20. ACKNOWLEDGEMENT

Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the Members of ANA.

21. POLICY HISTORY

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<u>Policy / Version Date</u>	<u>Summary of change</u>	<u>Contact</u>	<u>Implementation Date</u>	<u>Review Date</u>
2016	First Draft		2016	July 2021
2021	Second Draft	Jude Groves	2021	July 2022
2022	Amendment to NDO role title	Jude Groves	2022	May 2023