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| **C:\Users\Liz\Documents\Sparks logo.jpg** | **Sparks Juniors Netball Club**  **Club Policies, Procedures and Statements**  **September 2020** |

**GENERAL POLICY STATEMENT:**

Sparks Juniors Netball Club adopts all England Netball overarching policies to support the operation of the netball club in accordance with our Silver CAPS accreditation (Club Administration and Planning Scheme).

The policy statements below either provide a reference to an England Netball policy in more detail, outline a subset of the England Netball policies relevant to Sparks Juniors, or signpost further detail for parents, players, coaches and volunteers.

All England Netball policies can be found at:

<https://www.englandnetball.co.uk/governance/enjoy-ensure-entrust/>

Sparks Netball Club policies can be found at:

<https://sparks-netball.co.uk/policies/>

**CLUB POLICIES, PROCEDURES & STATEMENTS**

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**ABSENCE FROM TRAINING OR MATCHES**

We ask that if your daughter is absent from training that you let your coach or team manager know in advance of training or a match. Consecutive absences of four weeks or more may mean your daughter will not be able to keep her place at the club unless notification has been given to the coach or team manager, all age group sessions have waiting lists.

**ACADEMY TRAINING**

Our academy run specific sessions run outside of normal training either by a Sparks, or an external, coach. Attendance at these sessions will be by invitation by lead coaches. An additional charge will be made to cover the cost of coaching provided at an academy session.

**ACCIDENTS & INJURY MANAGEMENT & REPORTING**

Any accident, incident or injury in training is recorded by the lead coach. The records are used for our own reporting and corrective action. The club has a Health and Safety policy which is separate document, it forms part of our approach to club management.

We ask all players to take responsibility for themselves and keeping each other safe during training or matches associated with the club. We ask all parents to ensure that all contact information held with the club is kept up to date.

**ANTI BULLYING & HARASSEMENT POLICY**

We refer to England Netball policy regarding anti-bullying and harassment measures which can be found at the EN website. We have a Safeguarding Officer and a volunteer co-ordinator appointed to deal with issues regarding bullying or harassment.

**CLUB CONSTITUTION**

Sparks Juniors club constitution is contained in a separate document, a copy is included on the club website.

**CODE OF CONDUCT**

Sparks Juniors follows England Netball’s Code of Conduct for all of its members including: players, coaches, volunteers, parents and supporters. A copy of the Code of Conduct can be found at the club website. By signing the club membership form parents, coaches and volunteers agree to abide by club rules.

**COMMUNICATION WITH PLAYERS AND PARENTS**

Our primary means of communication with parents is via email. For safeguarding reasons the parent, and not the child, is the main point of contact throughout all age groups in the Junior division of the club.

We use the app ‘Teamer’ to schedule and ask for attendance at matches. The parent of a player is used as the contact via Teamer rather than the child.

We have used WhatsApp to communicate with training groups when training sessions have been conducted online. Specific authorisation is obtained from a parent to include a child as part of a WhatsApp group and at least two adult coaches are included in the group.

**COMPLAINTS PROCEDURE**

We refer to the EN Complaints and Feedback policy, a copy is available at the EN website. A summary of a complaint can be sent to the CSO at the following address:

[cso@sparks-netball.co.uk](mailto:cso@sparks-netball.co.uk)

**DATA PROTECTION POLICY**

We hold personal membership and medical data in the normal course of club business. Personal data is held securely and in line with GDPR rules. Documents that contain personal information are password protected.

**DISCIPLINARY PROCEDURE**

We hope that everyone will enjoy their time at Sparks and will observe all codes of conduct that have been set out. However, in the event there is a failure to fulfil policies, standards or rules of conduct the England Netball disciplinary procedures will be followed.

These procedures are designed to clarify the rights and responsibilities of all involved in running and participating in the club. Copies of the Complaints and Feedback Policy and the Disciplinary Regulations can be found at the EN website.

**DIVERSITY & INCLUSION**

We refer to England Netball’s Sport Equality Policy. A copy of the policy and the club statement on Diversity and Inclusion can be found at the club website.

**TRAINING FEES**

Training fees are charged on a termly basis. The fee covers the cost of the coaches, equipment and the fees for league matches. It does not include the cost of entry or attendance at tournaments or competitions, or the Sparks Academy sessions.

Should a parent have trouble meeting the requirement to pay termly fees then please do not hesitate to contact our treasurer or club secretary, in confidence, for help and support at:

[Juniorstreasurer@sparks-netball.co.uk](mailto:Juniorstreasurer@sparks-netball.co.uk)

**FINANCIAL STATEMENT & POLICY**

Sparks Juniors is run as a not-for-profit organisation. The principal costs to the club are the cost of coaches (internal and external) to support training and matches, league fees and equipment.

The price of training provision is determined on a break-even basis. Club attendance at tournaments is calculated on a break-even basis taking into account tournament fees, coaching and accommodation.

Parents are expected to support the players with transportation to training, matches and competitions.

Any expenses incurred by the committee or coaches should be approved by the Head Coach and /or the Club Treasurer.

**FIRST AID**

Sparks coaches are trained in emergency first aid. Each lead coach has a first aid kit with them to run a training session. First aid will be administered as is appropriate. Parents are obliged to make sure that all medical information held by the club, on behalf of their child, is up to date. In completing an online registration form, parents sign to confirm whether a variety of courtside treatments can be used or not.

**KIT**

The club adopts a specific kit for those players taking part in league matches and competitions. The kit consists of a Sparks netball dress and undershorts. A club hoodie is an optional item of kit. We have a small number of match dresses held as spares. Each of these items can be purchased via the club.

We expect that players will wear sports trainers to play netball rather than fashion trainers that provide little support to play sport.

**PARENT ACCESS TO TRAINING & MATCHES**

We ask that parents do not attend Sparks training sessions. In general, players can find it distracting. For the younger age groups, it may be necessary for a parent to stay to settle a child into a session however, once this has been achieved we would ask the parent to leave. Should a parent wish to attend a session to see how training is conducted, they can ask the lead coach to arrange this.

We encourage all parents to come to league matches or tournaments to watch the teams play and provide support. In these examples we abide by the rules of the league or tournament as to where parents can stand to watch a match.

**SAFEGUARDING POLICY**

Sparks Juniors adopts England Netball’s Safeguarding and Protecting Young People Policy in Netball policy in its entirety, a copy can be found at the club website. The club has a Safeguarding Officer to oversee the implementation of the policy.

Club specific rules include:

* Changing rooms – players are encouraged not to use the changing rooms at Channing School. If they do so it is for the storage of bags. Coaches do not enter the changing room unless in an emergency
* Toilets – When using the toilet during training players must notify a coach if they need to use the toilet. Coaches do not enter the toilets unless in an emergency
* Parking and pick up from Channing School – Parents are asked not to park on The Bank outside Channing Senior School. This is a throughfare used by local residents and as such parents should not block the gates or park on the double yellow lines, doing so causes a danger to children. This is at the request of Channing School and Sparks Netball Club.
* Use of taxis by players – The club does not allow girls to travel to and from training or matches by taxi without an accompanying adult. Should we find a girl planning to travel alone in a taxi we will contact parents to pick the child up. Parents sign to agree with this policy when completing the registration form

**SECURITY & MOBILE PHONES**

Valuables bought to training by a player are done so at their own risk. We encourage players to leave anything valuable at home or in a school locker before attending training. Mobile phones should be locked away during a training session. The age group coach will provide a safe box for mobile phones at the beginning of each training session. At league matches or tournaments players are responsible for their own property.

**SELECTION TO THE CLUB**

Sparks Juniors is an inclusive netball club. We set high standards for our game across different levels of play, performance netball or participation for social reasons. Our aim is to serve our community in training players who are motivated and enthusiastic about their netball. We operate a waiting list for membership to the club.

We will invite players on the waiting list to attend a trial session for the club. A decision will be made as to which session this player might attend. Selection to the club will be decided by the age group coaches.

**SPORTS EQUALITY POLICY**

Sparks Juniors adopts England Netball’s Sports Equality Policy, a copy is included at the club website.

**VOLUNTEER POLICY**

Sparks Juniors adopts England Netball’s Volunteer Policy, a copy can be found at the EN website

**YOUNG PEOPLE IN NETBALL**

Sparks Juniors adopts England Netball’s Safeguarding Policy with regard to Young People in Netball. Players in the U18 age group will play in senior leagues and will train with the ladies at Sparks Seniors. As an U18 player their details will be administered by the Junior division of the club and they will be covered by the club’s Safeguarding Policy until they reach 18 years old.