



# Fylde Netball League

## HANDBOOK 2022 – 2023

This handbook is updated formally on an annual basis. This is the April 2022 edition. Any additions made throughout the year are uploaded onto the Fylde Netball League website ([www.fyldenetball.co.uk](http://www.fyldenetball.co.uk)) and communicated via the Fylde Netball League Facebook page. Any queries regarding this handbook and its contents should be addressed to the FNL Secretary in the first instance ([fnlsecretarybg@gmail.com](mailto:fnlsecretarybg@gmail.com)).

## CONTENTS

### 1. GENERAL

- a. Registration of Players & General rules
- b. Club Rules
- c. Affiliation
- d. Insurance
- e. Trial Players
- f. Borrowed Players
- g. Transfer of Players

### 2. EQUIPMENT & KIT

### 3. MATCHES

- a. General rules
- b. Fixtures
- c. Withdrawals
- d. Tournaments
- e. Match scoring, Scorers & Match Cards
- f. Notification of results

### 4. UMPIRES

### 5. APPENDICES

- a. The FNL Constitution
- b. Code of Conduct
- c. Court etiquette
- d. Complaints Policy



## STATEMENT

The Fylde Netball League has a Committee of Office who are elected by its' Members annually, at each AGM (Annual General Meeting). The Committee are elected for one term (a year) and are appointed to manage the Fylde Netball League and to make decisions about the Rules and regulations of the League, paying regard to Member feedback and the Constitution of the Fylde Netball league.

The Fylde Netball League welcomes new and established players and teams and any new team wishing to enter the League must submit their application form with the required, non-refundable application fee before the deadline relative to the season they wish to enter. Late entries cannot usually be accommodated – any queries about fixtures and league applications should be directed to the Fixtures Secretary ([rachelvcain@yahoo.co.uk](mailto:rachelvcain@yahoo.co.uk)) and any queries regarding registration should be directed to ([irenerawcliffe52@hotmail.co.uk](mailto:irenerawcliffe52@hotmail.co.uk))

Any player, team, club or member who does not comply with any Fylde Netball League rule may be suspended and / or have their membership terminated. (The FNL Committee may use its discretion in the application of any fine, sanction and / or penalty, based on the individual circumstances involved.)

The Fylde Netball League Rules and Regulations are there for the safety and welfare of all members, as well as the efficient administration of the League, please ensure you remain familiar for the content of this Handbook and all updates throughout the year,



	<b>NAME</b>	<b>ROLE</b>	<b>CONTACT</b>
	Irene Rawcliffe	Chair Person	<a href="mailto:Irenerawcliffe52@hotmail.co.uk">Irenerawcliffe52@hotmail.co.uk</a>
	Bonnie Montgomery	Vice Chair person	<a href="mailto:Bonnie_fnl@hotmail.co.uk">Bonnie_fnl@hotmail.co.uk</a>
	Barbara Graham	Secretary	<a href="mailto:fnlsecretarybg@gmail.com">fnlsecretarybg@gmail.com</a>
	Gail Barrie	Treasurer	<a href="mailto:fnl.treasurer1@gmail.com">fnl.treasurer1@gmail.com</a>
	Rachel Cain	Fixtures Secretary	<a href="mailto:Rachelvcain@yahoo.co.uk">Rachelvcain@yahoo.co.uk</a>
	Terri Williams	Umpiring secretary	<a href="mailto:twilliams@myerscough.ac.uk">twilliams@myerscough.ac.uk</a>
	Rhiann Jennison	Tournaments Secretary	<a href="mailto:rhiannshaw@hotmail.co.uk">rhiannshaw@hotmail.co.uk</a>
	Leanne Cove	Website & Marketing	<a href="mailto:Cove86@gmail.com">Cove86@gmail.com</a>
	Jo Siddall	Players Rep	<a href="mailto:j-siddall@sky.com">j-siddall@sky.com</a>
	Natalie Hughes	Players Rep	<a href="mailto:Nhughes4005@gmail.com">Nhughes4005@gmail.com</a>
	Becky Cox	Players Rep	<a href="mailto:Beckycox95@icloud.com">Beckycox95@icloud.com</a>
	Raz Choudhury	Players Rep	<a href="mailto:Razchoudhury92@gmail.com">Razchoudhury92@gmail.com</a>
	Devon Park	Payers Rep	<a href="mailto:Devon_park@outlook.com">Devon_park@outlook.com</a>
	VACANT	Players Rep	



## **SECTION 1 – GENERAL RULES**

### **A – REGISTRATION OF PLAYERS & GENERAL RULES**

- i) All Players and Teams have the right to apply to the committee for a waiver of any FNL rule where exceptional circumstances apply.
- ii) Players may REGISTER to play in the FNL from the April of the school Year 9 or on their 14th birthday.
- iii) Players may only be REGISTERED to play for one FNL Team at any one time per playing season. No Player can Trial for a Team whilst registered to another Team (See later Sections on Trial Players, Borrowed Players and Transfers).
- iv) With the application to enter each season, each team is required to submit a 'Proposed Players' list – this is different to the FNL Registration Form (see point (xi) below).
- v) Each Team must REGISTER a minimum of 7 eligible Players on the official FNL Registration Form and submit this, along with their registration fee and Insurance certificate or proof of affiliation by the prescribed deadline.
- vi) New Teams entering the FNL will submit their proposed Players to the Fixtures Secretary along with their Application Form and Application fee. Their application will then be considered by the FNL Committee and placed within one of the FNL Divisions according to their playing ability and experience.
- vii) REGISTRATION will last until the renewal process of the following season. ONLY named Players are entitled to represent their Team / Club in any FNL matter.
- viii) Any Umpires not involved with a Team must REGISTER via the FNL Umpiring Secretary as an FNL member and approved Umpire.
- ix) The Registrations Secretary MUST receive official team registration forms by the prescribed deadline but in any case within 3 calendar days of the Team's first match of the season. Teams must include a copy of their England Membership Number (Team & Individual's Affiliation number) or Team Public Liability Insurance with their Registration Form for their application to be valid.
- x) No player is permitted to play in any FNL match (League, Tournament or otherwise) once she reaches 12 weeks of pregnancy.
- xi) New Player REGISTRATION forms must be sent with the relevant match card on the Player's first game to the FNL Registrations Secretary. The registration form and associated match card MUST be received no later than 3 calendar days after the relevant match. (The only exception to this rule is regarding Trial Players- Please see the rules on Trial Players)
- xii) A Player may only play in the same division, a higher division or a division no more than two lower than their usual playing division in FNL. A Player may ask the Committee to reconsider this in exceptional circumstances only.

- xii) Each Team should ensure that they and each Player has appropriate and adequate insurance. The FNL is not responsible for any incident or injury howsoever caused and strongly recommends that each Team and Player takes advice on the most appropriate insurance for them. The FNL requires each team to have a minimum of £1m Public Liability Insurance cover per team – this can be through an insurance policy or via England Membership, whilst this remains a Membership benefit. Teams within a Club can purchase Club insurance as long as EACH team covered is listed on the Insurance certificate.
- xiii) All Team officials involved with an FNL Team or Club must be registered with the FNL's Registration Secretary each season.
- xiv) Any team that fails to pay court fees by the communicated deadline will incur a 2 point deduction levied against them and the relevant fine as indicated by the FNL Treasurer on the associated invoice.
- xv) Teams are not permitted to amalgamate part way through a season to form a Club.
- xvi) Fixtures are available to download from the FNL website ([www.fyldenetball.co.uk](http://www.fyldenetball.co.uk)), and will be followed without exception, unless formally changed by the FNL Committee.
- xvii) The Penalty for breaching any Rule within the FNL Handbook will be one or more of the following:
- a) Deduction of points equivalent to a win
  - b) A financial fine (Minimum £20), reasonably determined by the FNL Committee
  - c) A warning issued by the FNL Secretary
  - d) Non-offending Team awarded the 'win' and associated points
  - e) Suspension or ban of Team / Player / Member
  - f) Withdrawal or suspension of FNL membership

The FNL Committee may use its discretion in the application of any penalty, fine or sanction where exceptional circumstances apply and a vote is taken at a formal Committee meeting.

## **B CLUB RULES**

- i) All Teams must REGISTER a minimum of 7 eligible Player's per Team.
- ii) Player's registered for a Club's 1st Team may only play for that Team, except when the Borrowed Player rule is applied. (The order of Teams must be confirmed on the Registration form before the start of the relevant playing season).
- iii) Transfers of Players between Team's belonging to a Club can only be made in accordance with usual transfer rules.
- iv) Players who play in a lower placed Team within a Club may play 'up' for higher placed Team's in any position, a maximum of FOUR occasions per season. (Taking to the court for ANY part of ANY game for a higher placed Team constitutes one occasion).
- v) After the 4<sup>th</sup> occasion the Player must only play for the Team she registered for at the beginning of that season, or request a TRANSFER (See Transfer Rule), save for where the Borrowed Player Rule applies

## **C AFFILIATIONS**

From September 2017 Affiliation to England Netball is optional for FNL members / Teams.

## **D INSURANCE**

From September 2017 all Teams must evidence they have adequate Public Liability Insurance. This can be purchased as a Team or Club Insurance Policy or via England Netball Membership, whilst Public Liability Insurance remains a benefit of the same.

The FNL require each team to have a minimum of £1m Public Liability Insurance cover and a copy of the certificate must be provided with the Match Card and Registration Form on or before the first game of the season. The insurance must not be cancelled before the end of the relevant playing season.

Teams within a Club can purchase Club Insurance as long as EACH team covered is listed on the Insurance Certificate.

For the purpose of clarity Personal Accident Insurance is optional.

## **E TRIAL PLAYERS**

Teams MUST check with the FNL Registrations Secretary BEFORE playing any new or Trial Player to establish if she had previously played in the FNL or is currently registered with an FNL Team.

On playing for the same Team for a second occasion in any one season, the Player MUST register for that Team

Players can trial a MAXIMUM of 3 times within each playing season, after which they must register with one Team.

A Player cannot trial for another team whilst they remain registered with an existing FNL team

Trial players must be highlighted on the match card by a 'T' against their name

There is no maximum number of Trial player's that can take to the court at any one time

## **F TRANSFERS**

- i) Player's may only transfer once per season registered iPlayer's may only transfer once per season.
- ii) Player's wishing to change Teams must complete and submit a Transfer Request Form (on the FNL website and upon request from the FNL Registration Secretary), and return this, along with the £5 Transfer fee to the FNL Registration Secretary with the match card or electronically on the day of the game
- iii) During Summer season, no transfers are permitted after 1<sup>st</sup> July
- iv) During Winter season, no transfers are permitted after 1<sup>st</sup> February
- ii) Player's wishing to change Teams must complete and submit a Transfer Request Form (on FNL Website and upon request from the FNL Registrations Secretary), and return this, along with the £5 Transfer fee to the FNL Registrations Secretary at least 24 hours BEFORE the transferring player takes to the court.

## **G BORROWED PLAYERS**

- i) Players can only play for Teams who play on the same night or in a higher division and in a WA or WD position ONLY. (Where a fixture has been moved to an alternative night, players can only be borrowed from teams that play on the usual playing night, or a division lower than that which they usually play)
- ii) Where there is an odd number of divisions in any one season, the lowest division may borrow players from the same division or the division above, irrespective of their usual playing night.
- iii) A Borrowed Player can take to the court when a Registered Player is scoring, as teams are considered to be made up of 8 players, including a scorer.
- iv) If a registered Player is replaced by a borrowed Player due to injury, and the injured Player recovers enough to take the court, she may do so only at the end of the playing quarter.
- v) There is no limit on the amount of times a Player can play for another Team under the Borrowed Player Rule.
- vi) The maximum number of borrowed players that can take to the court at any one time is 2.
- vii) Club's can also utilise the Borrowed Player Rule.
- viii) Normal Club Rules apply for playing up when Players are playing for a Club Team that doesn't play on the same evening as their Registered Team.



## SECTION 2 - EQUIPMENT & KIT

- i) Each Team must ensure that they have the following EQUIPMENT & KIT available for each match:
  - a) A Size 5 Standard Match Netball
  - b) A Copy of the England Netball Rule Book(A Copy can be purchased from the FNL Umpiring Secretary or downloaded from the England website)
  - c) A Basic First Aid Kit, including Ice Packs
- ii) Each Team must have a co-ordinated kit, which as a minimum MUST consist of matching overhead bibs / patch bibs
- iii) Where medical conditions dictate, gloves may be worn, but only when they are of a type and substance that gives no advantage to play. (Players must advise the Umpires BEFORE a game begins and show the Umpires the required Medical Certificate upon request. Without this, players are not allowed to take to the court wearing gloves).
- iv) Where medical conditions dictate, a player may wear a tragus piercing, but only if fully covered by a sports headband. (Players must advise the Umpires BEFORE a game begins and show the Umpires the required Medical Certificate upon request. Without this, players are not allowed to take to the court wearing a tragus piercing).
- v) Player's may not play or take to the court wearing ANY jewellery, other than a correctly and appropriately taped plain wedding band, or in accordance with (iv) above. (Fit bits and other exercise monitors are covered under the 'no jewellery rule).
- vi) Hair accessories, which, in the opinion of ANY officiating Umpire, may cause injury to ANY Player MUST be removed BEFORE a Player will be permitted to play.
- vii) Fingernails must not protrude beyond the finger ends of any Player and the officiating Umpire will examine this BEFORE the start of any match.
- viii) For safety reasons, appropriate sports trainers MUST be worn, with laces correctly fastened. Fashion shoes are NOT permitted.
- ix) Players are not allowed to chew gum or eat whilst playing
- x) Smoking is NOT allowed within the court areas.

## **SECTION 3 - MATCHES**

### **GENERAL RULES**

i) The watching / supporting, coaching position of any person must be at a sufficient distance from the court lines so as to not interfere with the Umpires or Players. The Umpires decision is overriding in this rule.

### **WINTER SEASON**

i) No injury time will be given (the injured person should be attended to, but the clock will keep running)

ii) Match start times will be prompt in accordance with Fixtures listed, and determined by the Fixtures Secretary.

iii) If a MINIMUM of 5 Players cannot take to the court at the allotted time, then the following will apply:

a. One goal per complete minute will be awarded to the non-offending Team, up to 12, the end of the first quarter (12 minutes).

b. If the offending Team has not taken to the court with a MINIMUM of 5 Players by 14 minutes past the allotted start time, then the game will be abandoned and the non-offending team will be afforded the win and any associated points, at the discretion of the FNL Committee.

iv) The FNL Fixtures Secretary will notify teams of any cancellations at the earliest opportunity, Teams should check Facebook, emails, and telephones on match days to ensure that there is no relevant communication.

v) If a Team cancels more than one game in ANY season, the FNL Committee will review their membership within the league.

vi) If a Team cancels any game they are responsible for paying the FULL costs of that game (2 x court fees and 2 x Umpire costs).

vii) The Umpire can cancel any game based on their assessment of health, safety and well-being of concerned parties.

### **SUMMER SEASON**

All of the Winter Season rules will apply to the Summer Season, in addition to the following rules:

i) ONLY Health & Safety concerns shall be cause for reasonable cancellation by the Umpire or FNL Official.

ii) In the event of unforeseen circumstances, a match may be shortened at the Umpires discretion to a minimum of 40 minutes.

iii) Any Team not honouring a fixture must notify the FNL Fixtures Secretary from 4pm on the day that the game they are cancelling is due to be played. (There are fines applicable to cancelling any game)

iv) Teams must contact their umpire 24 hours before the match is scheduled to confirm details.

v) At the start of each Summer season after fixtures have been published, each team has a 4 week window in which to notify the Fixtures Secretary of any request to rearrange up to a maximum of 3 of the scheduled games. There is an admin charge of £5 per rearranged games

## **FIXTURES**

Fixtures are available to download from the FNL website ([www.fyldenetball.co.uk](http://www.fyldenetball.co.uk)), and will be followed without exception, unless formally changed by the FNL Committee.

## **WITHDRAWALS**

- i) A Team's withdrawal from the league will result in an administration charge being levied against that team, as determined by the FNL Committee.
- ii) If the withdrawal is earlier than halfway through the season all games will be charged as home fixtures.
- iii) If withdrawal is after halfway through the season, teams will be liable for any outstanding costs.
- iv) Outstanding debts MUST be paid by offending teams/players as advised by the FNL Committee before taking part in any further FNL games.

## **TOURNAMENTS**

Rules regarding Tournaments will be decided upon by the FNL Tournament Secretary and will be publicised with each Tournament Application Form.

Any queries regarding Tournament's should be directed to the FNL Tournaments Secretary.

If any Team or Player has concerns about the application of these Rules by the FNL Tournament Secretary, they should address their concerns to the FNL Secretary ([fnlsecretarybg@gmail.com](mailto:fnlsecretarybg@gmail.com)).

## **MATCH SCORING, SCORERS, MATCH CARDS & RESULTS**

### MATCH SCORING

For each league match, points will be awarded as follows:

- 5 Points for a win
- 3 Points for a draw
- 2 Points if losing margin is 5 goals or less
- 1 Point for 50% + of the winning score

### MATCH CARDS

- i) Each game requires an FNL match card to be completed legibly by each Team. The Match card MUST be completed in full and must list the name and position of each Player. When a Trial Player has played, a (T) must be written at the side of the appropriate Players name and when a Borrowed Player has played, a (B) must be written at the side of the appropriate Players name and (C) when Club Rule is applied.
- ii) Match cards MUST be signed by both Umpires
- iii) Match cards should be completed and given to the Umpire BEFORE game commencement

## **NOTIFICATION OF RESULTS**

- i) Summer & Winter League results **MUST** be text or emailed to the FNL Fixtures Secretary within 24 hours of the game being played by **BOTH** Teams.
- ii) The completed match card **MUST** be received by the FNL Registrations Secretary within 3 working days of the match taking place, this is the **HOME** Teams responsibility.

## **SCORERS**

Each Team is required to provide a scorer for each fixture.

Scorers must be at least School Year 7

Scorers must be present at the start of the game and must liaise with the Umpires to ensure that they fully understand their role and responsibility throughout the game.

Scorers are required to stand together and to check frequently throughout the game to ensure that both scorers have corresponding scores. Any score discrepancy should be notified to Umpires at the end of the next quarter and scorer's are required to debate and agree the correct score with input from the Umpires.

One scorer will be allocated responsibility to notify the umpire at the end of each quarter and at the end of the game. The scorer with notification responsibilities will approach the Umpire as 15 seconds remains on the stop clock so the Umpire can call time when the stop clock alarm sounds.

Scorers should shout the score out after each goal.

A Team may wish to drop a Player to score in order to avoid penalties being imposed – this is permissible and if a scorer can subsequently be identified the Player-scorer can resume play at the next quarter time break, subject to the Umpire confirming that the scorer is appropriate and understands their role and responsibility.

In the event of a scorer not being present, the Umpires and Team Captains can agree to continue the game with one scorer only – in these circumstances, the scorer shall shout the score after each goal and the end result will stand without dispute.

## **FORFEITURE**

In the event that a team forfeits a game, the non-offending team will be awarded the 'win' in the form of 5 points. This game will be discounted when calculating 'for and against' goals in the interests of fairness.

## UMPIRES

- i) After its first year of establishment, any team continuing in the FNL must have a TRAINED or 'IN-TRAINING' Umpire registered with their Team. Each Team within a Club must also have an Umpire or Umpire in-training. Any in-training umpire must be regularly and currently training.
- ii) Only Umpires registered with the FNL Umpiring Secretary may be used for FNL fixtures. Any Umpire not connected to a Team must register with the FNL Umpiring Secretary. The FNL Umpiring Secretary maintains an approved FNL Umpire Register.
- iii) All Umpires MUST attend at least one meeting called by the FNL Umpiring Secretary, per calendar year. If an approved Umpire does not attend at least one meeting, they will need to be re-tested before being able to officiate any FNL game – the cost of this (£25) is payable by the Umpire. If an approved Umpire misses two consecutive years meetings, they will be removed from the approved Umpire's Register irrelevant of their qualification.
- iv) All Umpires are required to adopt a 'continual improvement' approach to umpiring and should agree a development programme with the FNL Umpiring Secretary that promotes them upgrading their umpiring qualification at least every 2 years, up to an England C, after which they will determine their own continual development.
- v) Female Umpires may not officiate from the 12th week of pregnancy.
- vi) Umpires should be paid the agreed match fee BEFORE the game commences. This covers ALL Umpire costs.
- vii) During the Summer League all Teams are responsible for booking and arranging their umpire to officiate at each fixture. In the Winter League the FNL Umpiring Secretary will provide all Umpires.
- viii) All new Teams will be provided with an Umpire for both seasons of their first year.
- ix) If a booked Umpire fails to attend, the Team having made the booking may use its' trained Umpire player, (As long as they are qualified at the appropriate level) to fulfil the Umpiring role. If the booked Umpire subsequently arrives, the clock may be stopped after a goal, to allow the player-umpire to resume playing, but only in the vacant position. Please note – if a booked Umpire fails to turn up and there is not a player-umpire to provide cover, then the Team will be given a Penalty at the discretion of the FNL Committee. The Team whose Umpire did not turn up need to notify the FNL Umpiring Secretary asap.
- x) ALL Umpires will be regularly assessed in order to maintain their FNL approved status.
- xi) All Umpires must umpire at least 6 matches at their approved level during the season to maintain their qualification. Any umpire that does not meet this minimum requirement will need to be re-assessed by the FNL Umpiring Secretary BEFORE umpiring future FNL games.
- xii) All umpires must provide the correct equipment for the scorers;  

Stop watch; Score pad holder; pencil / pen; score card; waterproof scorecard
- xiii) All FNL umpires are required to wear 'whites' or clothing which is distinctive from playing teams at all times when officiating. This includes playing umpires who should bring a white top to place over their playing kit during game officiating. The only exception to this rule is during outdoor games in poor weather when waterproof clothing of any colour is permitted.

xiv) Levels of Umpiring qualification and approved fees are as follows (effective :

April 2022

FNL 5 (Divisions 5 & 6)	£8
FNL 3 (Divisions 3, 4, 5, 6)	£10
FNL 1 (Divisions 1 – 6)	£12
England C	£12
England B & above	£14

September 2022 onwards:

England C grade & Above	£15
FNL Qualified	£12

All enquiries about Umpiring and associated training should be raised with the FNL Umpiring Secretary.

If any Team or Player has concerns about the application of these Rules by the FNL Umpiring Secretary, they should address their concerns to the FNL Secretary ([fnlsecretarybg@gmail.com](mailto:fnlsecretarybg@gmail.com)).

## **COMMUNICATION & DISCIPLINE**

### **GENERAL**

- i) Complaints or problems should be directed to the FNL Secretary in writing (e-mail: [fnlsecretarybg@gmail.com](mailto:fnlsecretarybg@gmail.com)) within 7 days of the issue arising.
- ii) An acknowledgment will be provided within 7 days – if for whatever reason you do not receive an acknowledgment, please contact the FNL Secretary by telephone within the 7 day period to ensure that your complaint or concern is registered.
- iii) Any FNL Committee decision(s) will be notified to all parties concerned.
- iv) Any violent or socially inappropriate behaviour towards any Player, Official or Umpire will not be tolerated and will result in an automatic suspension from the Fylde Netball League.
- v) Participating in any match or Tournament, in any capacity, whilst under the influence of drugs or alcohol is strictly prohibited and will result in the Player, Official or Umpire being required to cease the activity immediately. The offending individual will be suspended from the FNL until the FNL Committee have discussed the incident and reach a decision on the appropriate action.
- vi) The FNL recognises that children are often brought with their parents to the netball courts – this is only permissible if children are appropriately supervised whilst the parent is playing, or the child is able to understand Health & Safety rules, such as standing back from the edge of the court, not running onto court etc.
- vii) The FNL Committee may utilise discretion on the application of ANY rules, penalty, fine or sanction as detailed within this Handbook, but can only do so at a FORMAL minuted Committee meeting.

### **APPEALS**

- i) Any Registered and Affiliated member of FNL has a right to appeal a decision of fine imposed by the FNL Committee
- ii) All appeals must be made in writing to the FNL Secretary and accompanied by £25 payment at the time of the appeal.
- iii) Appeals must be sent to the FNL Secretary within 7 days of the decision prompting the Appeal.
- iv) The FNL Committee will convene the Board of Appeal to review the issue(s) at an Appeal Hearing.
- v) The Board of Appeal is a randomly selected group of three representative Teams from all the Registered FNL Teams who are chosen each year at the Annual General Meeting (AGM).
- vi) Teams who have an existing Committee member will not be included in the draw.
- vii) The Appeal Hearing will include the following:
  - a. Appeal Board
  - b. FNL Committee Representative
  - c. Team Representative and / or member concerned

d. Non-participating minute taker.

viii) The Appeal Board's decision is final.

Any Player, Team or Club knowingly not complying with any FNL Rules may be suspended or have their membership to FNL terminated.

The FNL Committee may use its discretion in the application of Penalties, fines and sanctions where exceptional circumstances apply and a vote is taken at a formal committee meeting.



## **THE FYLDE NETBALL LEAGUE CONSTITUTION**

### **1) NAME**

The League shall be known as the Fylde Netball League.

### **2) OBJECTIVES**

The objectives of the league shall be:-

- a) To promote and improve the standard of netball in the Fylde area.
- b) To raise and maintain funds for these purposes. In the pursuance of these objectives the League may associate or affiliate with any other bodies as may from time to time appear desirable to the Executive Committee of the League.
- c) The Executive Committee will operate at all times under the agreed Code of Conduct to be reviewed formally on an annual basis

### **3) MEMBERSHIP**

- a) Membership shall be open to any properly organised club, on payment of the requisite fees and at the discretion of the Executive Committee.
- b) All teams must send a representative to the Annual General Meeting and any full League Meeting called by the Committee. Failure to do so shall result in the team being fined £20 per meeting.
- c) A new team entering the FNL must submit a list of players with their application form for the Committee's approval and their placement in the League. Following entry into the Summer League a team will be given until the following AGM to provide an umpire from within its own registered members. An existing team may not leave its present place in a division and re-enter in a lower division as a newly formed team under a different name if it consists of more than 50% of previously registered players.

### **4) FEES**

Annual membership fees shall be decided each year by the Executive Committee.

### **5) ORGANISATION AND MANAGEMENT**

The Annual General Meeting:

- i) The management of the League shall be vested in an Executive Committee elected at each Annual General Meeting, and any Special General Meetings.
- ii) The Annual General Meeting shall be held in the April of each year, date to be arranged by the Committee. It shall receive and consider reports and statements of accounts from the Executive committee and determine the policy of the League for the coming year. It shall re-elect the Officers and appoint the Auditors for the ensuing year.

- iii) All members of the League shall be entitled to attend but only one representative from each team shall be entitled to vote.
- iv) Voting shall be by show of hands except when a ballot of the meeting is demanded before the resolution is put.
- v) Resolutions for the agenda of the AGM must be submitted in writing to the League Secretary at least 28 days before the date of the meeting.
- vi) Notice of place, date and time of AGM together with the Annual Reports, Statements of Accounts and resolutions for discussion shall be placed in the hands of the team representatives not less than 14 days prior to the meeting.
- vii) Minutes of the AGM shall be kept electronically and stored on the website and FNL Laptop

A Special General Meeting may be convened:

- i) By the Executive Committee upon 7 days notice being given to each team representative, such notice to contain any special proposal or proposals to be discussed.
- ii) On written requisition to the League Secretary signed by no less than 10 teams. This requisition must contain the proposals to be discussed. The meeting must be called by the League Secretary within 3 weeks of receipt of the requisition, with 7 days notice of the meeting being given to each representative.
- iii) No business, other than that contained in the agenda for the meeting, shall be transacted.

The opportunity to discuss any points will be available at the end of each meeting under 'Any Other Business' as listed on the Agenda.

**The Executive Committee:**

- i) The Executive Committee shall appoint sub-committees as necessary. These subcommittees shall work within their terms of reference, shall record and report regularly to the Executive Committee and shall have no executive authority.
- ii) The Executive Committee shall have power to co-opt up to 3 additional members and shall be empowered to fill vacancies on the Executive Committee which occur during its' term of office.
- iii) Minutes of each meeting shall be kept on the Committee area of the FNL website. The minutes of the preceding meeting shall be proposed and seconded at the commencement of each meeting. At the first committee meeting after the AGM the minutes of the AGM, although not confirmed, shall receive attention.
- iv) In the event of an emergency a Committee Meeting is to be called.

Quorum for meetings:

- i) At any League meeting the quorum shall be 35% of registered teams.
- ii) At Executive Committee Meetings the quorum shall be 50% of members.

**6) OFFICERS OF THE LEAGUE:**

Chairperson	League Secretary
Vice Chairperson	League Treasurer

**7) EXECUTIVE COMMITTEE OF THE LEAGUE:**

- a) The Executive Committee shall consist of "The Officers of the League" plus;

Umpiring Secretary	Press & Website Secretary
Fixtures Secretary	Registrations Secretary
Tournament Secretary	6 Players Reps

A maximum of 3 members of any one club may sit on the Executive Committee.

- b) The following Executives of the League will receive honorary payments, the amounts to be reviewed at each AGM:

League Secretary
League Treasurer
Fixtures Secretary
Registrations Secretary
Umpiring Secretary

**8) FINANCE**

- a) The financial year of the League shall be Sept 1st to Aug 31st the following year.
- b) The general funds of the League shall be administered by the League Treasurer acting under the instructions of the Executive Committee.
- c) The accounts of the League shall be examined by a suitably qualified external auditor, as determined by the Executive Committee.
- d) All property of the League shall be vested in the Executive Committee of the League as Trustees.

**9) CUPS AND TROPHIES**

Perpetual trophies should be returned one month prior to the Presentation Evening to the Vice-Chair.

## **10) AMENDMENT OF THE CONSTITUTION**

The constitution shall not be altered or amended except by a majority vote of two-thirds of those team representatives present and voting at an AGM of the League or at a Special General Meeting called for that purpose.

## **11) DISTRIBUTION OF THE CONSTITUTION**

A copy of the Constitution shall be included in each year's League Handbook and on the Website which is available to all League members.

Inaugurated July 1959
Last amended 05-09-2018
Previously amended : Special General Meeting – April 2017

## **CODE OF CONDUCT**

### INTRODUCTION

The Fylde Netball League (FNL) has been established for 60 years and has evolved over this time to provide a framework of Rules within which its' members can safely enjoy the sport they love!

The FNL Committee is a group of elected Officers who uphold the FNL Rules, Constitution and Values on behalf of its' members.

Every FNL member is required to conduct themselves in accordance with this Code of Conduct when entering any FNL season, Tournament, or indeed any FNL event.

All FNL Members will:

- Respect the rights and dignity of others, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.
- Not abuse or misuse any relationship of trust, position of power or influence.
- Be respectful of Officials, Players, Coaches and Spectators at all times
- Not use verbally abusive, threatening or intimidating language
- Not be physically aggressive, threatening or intimidating
- Never argue with Officials
- Act in a sporting manner at all times
- Abide by any disciplinary sanctions imposed
- Not consume alcohol or illegal substances before or during any fixture
- Use social media to bring the FNL or any of its members into disrepute
- Bully or harass any FNL member

All FNL Umpires will:

- Co-operate with any re-assessment / feedback / training or meeting attendance requested by the FNL Umpiring Secretary
- Work in partnership with other Umpires to ensure fixtures are completed efficiently and safely
- Apply appropriate sanctions in order to keep Players, Coaches, Spectators and Officials safe
- Umpire consistently, objectively, to the best of your ability and with complete impartiality at all times
- Wear appropriate clothing and footwear
- Not drink alcohol or take illegal substances before or during any game
- Not coach during any game they are officiating
- Comply with FNL Member Code of Conduct (above)

## **THE PROCESS**

Any breaches of the Code of Conduct should be reported via email to the FNL Secretary in the first instance.

Any Complaints received will be reviewed by the FNL Committee and determined whether they will be treated in accordance with the Code of Conduct Policy or Complaints process. Involved parties will be notified at this point under which process the matter will be being dealt with.

### Stage 1

The FNL Secretary will share details of the alleged Code of Conduct breach and will request written reports from involved members and Officials. The FNL Secretary will then share this information with the FNL Committee and a decision will be taken whether Suspension Pending Investigation is appropriate as a Safeguarding measure. The FNL Secretary will notify the member and their associated Team Secretary of the allegations, any suspension and terms of the same. (See Appendix 1 – Suspensions).

### Stage 2

The Committee will elect independent (non-connected) Committee member(s) to conduct investigative interviews and to take minutes of these meetings. Once investigations are concluded, all minutes and documentation will be sent to the FNL Secretary who will send to the wider Committee for review.

At this point the FNL Committee will determine whether the concerned party(s) will be invited to a disciplinary hearing or whether the matter can be concluded based on the investigative information collated to date. (See Stage 2a)

### Stage 2a

#### Disciplinary Hearing

The FNL Committee will elect at least 5 non-connected Committee members to conduct a disciplinary hearing. The FNL Member will be invited to attend and has the right to be accompanied by another FNL member of their choice. Two dates will be offered and should the FNL member fail to attend then a decision will be made in their absence, based on the information available. (See Appendix 5 – Disciplinary Hearing)

The Committee will attempt to complete all investigations within 14 days, but it must be recognised that availability of members may mean that this takes longer.

The FNL Secretary will keep all parties updated on the progress of investigations.

### Stage 3

The FNL Committee will review all documentation and will determine the most appropriate action by vote at a Committee meeting.

The Sanctions the FNL Committee can impose at their discretion, are not limited to:

- Suspension (Minor breaches of the code of conduct)
- Ban (Significant / persistent breaches of the code of conduct)
- Financial Fine

- Points deduction
- Mediation
- Warning on file
- 'Training'

The Committee will use its discretion when applying any sanction and will consider the unique circumstances of the situation when doing so. For this reason it is unlikely that 'terms and practice' will determine the level of sanction imposed.

#### Stage 4

The FNL Secretary will write to the concerned parties and notify them of the outcome and the terms of Appeal (Any Appeal must be in writing, specifically stating the grounds of appeal and must be made within 5 days of being notified of the outcome and accompanied by any fee, as highlighted in the Appeals process). See Appendix 2 – Appeals Process

#### Stage 5

Upon receipt of an Appeal and any associated fee, the FNL Secretary will advise the Committee, will coordinate the Appeal Hearing and will disseminate documentation to all relevant parties at least 24 hours before the Appeal Hearing.

Upon conclusion of the Appeal, the FNL Secretary will be forwarded a copy of the Minutes and will share the outcome with the FNL Committee and all relevant parties.

The Appeal is the Final Stage of the Process.

### **GENERAL**

All FNL Members are encouraged to try to resolve matters respectfully with their fellow members but we recognise that this is not always possible.

All Code of Conduct breaches will be dealt with in accordance with the above process and it will be at the FNL Committee's discretion to determine any report, complaint or information that is considered a Code of Conduct breach or otherwise.

The Complaints process is separate to this process. (See Appendix 3 – Complaints)

The FNL Committee can, at its' discretion, attempt mediation between parties where an incident or Code of Conduct matter involves more than one member. (See Appendix 4 – Mediation).

## **APPENDIX 1 – SUSPENSIONS**

Where an FNL Member or Spectator commits a severe breach of the Code of Conduct, The FNL Committee will consider the appropriateness of imposing a Temporary Suspension whilst a thorough investigation takes place.

Severe breaches of the Code of Conduct would include allegations of:

Physical violence, severe verbal aggression / threatening behaviour, bullying and discrimination of any kind.

The FNL Committee will establish basic information from witnesses before taking a decision to suspend, but may use its discretion to ensure the safety of other FNL members.

The concerned party and any team they are registered with, will be notified in writing (email) of the allegation made against them and the decision to suspend and any associated terms of that suspension.

A suspension will remain in place whilst the FNL Committee complete investigations and will be lifted once the Code of Conduct process is concluded, except where a longer suspension is the sanction determined to be appropriate by the FNL Committee.

Suspension does mean that an individual cannot attend any FNL fixture in any capacity.

Suspension terms will remain in force until the FNL Secretary has written to the individual to confirm that their suspension is lifted.



## **APPENDIX 2 – APPEALS**

Should any FNL member wish to appeal against any decision or sanction imposed by the Committee they must do so in writing (email) to the FNL Secretary within 7 days of the decision prompting the Appeal.

An Appeal can only be made on the following grounds:

- Procedural error by the FNL Committee
- The Sanction imposed was inappropriate and / or too harsh

All appeals must be accompanied by £25 payment for the Appeal to be valid.

The FNL Secretary will convene the Board of Appeal to review the issue(s) at an Appeal Hearing and will attempt to co-ordinate within 14 days using the Appeal Teams or the Reserve Appeal teams where original Appeal Team(s) are unavailable.

The Board of Appeal is a randomly selected group of three representative Teams from all the Registered FNL Teams who are chosen each year at the Annual General Meeting (AGM). (Teams who have an existing Committee member will not be included in the draw).

The Appeal Hearing will include the Appeal Chair (Allocated by the FNL Committee), Appeal Board, FNL Committee Representative, Team Representative and / or member concerned, Appellants companion, Non-participating minute taker.

ONLY information pertaining to the Appeal grounds can be discussed at the Appeal Hearing. Any information that any party wishes to be presented at an Appeal Hearing must be sent to the FNL Secretary 72 hours BEFORE the scheduled hearing. The FNL Secretary will send all documentation to relevant parties 48 hours BEFORE the scheduled hearing. Any new information presented after this will not be included and the Appeal hearing will be adjourned and reconvened at the earliest. If this happens on a second occasion, a decision will be taken excluding any additional information presented.

Each FNL member has the right to be accompanied by another FNL member to any Appeal Hearing. This companion is there for support only and cannot participate in the hearing, other than to offer support / prompts to the FNL member they are there to support.

In the case of a member under the age of 16 being the Appellant or party to proceedings, the FNL Committee will insist on that member being accompanied by a parent, carer or legal guardian.

The Appeal chair will conduct the meeting in the following order:

1. Introductions
2. Clarification of roles
3. Confidentiality
4. Appellants statement
5. Committee statement
6. Questions from Appeal Board

7. Closing Comments (Appellant & Committee)
8. Adjournment to allow Appeal Board to consider all information
9. Outcome provided

The minutes of the meeting will be recorded and distributed to all attending parties.

The Appeal Board must only deal with the Appeal matter and can take any of the following actions:

- Uphold the original decision
- Overturn the original decision
- Increase the sanctions imposed
- Decrease the sanctions imposed
- Impose alternative sanctions

If the Appeal is upheld then the Appellant will have their Appeal fee reimbursed.

The Appeal Board's decision is final.

The FNL Secretary will be informed of the Appeal Boards decision and will confirm the outcome to the relevant parties in writing.

## **APPENDIX 3 – COMPLAINTS**

If any FNL Member wishes to raise a complaint, they must do so in writing (email) to the FNL Secretary and send the administration fee of £25 to the FNL account.

Any complaint **MUST** be raised to the FNL Secretary within 7 calendar days of the incident occurring.

The FNL Secretary will share the Complaint with the FNL Committee and a decision will be taken as to whether the matter will be dealt with under the Complaints Process or the Code of Conduct. The Complainant and related parties will receive confirmation of this decision as soon as possible.

Where the Complaints process is to be followed, the FNL Secretary will conduct an objective investigation into the complaint and will take statements from all concerned parties. (The FNL Secretary may enlist support from other FNL Committee members to ensure that this process is as efficient as possible).

Once investigations are concluded the Committee will consider all information and will discuss and agree the action to be taken.

As part of this process the Complainant and any other involved party may be required to attend a meeting with Committee members to progress investigations and / or to attempt mediation.

The FNL Committee can impose any sanction they deem appropriate and this may include: Suspension, Ban, Financial Penalty, Replay, Points deduction, 'Training', although this list is not exhaustive.

If the Complaint is upheld the £25 fee will be refunded to the Complainant.

There is an appeals process should anyone remain dissatisfied with the outcome of a Complaint (See Appeals Process)

## **APPENDIX 4 - MEDIATION**

The FNL Committee may attempt mediation between 2 parties who have been involved in an incident and / or complaint. Where this is proposed and / or requested, the FNL Committee will appoint 3 Committee members who are neutral and independent from either party as Mediator(s).

The Mediator(s) will arrange for both parties involved to meet at a mutually convenient place and time, with the mediator(s) in attendance.

Both parties will be afforded equal time to state their grievance, free from interruption.

The mediator(s) will listen to each party and will familiarise themselves with any supporting information.

The mediator(s) will strive to challenge in equal measure each persons' statement and position and encourage a reasonable compromise between parties.

If the Mediators fail to reach agreement that is satisfactory to both parties, the matter will be referred back to the FNL Committee for processing in accordance with the Complaints Policy and / or Code of Conduct.

Where agreement is reached, the Mediators will confirm in writing to both parties the outcome and will forward a copy of this to the FNL Secretary.

## **APPENDIX 5 – DISCIPLINARY HEARING**

The FNL Committee, may, at its discretion require an FNL member to attend a Disciplinary Hearing. Where this is the case, the Hearing will be arranged at a central venue, and at a time that is mutually agreeable.

Attendance at a disciplinary hearing is compulsory and refusal to attend will result in the matter being heard in the members absence with no re-dress.

The FNL Secretary will be responsible for co-ordinating all parties and will provide a copy of all information to be referred to during the Hearing to all parties at least 48 hours before the scheduled meeting.

A member has the right to be accompanied to a disciplinary hearing by a fellow FNL member of their choice, although their role is that of a companion only.

A disciplinary hearing will comprise of :

- 5 non-connected Committee members
- FNL member subject to disciplinary
- FNL Members companion
- Appointed minute taker

The Disciplinary Hearing will take the following procedure:

1. Introductions
2. Clarification of roles
3. Confidentiality
4. Allegations read out
5. Statement from FNL Member
6. Questions from Disciplinary Board
7. Closing Comments (FNL Member & Committee)
8. Adjournment to allow Disciplinary Board to consider all information
9. Outcome provided

The Disciplinary Board can impose any of the following:

No further action, verbal warning, written warning, final written warning (note this action can be taken without a previous verbal or written warning having been issued), suspension, complete ban, financial fine, training.

Any warnings issued will have a date period attached to them for which the warning will remain on file.

The Disciplinary Board will confirm the outcome in writing to the FNL member along with their rights of appeal and will send a copy of the outcome letter to the FNL Secretary.

In the case of suspension, the written confirmation will include the start and end date of the suspension.

In the case of a complete ban, the written confirmation will state the date on which the ban will take effect.