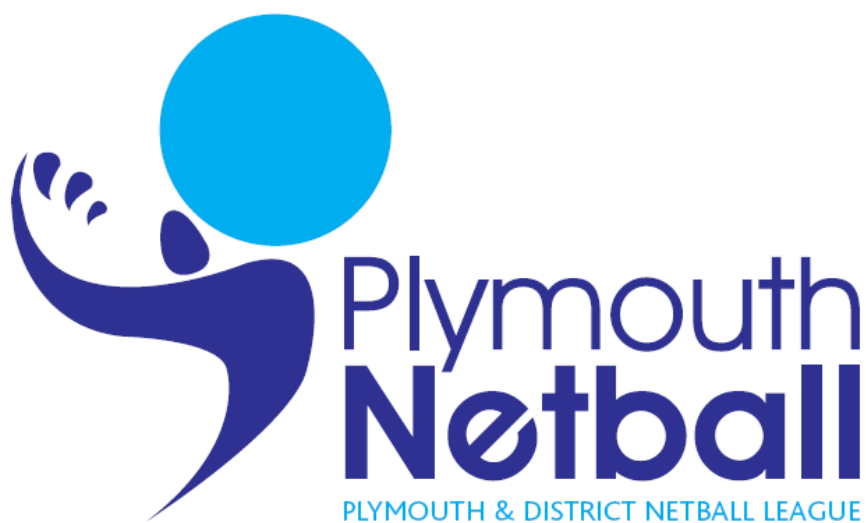


**PLYMOUTH AND DISTRICT
NETBALL LEAGUE
(PDNL)**



**Club Welfare Officer's
INFORMATION PACK**



CLUB WELFARE OFFICERS INFORMATION PACK LIST OF CONTENTS

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Club Welfare Officer Role

All affiliated PDNL clubs, both junior and senior, must appoint a Club Welfare Officer in line with the PDNL Recruitment Guidelines and Volunteer Role Description. The role should preferably be an elected post within a club/team depending on your club structure, however, this may not always be possible and it is for each team/club to decide whether or not a person should be appointed or elected to this role.

Each Club Welfare Officer should attend a Safeguarding and Protecting Children (SPC 1) 3 hour workshop. In addition, the club welfare officer and other club officials can increase awareness by completing the Online Child Protection Training at www.EnglandNetball.co.uk/safeguarding/online-child-protection-training or Time to Listen training run by England Netball.

Welfare officers can represent more than one club/team if this suits the clubs/teams and the individual concerned. Each club/team must give the name of their nominated welfare officer to the PDNL Committee General Secretary before the start of each season. Should the club/teams nominated welfare officer change during the course of the season, the PDNL Committee General Secretary should be informed as soon as is practicable.

The Welfare Officer is specifically responsible for:

- Adopting and implementing the England Netball's Safeguarding and Protecting Young People in Netball Policy and Procedures and Guidelines.
- Ensuring that all committee members and club members are aware of their responsibility in Safeguarding and Protecting Young People in Netball.
- Supporting their members through accessing education and training opportunities in relation to the Safeguarding and Protecting Young People in Netball Policy.
- Working in partnership with parents/carers and young people within the club.
- Implementing a policy of Best Practice to every member in your club (see relevant guidelines)
- Ensuring that all relevant members who have regular supervisory contact with young people or a management responsibility for those working with young people undertake an Enhanced CRB disclosure.
- Supporting members within their club in having a safe, enjoyable and positive netball experience.
- Ensure all members are aware of the standards of behaviour expected by Plymouth Netball set out in the Plymouth Netball codes of conduct.

NB - The welfare officer has no role in the investigation or validation of child protection concerns within a Club/Association and has no therapeutic or counselling role, however although it is not your responsibility to decide if abuse has taken place, it is your responsibility to act by reporting your concerns if you suspect abuse.



Child Protection Contacts

As a club / team welfare officer you are not alone when undertaking this role. Below is a contact list of people who can help you should you need it.

Title	Name	Email	Contact No.
Club Welfare Officer			
PDNL Welfare Officer	Vicki Clarke	viclarke@blueyonder.co.uk	07917192124
EN Lead CP Officer		besafe@englandnetball.co.uk	07595 863991
Volunteer & Safeguarding Manager	Emma Gibson	emma.gibson@englandnetball.co.uk	07595 863991
Social Services Contact	Advice & Assessment Service for Children and YP	adviceandassessment@plymouth.gov.uk	01752 308600 Out of hours: 01752 346984
Police Station Contact	Non-emergencies / General enquiries		08452 777 444 Emergency 999
Derriford Hospital			08451 558 155
ChildLine	For children		0800 1111
NSPCC Child Protection Helpline	For all concerns	www.achancetotalk.com	0808 800 5000 Text 0800 056 0566



NETBALL CLUB – THE HISTORY

You may wish to think about writing out your club/team history. This could have several uses as part of your portfolio for sponsorship; as part of your application for the England Netball CAPS Award; and information to share on various website to highlights your clubs achievements.

CONSTITUTION

Every club/team should have its own constitution. This makes the club/team a formal and legal group and so gives the appropriate background to the activities promoted by the club/team. It also ensures that you have an organised approach that might attract more players and supporters to your club. You will have to have a meeting in your club/team to get the constitution agreed. The following is an example of what your constitution should look like. The main headings should appear in every constitution but the content in each heading can be changed to reflect your club/teams needs and set up.

(NAME) Netball Club Constitution

Name

The club will be called (Name) Netball Club. This name may change from time to time depending upon sponsorship agreements. This must always be subject to the majority view of the executive committee.

Aim

To foster and promote the game of Netball at all levels (and all ages if applicable)

Objective

- To provide opportunities for Netball training, matches, coaching and umpiring across varying age ranges.
- The club will specifically provide equity to all its members by respecting the rights, dignity and worth of every person and treating everyone equally within the context of the sport of Netball, regardless of age, ability, gender, race, ethnicity, religious beliefs, sexuality and social/economic status.



- Ensuring that all members have the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- Promoting positive challenge to any discriminatory behaviour.
- Dealing with any incidence of discriminatory behaviour seriously and according to the club's disciplinary procedures. The club has a code of conduct to which all members are expected to adhere to (conduct codes can be found in appendix A).

Affiliation

The club will affiliate to:

- England Netball Association
- Netball South West
- The Plymouth & District League
- Any other association that is in keeping with the aim and objective of the club and also the national governing body

Membership

1. Membership is open to all individuals eligible to play the game of netball.
2. All members of the club must pay an annual membership fee.
3. Payment of fees will be due by the start of each season, or as directed by the Executive Committee.
4. The rate of the fee will be made at each AGM.
5. A discretionary dispensation is allowed on direct request from an individual and with the treasurer's and executive committee's ratification.
6. Members will be expected to pay match fees that will also be reviewed annually.
7. When joining the club all members are subject to the rules laid out in this constitution and any decisions made at club meetings. All members of the club will be given a copy of this Constitution in an induction pack when joining the club. Revised copies will be issued as and when changes are made.
8. All fully affiliated members have full voting rights at the official club meetings.



Duty of Care

The club is aware of its responsibilities with regards to the duty of care to all its members but especially to those in the junior section and will consistently work towards safeguarding the membership.

Club Meetings

All members of the club are expected to attend full club meetings twice yearly in addition to the Annual General Meeting.

The working subgroups will meet according to need.

Executive Committee

The elected Executive Committee Officers for the club are:

- Chairperson
- Secretary
- Treasurer
- Club Welfare Officer (Job descriptions for officers can be found in appendix A)

Election of Executive Committee / General Club Committee

- All officers will be elected at the Annual General Meeting by means of a secret and democratic ballot in the case of more than one person standing for election of that position
- All officers will be elected on a yearly basis
- There are no restrictions on the number of years an officer remains in a post as long as they are democratically re-elected annually
- Club members may only hold one post on the executive committee in any year

Executive Committee Functions and Meetings

The Executive Committee is responsible for the overall smooth and efficient running of the club. This will be achieved by:

- Meeting on at least a quarterly basis but more as the need arises.
- Co-opting relevant others onto the committee without them becoming standing members or having voting rights.



- Appointing a Club Coach who will be directly responsible to the committee.
- Formulating working sub groups to assist with the smooth running of the club and in particular attend to the day to day running of the club.
- Appointing a Fixtures Secretary to arrange and co-ordinate all training and match arrangements.
- Ensuring that a Senior and Junior Club Captain is elected by the start of the season.
- Identify and appoint a volunteer to become the club's Social Secretary to organise the clubs social events but also be responsible for fund raising and sponsorship.
- Identify and appoint a Publicity and Marketing officer.
- Identify and appoint an Umpiring Co-ordinator.
- Ensuring the accurate maintenance of club funds and arranging for auditing as necessary.
- Producing a yearly statement of club funds.
- The executive committee is considered quorate when at least 75 % of its membership is present. Every decision made by the executive must be determined by a majority or consensus approach but where necessary the club chairperson will have the casting vote. (The overall structure of the club is set out in Appendix B)

Annual General Meeting

- This will be held in May every year unless there are exceptional circumstances.
- Club members are to be notified in writing of the meeting one month prior to its being held.
- Agenda items must be submitted to the club secretary in writing two weeks before the meeting.
- Each meeting will include reports from each member of the outgoing Executive Committee.
- Reports will also be expected from the Club Coach; Senior Club Captain; Umpiring co-ordinator and Social Secretary. It is also preferred that the Junior Club Captain give a brief verbal or written report.
- The election of Executive Committee members will take place at the AGM.



- Nominations for any of the posts must be agreed in advance with the nominee and passed to the secretary two weeks before the meeting.
- Changes to the constitution can be made at the AGM on completion of a democratic ballot and majority decisions apply.
- Any changes to the constitution will be phased in within a time-scale agreed at the AGM.
- For the AGM to be quorate at least 50% of the membership and 60% of the executive committee must be present.
- In the event of an inquorate meeting decisions can still be made but will be subject to an extraordinary general meeting's later ratification.
- All properly affiliated members of the club have the right to attend and have one vote on any matter at the AGM.
- There are no arrangements for proxy voting at the AGM as all members are expected to attend.

Extraordinary Meetings

These can be called at any time by either a meeting of the Executive Committee or by a group of at least seven people or more that are fully affiliated members of the club.

Discipline

- The club has a code of conduct that each member is expected to uphold. (See Appendix A)
- The Executive Committee reserves the right to suspend the membership of any individual whose actions are alleged to have broken the club rules or to have brought the club into disrepute.
- The Executive Committee will then hold a special meeting (separate to other core business) to decide the validity of the allegations. The club member and an advocate may attend that meeting but will not be included in the decision making.
- It is at the discretion of the Executive Committee what action will be taken (where necessary, in consultation with England Netball) and ultimately it has the right to exclude people from the club.



- In the event of an appeal against the decision, the Chair of the club will request the assistance from the Plymouth and District League and West Devon committees in formulating a small review group. This group should normally meet with 14 days of the appeal being received and advise the player of its decision within 28 days of the appeal being received.

Dissolution Procedures

A resolution to dissolve the club can be passed at an AGM OR EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be equally shared between the remaining members.

ADOPTED AND RATIFIED ON

SIGNED.....
NAME.....
POSITION.....
DATE.....

SIGNED.....
NAME.....
POSITION.....
DATE.....

JOB DESCRIPTIONS
(Appendix A)

CHAIR PERSON (ELECTED POST)

Is responsible for

- Ensuring that all committee and player meetings are called at the appropriate times.
- Chairing all Executive Committee meetings.
- Chairing all AGMs or extraordinary meetings.
- Having the casting vote on any contentious decisions.
- Dealing with the discipline and appeal matters that may arise from time to time.
- Being ultimately responsible for the smooth running and welfare of the club.



- Ensuring that the club is run in a democratic fashion that promotes the game of Netball with in an anti-discriminatory and equal opportunities framework and ensures that the duty of care is given due regard.
- Ensuring that the day to day business of the club is cascaded down through the sub group structure.
- Supporting the work of other members of the Executive Committee and working subgroups as required.
- Representing the club at any formal occasions.
- Ensuring that club awards are decided and presented annually.
- Ratifying all club awards suggested by the coaches awards group and also ensuring that the player's player award is fairly adjudicated.
- To have the casting vote on the committee's decisions about the club person of the year award.
- Ensuring the delegation of the above duties when unable to complete them personally

CLUB SECRETARY (ELECTED POST)

Is responsible for

- Overseeing the taking, typing, completion and circulation of all committees meeting minutes, minutes of all AGM's and any extraordinary meetings, and minutes of all full club meetings.
- Receiving and Writing all letters on behalf of the club.
- Organising effective communication within the club.
- Working closely with the Fixtures Secretary and completing any correspondence in relation to training and fixtures.
- Working closely with the Players Representatives to ensure that all sections of the club receive constant and timely information.
- Working closely with the Publicity Officer to ensure that the club receives adequate and appropriate publicity.
- Working closely with the Minuting Secretary
- Attending any relevant meetings on behalf of the club.
- Organising and maintaining accessible (but where relevant confidential) records appertaining to the core business of the club.
- Making arrangements for someone to take on these responsibilities when they are not available

TREASURER (ELECTED POST)

Is responsible for

- Attending all committee meetings
- Overseeing the day to day financial transactions in relation to the club.
- Ensuring there are correct signatories to any club accounts.
- Arranging for the collection of training fees.
- Arranging for the collection of match fees.



- Paying all invoices and bills in relation to the clubs responsibilities.
- Keeping club accounts up to date and ensuring that all monies raised by or on behalf of the club are used to further the objectives of the club and for no other purpose.
- Producing a yearly account for club members to scrutinise.
- Having any club accounts available for scrutiny at any time and also auditing as required.
- Liaising closely with the Social Secretary and run a subgroup responsible for financial concerns.
- Making arrangements for these duties to be covered when they are not available.

JUNIOR PLAYERS REPRESENTATIVE (ELECTED POST)

Is responsible for

- Attending all committee meetings.
- Promoting the development of the junior section of the club.
- Facilitating junior club members' representation at all meetings.
- Liaising closely with the Treasurer of the club in regard to financial matters.
- Jointly working with the Fixtures Secretary in relation to fixtures.
- Co-ordinating an effective working sub group to safe guard the interest of the junior section.
- Creating a strategy to increase junior club activities and to incorporate willing volunteers in their work.
- Organising the election of the Junior Club Captain before the start of the season every year.
- Co-ordinating the junior player's player award every year.

SENIOR PLAYERS REPRESENTATIVE (ELECTED POST)

Is responsible for

- Consulting regularly on a formal and informal basis with all members of the club.
- That all members of the club receive timely and consistent information.
- Co-ordinating the senior player's player award.
- Attending committee meetings and all other club meetings.
- Encouraging the club members to get fully involved in the administrative functions of the club and to recruit willing volunteers to promote the clubs effective running.
- Organising the election of the Club Captain by the start of the season of every year.

FIXTURES SECRETARY (VOLUNTEER/APPOINTED POST)

To be appointed and approved by the executive committee and be responsible for

- Contacting Plymouth and District League for details of match commitments.
- Contacting all other teams and arranging mutually convenient dates and times for fixtures.
- Making the booking for training events and matches as needed.
- Advising the Treasurer of any costs incurred in the course of their post.



- Advising the Treasurer of potential invoices and bills in relation of training and matches
- Liaising with the Club Secretary to ensure all players are notified of their commitments.
- Liaising with the Club Coach and Team Captains in regard to the time date and place for matches.

CLUB COACH (VOLUNTEER/APPOINTED POST)

To be appointed and approved by the Executive Committee and responsible for

- Appointing an Assistant Coach to deputise in their absence and support their work.
- Having a joint responsibility with the Executive Committee for the activities on the playing side of the club.
- Appointing a Junior Coach to assist in the playing aspects of this part of the club's activities.
- Co-ordinating a coaching, training and selection sub group that will meet at least monthly which will involve the Club Captains, Assistant Coach, Junior Coach/es.
- Devising and delivering a yearly training plan which should be ratified by the Executive Committee and published in advance of the season to all players and official club members.
- Team selection, which must be notified to players in sufficient advance and with the maximum possible notice before all matches.
- Co-ordinating, chairing and having the casting vote on the awards committee that decides Player of the Year, Junior Player, and Most Improved Player.

ASSISTANT COACH (VOLUNTEER/APPOINTED POST)

To be appointed by the Club Coach with the executive committee's approval and responsible for

- Deputising for the Club Coach in all the functions listed above
- Taking an active and integral part of the training programme and selection decisions

JUNIOR COACH/ES (VOLUNTEER/APPOINTED POST)

To be appointed by the Club Coach with the approval of the Executive Committee and responsible for

- Working on all matters in relation to the Junior Section jointly with the Junior Representative.
- Meeting with the Club Coach to discuss matters of training and selection.
- Producing the junior training plan to be incorporated within the clubs yearly training plan.
- Should the need arise the Junior Coach will be responsible for appointing Deputies.
- The Executive Committee must ratify these appointments.
- The chairing and co-ordination of selection panels as appropriate

UMPIRING CO-ORDINATOR (VOLUNTEER/APPOINTED POST)



Is responsible for

- The production and overseeing of a yearly umpiring rota.
- Developmental plans to improve the knowledge and quality of umpiring within in the club at all levels.

SOCIAL SECRETARY (VOLUNTEER/APPOINTED POST)

This will be a volunteer approved by the Executive Committee and responsible for

- Creating, co-ordinating and chairing a sub group to work on fundraising events.
- Reporting to the Executive Committee for ratification of plans for fundraising events.
- Combining the role of fund raising with that of social activities and therefore creating fun events with, for and on behalf of the club.
- Liaising closely with the Senior Players' Representative's and the Junior Players Representative to ensure that social events/ fundraising and sponsorship are closely aligned to the overall clubs needs and ambitions.
- The organisation of an annual presentation evening event.

PUBLICITY AND MARKETING OFFICER (VOLUNTEER/APPOINTED POST)

Is responsible for

- Organising and promoting press coverage and submitting publicity statements on behalf of the club (and at the same time informing an Executive Officer
- Creating, updating and maintaining a sponsorship portfolio.
- Locating potential sponsors and negotiating sponsorship deals with agreement of the Executive Committee.

MINUTING SECRETARY (VOLUNTEER/APPOINTED POST)

Is responsible for

- Attending all club meetings
- Taking, writing, typing and circulating all committee meeting minutes
- As above for all the club's AGM's and extraordinary meetings
- As above for all full club meetings
- Work closely with the club secretary on all matters that are the latter's overall responsibility.

SENIOR CLUB CAPTAIN (ELECTED POST)

Will be elected by a secret ballot in which all senior club players have a vote by the end of September at the start of every season. The Senior Club Captain is expected to

- Attend and contribute to the selection and coaching meetings organised by the Club Coach.
- Contribute to the development and smooth implementation of the training plan.
- Support and liaise with the Senior Players Representative.
- To attend the Executive Committee meetings as requested.
- To take the toss at matches, liaise with the relevant official's in the correct manner during the match and thank the umpires/opposition/supporters after the game.



JUNIOR CLUB CAPTAIN (ELECTED POST)

Will be elected by a secret ballot in which all junior club players have a vote by the end of September at the start of every season. The Junior Club Captain is expected to

- Work closely with the players in the junior section and represent their views to club decisions makers.
- To work closely with the Junior Players Representative.
- To come to Executive Committee meetings as requested by either party.
- To take the toss at matches, liaise with the relevant official's in the correct manner during the match and thank the umpires/opposition/supporters after the game.

Code of Conducts (appendix A)

Plymouth Netball has adopted 8 of the 12 codes of conduct driven by England Netball's core values of leadership, integrity, teamwork and excellence. The 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. You can view the 8 conduct codes on the PDNL website. Your club should also look to adopt these conduct codes.

The 8 Codes of Conduct are:

- 6.1 Code of Conduct for Athletes
- 6.2 Code of Conduct for Coaches
- 6.3 Code of Conduct for Umpires
- 6.4 Code of Conduct for Table Officials
- 6.5 Code of Conduct for Tutors, Assessors, Testers, Trainers & Verifiers
- 6.6 Code of Conduct for Volunteers
- 6.7 Code of Conduct for Team Managers
- 6.8 Code of Conduct for Parents/Carers



Club / Team membership packs

Membership packs are a good way to make sure that members get all the same information at the same time they are an easy way to get forms out to members and to get them filled in and returned for safekeeping. Your club/team secretary should be responsible for the maintenance, revision and circulation of all club information packs. The club secretary should keep spare copies of all the packs and all the associated forms securely and safely. The club secretary should also file and keep a main copy of all completed club forms and provide the club coach with copies as relevant and required. Here are some forms that you may wish to start using in your club/team. For clubs/teams who have a junior section we strongly recommend that you start to use the forms sooner rather than later.



Junior Member Feedback Form

In order to continually improve the club's standards, please can you fill out the following feedback form and return to your coach or a member of the committee. Thank You.

Name (optional):

Age Group:

1. How long have you been a member of this club?
2. Why did you choose to join this club?
3. Were you always made welcome at the club?
4. Do you feel you have developed any new skills at your training sessions?
.....
5. Do you feel that you have improved as a result of your training sessions at this club?.....
6. Do you enjoy the training sessions at this club?
7. What do you like best about your training sessions?
8. What do you like least about your training sessions?.....
9. What do you like the most about the club?
10. What do you like the least about the club?
11. Will you stay with the club ?
12. Would you like to see anything new at the club for junior members?
-
13. Is there anything else you think we should know?
.....

Received by.....Date.....

Action.....



Parent and Carer Feedback Form

In order to continually improve the club's standards, please can you fill out the following feedback form and return to your child's coach or a member of the committee. Thank You.

Name (optional):

Age Group of child:

Please tick the relevant box corresponding to how much you agree with each statement	1 Strongly disagree	2 Disagree	3 Neither agree or disagree	4 Agree	5 Strongly agree
My child enjoys attending club training sessions?					
My child enjoys representing the club in league matches?					
My child has improved their skills and standard of performance?					
The Coach has a good rapport with my child?					
I feel my child is safe at the club?					
The club is well organised?					
Junior Club membership offers value for money?					
My child will be joining next season?					

Is there anything that you are unhappy about within the club?

.....

Is there anything we could do to improve the club?.....

.....

Is there anything else you think we should know?.....

.....

Received by**Date**.....

Action.....



Senior Member Feedback Form

In order to continually improve the club's standards, please can you fill out the following feedback form and return to your coach or a member of the committee. Thank You.

Name (optional):

Team Division

1. How long have you been a member of this club?
2. Why did you choose to join this club?
3. Were you always made welcome at the club?
4. Have you developed any new skills at your training sessions?.....
5. Do you feel that you have improved as a result of your training sessions at this club?.....
6. Do you enjoy the training sessions at this club?
7. What do you like best about your training sessions?
8. What do you like least about your training sessions?.....
9. What do you like the most about the club?
10. What do you like the least about the club?
11. Will you stay with the club ?
12. Would you like to see anything new at the club for senior members?
-
- 13. Is there anything else you think we should know?.....**
.....

Received byDate.....

Action.....



Volunteer Agreement Form

NAME OF VOLUNTEER/CLUB OFFICIAL.....
ADDRESS.....
MOBILE NUMBER..... **EMAIL**.....
DOB.....

All volunteers or club officials within (Name) Netball Club must endeavour to work to the high standards set for that Netball Club and adopt the best practice policy at all times. In addition to their own standards of practice, all club officials should be aware of and adopt (Name) Netball Club's own:

- Code of conduct for officials
- Child protection guidelines
- Equity policy statement
- Safety guidelines

The club will ensure that each volunteer or club official has a copy of each policy and guidance notes that is relevant to their work. The club will listen and respond to matters that the volunteer or club official should bring to its attention in relation to their work and will support, where possible, their training needs.

I, *NAME OF VOLUNTEER*, am familiar with (Name) Netball Club's standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

SIGNED: DATE:

Name:

NB Before a volunteer signs and returns the agreement, you should provide them with copies of all of the items mentioned above as well as their task description



COACHES/VOLUNTEERS FEEDBACK FORM

In order to continually improve the club's standards, please can you fill out the following feedback form with respect to your sessions and return to a member of the committee. Thank You.

Name(optional).....

Who do you coach?

1. Do you feel supported by the club in your role?
2. Were the administration and organisational procedures connected with your sessions efficient?
3. Have you experienced any difficulties or problems with the venue/equipment/club procedures?
4. Have you experienced any difficulties with regards to club members or coaches during your sessions?.....
5. Are there any aspects of the club could be improved during training sessions?.....
6. Are there plenty of opportunities for your team to play in competition?
7. Are there any training needs which the club could help you with in the future?
8. Are there any improvements which you would recommend for next season?
.....
.....
.....
.....

Please feel free to make any other comments that may help the club to develop in the future.....
.....
.....

Received by**Date**.....

Action.....



Child Protection Incident Report Form

Child's name:

Date of Birth:

Address:

Postcode:

Disability:

Ethnicity:

Home / parent's telephone number:

Sports Club / school child attends:

Date of incident / report / disclosure:

Time:

Venue:

If concerns were passed on by a third party, supply their details (name, contact number etc) and record what was said:

If the child / young person made a direct disclosure, describe the circumstances and record what the child said (using their words):

If concerns arise from your observations / actions, give details:



ACCIDENT/INCIDENT REPORT FORM

Venue	Location of accident/incident
Date of accident/incident	Name of individual(s) who dealt with the accident/incident
Nature of accident/incident	
Details leading up to the accident/incident	
Details of any club members involved	
Details of actions/events after the accident/incident	
First Aid Treatment	
Signed.....Print Name..... Date..... (Coach)	
Signed.....Print Name.....Date.....(First Aider)	



(Name) NETBALL CLUB PHOTOGRAPHY CONSENT FORM

All (name) Netball Club members sign when they first join the club. Where relevant (for those under18) parents/carers must also sign the form. The form gives general permission for the club member's photograph or visual image to be taken in relation to legitimate (name) Netball Club activities.

Section One :- To be completed by the Club Member.

Name:.....

Address:-.....

DOB:-.....ENA Affiliation Number:-.....

Phone Number:-.....Mobile Number:-.....

E.Mail :-.....

I have fully discussed the contents of this form with the (name) Netball Club official(s). I hereby grant (name) Netball Club the right to use the images resulting from this photo/film shoot(Including reproduction/adaptations) for general purposes and, in relation to the centre's work.

Signature:-Date :-.....

Section Two:- To be completed by the parent/Guardians

Name (Please Print):-.....

Address:-.....

I have fully discussed the contents of this form with the (name) Netball Club official(s). I hereby grant (name)Netball Club the right to use the images resulting from this photo/film shoot(Including reproduction/adaptations) for general purposes and, in relation to the centre's work.

Signature:-.....Date:-.....



MATCH REPORT TEMPLATE

Team Name :	Opponents:
Date of Match :	Division:
SCORE: You: Opponent:	Nominated Player (position & Name if known)
Comments re game:	

Points to remember: Please print team member's names and Positions if you refer to them in match report.

Attached is an example of a match report. This is to give you an idea of what you can include in your match report. The report should give your slant on the match.

We look forward to receiving all match reports. Even if you have not won your game you can still provide a report to give your players and sponsors a mention.

Please email to: Nikkinetball@sky.com or nm@footanstey.com

Example Match Report.

Your team: 29 - opponent's name 16

XXXX despite suffering some injury problems showed a determined display of netball to come out eventual winners. xxxxxxxx defensive combination of [enter names] were in excellent form and despite the first half being a closely contested affair, xxxxxxxx went into the second half with a 3 goal advantage.

xxxxxxxxxx were able to capitalise on this good attacking play with [enter names]. XXXX gave some of their younger squad members the opportunity to show their talent with [enter name] having an excellent three quarters at WA. With the strong lead at three quarter time, XXX were able to bring on [enter name] at WD for some valuable match experience.



Trip Consent Form

Where young people participate in trips or events away from the Club parents/carers should be given full details regarding the organisation and administration of the activity, trip or event.

This form should be signed and returned to the Club before any activity or trip takes place. One copy should be given to the activity organiser/coach which should be kept with them at all times. The original should stay with a nominated Club official.

Name of child _____

Date of birth _____

Parent / Carer _____

Address: Please give your home address and phone numbers. If you will be away from home during the trip please give an alternative address where you, or a relative or friend acting for you can be contacted.

Address.....
.....

PostCode.....

Tel (Day).....(Eve).....

Mobile.....

Alternative contact name and address.

Address.....
.....

Post Code

Tel(Day).....(Eve).....

Mobile.....

Relationship to child.....

Family Doctor.....

Doctor's Tel No.....

Consent, please read carefully:

- I have had the activities of the Club explained and agree to my son/daughter taking part in these activities.
- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those listed.
- I consent to my child receiving medical treatment which, in the opinion of a qualified medical practitioner, may be necessary.
- I consent that photographs taken by authorised personnel of my son/daughter at EN or Club events may be used to promote Netball and confirm that my son/daughter is not subject to any court order prohibiting publication of their image.
- I consent to my son/daughter travelling by any form of public transport, minibus or motor vehicle driven by a club coach or any other parent attending, to any event in which the club is participating.
- I agree to be at the pick-up/drop-off point at the agreed time.
- I understand that the Club or Organisers accept no responsibility for loss, damage or injury caused by or during attendance on any of the clubs organised activities except where such loss, damage or injury can be shown to result directly from the negligence of the Club or the Organisers.
- In your child's interests, it is important that the organising staff should know whether he or she suffers from any illness or medical condition. Please use the space below to state in confidence any health or other matter concerning your child or which accompanying club members should be aware. Please also indicate if your child is receiving any medication, with details and dosage, and/or specific dietary requirements.

Please state any medical condition and or medication.....
.....
.....

Signed:

Parent/Guardian.....

Date.....



Leaving the Training Venue

Consent Form

Please inform the club of the arrangements you have made with your child after a training session for the season 2010/2011.

Name.....

Age Group.....

Coach.....

Arrangements for pick up – please indicate which one is appropriate

Player is being picked up inside hall *Player is walking home*
Player is being picked up outside reception (in 2's)

Any other arrangements.....

Club Welfare Officers guidelines

As well as the forms above, below are some guidance notes to help you in your club welfare officer's role.

Guidance for Club Safeguarding – 7 steps

Establish a key contact – a club welfare officer

- Inform PDNL and England Netball so they can communicate directly with the right person.
- The welfare officer should be a person with a child – centred approach, and must have completed a three hour basic awareness training course (either the England Netball three-hour course, or sports coach UK Safeguarding and Protecting Children course).



- Their name should be clearly visible and communicated around the club - perhaps with a photo – so young people and adult members know who to go to for advice and to report concerns.
- 2. Be aware of the PDNL and England Netball ‘Safeguarding and Protecting Young People in Netball’ policy**
- There is no need to rewrite this policy for your club – The policy clearly states what your responsibilities are from a club perspective.
 - Ensure everyone in your club is aware of the PDNL and England Netball ‘Safeguarding and Protecting Young People in Netball’ policy and are abiding by the principles within it.
 - Ensure all members know how to access this policy and relevant supporting documents and procedures.
 - All information is available from www.englandnetball.co.uk/safeguarding and www.pdnl.co.uk.
- 3. Ensure you have safe recruitment procedures in your club**
- All those who have a position that involves direct involvement with young people should have an enhanced CRB disclosure, which is available through England Netball.
 - You should also encourage the use of self-disclosures or personal declaration. Forms are available from www.englandnetball.co.uk/safeguarding or www.pdnl.co.uk.
 - Forms should be completed and returned marked “Private and Confidential” to the Lead Child Protection Officer at England Netball, Netball House, 9 Paynes Park, Hitchin, Herts, SG5 1EH.
 - Any issues arising from this disclosure, your club welfare officer will be informed of the next step to take.
- 4. Promote safeguarding awareness and training**
- Ensure all those who have direct contact with young people in your club have completed basic awareness training.
 - For committee roles where there is no direct contact with young people, the England Netball online training should be completed. This is accessible via the Safeguarding pages of www.englandnetball.co.uk
- 5. Communicate where to report concerns and involve parents**
- All adult members and young people should know where to go to for guidance and to report a concern. This can be directly through the club’s welfare officer and should also include information on external agencies such as ChildLine and the NSPCC 24-hour helpline.
 - These should be printed and displayed in your club, on your website and in relevant paperwork relating to your members.
 - Establish an open communication culture within your club – encourage parents to get involved and invite them to observe some training sessions. Encourage them to take an active and positive role in their child’s netball.
- 6. Promote good practice**



- Ensure you have your “Code of Conduct” displayed at your club, on your website and in member’s information booklets or available for your members to read.
- The “Code of Conduct” should cover requirements for young people, parents, players, coaches and officials. An example of a “Code of Conduct” can be obtained from your PDNL Welfare Officer or by visiting www.pdnl.co.uk
- Agreed Codes of Conduct ensure that everyone is aware of the standard expected within the club and it also establishes guidelines for behaviour.

7. Catch up on your paperwork

- Ensure you are up-to-date on safeguarding administration within your club.
- You should have written contact details for all your young players, which are held in a secure place by a designated person.
- Information should only be shared within the club (and with PDNL or England Netball, if asked in a disclosure capacity) on a need-to-know basis and for specific purposes. For example a coach running a session or a team manager arranging a fixture.
- Supporting information on consent forms, photography policies, away trips guidance and many other areas is available from PDNL at www.pdnl.co.uk or England Netball at www.englandnetball.co.uk/safeguarding

Information and Support

- PDNL and England Netball are here to help you.
- England Netball are constantly updating the Safeguarding pages on the England Netball website www.englandnetball.co.uk/safeguarding
- England Netball plan to issue a Club Safeguarding Officer Newsletter soon
- Everything within England Netball is consistent with other national governing bodies of sport and they are supported by the Child Protection in Sport Unit (CPSU) – and this all sits within a legal safeguarding framework.
- A Good Practice Guide for Clubs will be available soon.

Guidance in Responding to a Child

- Do not panic – react calmly, so as not to frighten the child.
- Acknowledge that what the child is doing is difficult, but that they are right to confide in you.
- Reassure the child that they are not to blame.
- Make sure that, from the outset, you can understand what the child is saying.
- Be honest straight away and tell the child you cannot make promises that you will not be able to keep.



- Do not promise that you will keep the conversation a secret. Explain that in order to help them you will need to involve other people and that you will need to write things down.
- Listen carefully to the child; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to the minimum required for you to clarify any facts or words that you do not understand – do not speculate or make assumptions.
- Do not probe for more information than is offered.
- Encourage the child to use their own words.
- Do not make negative comments about the alleged abuser.
- At the end of the conversation, ensure that the child is either being collected or is capable of going home on their own.
- Do not approach the alleged abuser.

Guidelines for dealing with an Incident/Accident

- Stay calm BUT act swiftly and observe the situation.
- Assess whether there is a danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of a serious injury – requiring specialist treatment
 - Call 999 – emergency services
 - Give them the injured persons
 - Name
 - Details of the injury/incident
 - Where you are with simple directions
 - State how urgent the injury is according to the first aider
 - Be ready to listen and act upon any instructions given by the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries - WAIT FOR THE EMERGENCY SERVICES.
- Contact the injured person's parent/guardian.
- Complete an incident/accident report form.