

Checklist for Clubs



Please ensure that all clubs review the information listed below and ensure all necessary information is in place.

ENgage	
	Club holds EN membership and is affiliated to Somerset Netball
	<p>All Club Golden Roles are fulfilled:</p> <ul style="list-style-type: none"> ■ Chair ■ Secretary ■ Treasurer ■ Safeguarding Officer ■ Data Protection Officer
	<p>Ensure that the following people hold <u>FULL</u> EN membership for their Club and Somerset:</p> <ul style="list-style-type: none"> ■ Players ■ Coaches ■ Umpires
Policies	
	<p>Clubs should ensure they are familiar with the following SCNA policies and rules which are available on the Somerset Netball website:-</p> <ul style="list-style-type: none"> ■ Constitution ■ Codes of Conduct (Seniors and Juniors) ■ Rules (Seniors and Juniors) ■ Privacy Policy ■ Photography Policy (Juniors) ■ EN Social Media Policy ■ EN Complaints Policy ■ EN Age Banding requirements (for U14s playing senior league) ■ Player Loading Guidance (Juniors) ■ Gender and Inclusivity Guidance
	<p>Clubs should ensure they hold appropriate policies/guidelines and that they are regularly reviewed and updated as required i.e.</p> <ul style="list-style-type: none"> ■ Club Constitution ■ Codes of Conduct ■ Safeguarding ■ Privacy Policy ■ GDPR

Management	
	Clubs should ensure that a representative of the Club attends each of the SCNA committee meetings throughout the season
	Clubs should ensure that each Team within their Club is represented at the SCNA AGM
	Clubs should aim to create and embed a culture that promotes positive values, attitudes and behaviours in a thriving, safe and inclusive environment
	Clubs should ensure the appropriate recruitment, development and recognition of all people contributing to the clubs' and individuals ambitions both on and off the court
	<p>Clubs should ensure that the following roles all hold appropriate qualifications, Safeguarding, England Netball Enhanced DBS checks and First Aid (as appropriate to their role)</p> <ul style="list-style-type: none"> ■ Coaches ■ Volunteers ■ Safeguarding officer(s) ■ Umpires
	Clubs must ensure effective communication between SCNA and all club members and committee (where appropriate)
	Clubs should ensure appropriate financial procedures and practices are in place and as a minimum can evidence: a) appropriate oversight of finances; b) financial decision-making and processing is not managed by one person alone; and c) accounts which are audited.
	Clubs should ensure that the facilities used for netball are adequate and appropriate measures are in place to evaluate and manage risk