



Karisma Netball Club

Konstitution

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Club philosophy

Karisma aims for our members to enjoy playing netball whilst developing their skills and ability.

The Club is built on a strong social foundation and the recognition that our members choose to belong because it has a positive impact on their lives.

The ethos of the Club is competitive; members achieve their place in a squad based on ability and matches are approached with the intent to win.

Expectation of members

As the members are what make the Club, all members have a responsibility to behave in a way which enables the Club to live up to its philosophy. This includes:

- treating each other with respect and consideration
- communicating openly and honestly
- contributing a positive approach which supports enjoyment for other members
- prioritising attendance at training and matches, bar exceptional circumstances

Subject to discretion, weekly team selection shall be dependent on attendance to training.

Training and Coaching

Karisma employs an external Coach to run weekly training sessions and ensure the Club lives up to its philosophy of 'developing the skills and ability of its members'. It is expected that members attend all training sessions; in exceptional circumstances when this is not possible they

must inform their Squad Captain and Coach as early on as possible.

It is recognised that the quality and approach of the Coach is fundamental to members' enjoyment of playing netball within the Club. It is expected that members will communicate openly and honestly with the Coach and provide constructive feedback to enable them to deliver training to the best of their ability. The Coach is also expected to provide constructive feedback to support individual players' development.

If members have concerns about the Coach that they have been unable to address with them directly, they should speak to their Squad Captain who can initiate a review at a Committee meeting. Equally, if the Coach has concerns about their remit or place within the Club, they should speak to the Club Chair so this can be addressed. The Committee, led by the Club Chair, have a shared responsibility to decide who we employ as a Coach and if/when this should be changed.

Training cancellation

If there are issues with the training venue, or issues with the weather where the Club is training outdoors, the Committee will make a decision to cancel training before 5pm the day of training. This gives the Coach and members enough time to adjust their plans. It does not allow the Secretary to cancel the booking within the cancellation policy of Elmgreen (7 days before), so the Club will still be charged for the booking.

New members

Karisma wishes to attract netball players of the highest calibre and should not be seen to close its doors, but it is recognised that if new players attend regular training sessions it could be disruptive for existing members.

The Club Secretary is responsible for filtering new contacts (based on them being of a likely acceptable standard), and 'keeping warm' any

potential future players until a point where there is a need within the Club to increase membership.

The decision to run an open/trial session must be agreed by the Committee and Coach.

New members will be granted one free training session with the Club. Subsequent sessions must be paid for in line with standard fees as advised by the Finance sec.

Squads

The Committee is responsible for agreeing how many squads the Club will accommodate, and which league(s) each squad will play in. Squad selections take place after two trial sessions held at the beginning of the season, likely to be during the summer. Squad selection is the decision of the Coach. In the event that the Coach is new to the Club, they should work with the Club Chair and outgoing A-Squad Captain to select the squads for the season ahead.

The Club accepts that squads are dynamic and changes are likely during the season. In line with the competitive philosophy of the Club, it is expected that all players have an ambition to be part of the A-Squad and will move up if the opportunity arises.

It is recognised that individual development and ability is not constant throughout a season and a place in any squad is not guaranteed i.e. an individual may move up or down.

Changes to squads throughout the season are the decision of the Coach, but should be made in consultation with the Club Chair so she can ensure change is in the best interest of the Club as a whole. Any changes should be made in a timely and considered way so as not to negatively impact any squad or player.

Matches

Each squad is entered into one or two leagues, as decided by the Committee. Matches take place on Saturdays and members are expected to commit to being available throughout the season. For each match it is necessary that we provide an umpire and a scorer. It is also desirable that we complete performance stats and a match report to support feedback to the Coach.

Squad members are expected to help with scoring, stats and the provision of refreshments as requested.

Match day team selection is the decision of the Squad Captain, and will be communicated to all squad members ahead of the match date. Team selection in Karisma is competitive; we aim to succeed in both winning matches and developing strong, dynamic squads, but this means members are not guaranteed court time every week. Squad Captains are responsible for providing open and honest communication to their players about the decisions they make regarding team selection.

Forfeiting matches

In the event where more than one squad is in a position where they need to forfeit, for example, where there is only one umpire for two squads, then one of the following will apply:

- the squad in the lower league, or competing at a lower level, will need to forfeit, based on the Club ethos of competitiveness and encouraging members to support playing up.
- where either of the squads is fighting relegation or in the position of promotion, then this squad will take priority and not forfeit.

Forfeiting will always have a final say by the Chair and Coach.

Kit

Members representing Karisma in league matches are expected to purchase the Club kit which consists of a dress. There is other complimentary kit to be purchased such as socks, leggings and training tops, but this is not mandatory. Any changes to kit must be agreed by the Committee and managed by the Kit Secretary. Looks

Subs and Fees

Karisma charges an annual membership fee which must be paid either at the start of the season or split as agreed by the Finance Sec at the beginning of the season. Members joining later in the season will be charged an appropriate proportion of this fee. Members opting to pay monthly must set up as a standing order to the Karisma Netball Club bank account.

Payment of AENA fees is compulsory before the start of each season. Match fees are included in subs. The Finance sec is responsible for proposing the annual membership fee; this must be officially agreed at a Committee meeting and put to a vote at the AGM.

For the fairness of all members, Karisma operates a 'no pay, no play' approach. It is your responsibility to pay your fees in a timely manner, and you will be held responsible should the Club incur overdraft fees as a result of your late payment. In exceptional circumstances, members may discuss the possibility of reduced subs with the Finance sec, who must agree this with the Committee.

Extended absence of play

Where a member has an extended absence of play, eg. due to injury, but does not need to disclose reason, there will be a discussion between the member, Captain, Chair and Coach about a reasonable expectation of recovery and return to match fitness. On return, the member may be expected to play in a different team more suited to recovery.

Any conversations about moving other members to replace the absence will happen in a similar way; between the member moving, the captains, Chair and Coach.

If a member has an extended absence of play longer than 6 weeks, they may request a subs refund, payable at the Finance sec's discretion.

Club Communication

Karisma communicates with the Club primarily through Whatsapp. On joining the Club, members are added to the Whatsapp group.

Karisma requires the email addresses of members in order to register members on the Pitchero app, which manages fixtures and team selections. On occasion, the Secretary may also send emails to this email address provided.

The Committee

The Committee is made up of the following roles, each filled by a member of the Club;

- Club chair
- Vice chair (if needed)
- Club secretary
- Fixtures secretary

- Finance secretary
- Kit secretary
- Social secretary
- Social media secretary
- Squad captains

Members are strongly encouraged to join the committee if they have not already done so after 2 years in the club.

See 'Roles and responsibilities' for more detail on what each of the positions entails.

With the exception of Squad captains, the roles are filled through an election process during the Annual General Meeting (AGM). See 'Elections' for more information.

The Chair and Club Secretary cannot hold more than one position on the Committee.

Committee meetings

The Committee meet regularly throughout the season to discuss Club business and make decisions about the future direction of the Club. Minutes from the meetings are circulated to Club members on request, and members are encouraged to read the minutes to keep up to date with Club business. If any member wishes to raise a topic for discussion at a Committee meeting they should contact the Club secretary to arrange this. The coach can attend Committee meetings by invitation or request, when the agenda is relevant.

Annual General Meeting (AGM)

The formal Club AGM is held at the end of the playing season, likely to be May, and all members of the Club and the Coach are invited to attend. The meeting is organised by the Club Secretary and the Club Chair leads the meeting. The AGM includes each member of the Committee presenting their annual report, elections for the next year's Committee, and an open opportunity for any Club member to raise a

point for discussion. Minutes of the AGM are circulated to all Club members within two weeks of the meeting.

Elections

Elections are carried out for all Committee positions each year. Elections for the committee roles are to take place at the AGM. Squad captains are elected by the Coach after squad selections are made.

Any member may nominate themselves to stand for election to any role, or to more than one role; nominations should be given to the Club Secretary. To be eligible to stand for Squad Captain members must have been part of the Club for at least half a season. All members of the Club are eligible to vote for all Committee positions elected at the AGM, but only the members of each squad are eligible to vote for election of their Squad Captain, where the coach cannot make a decision on Captain, or where there is no coach.

At the time of voting, if a member is not supportive of any candidate standing they can vote for RON (re-open nominations). In the event that RON receives the highest number of votes, the nominations for that role will re-open and the Club Secretary will manage the election process outside of the AGM. Should one member achieve the highest number of votes for more than role, they may select which role they would like to fulfil and the other role(s) will be allocated to the member(s) achieving the next highest number of votes.

Committee roles and responsibilities

Club Chair, supported by Vice Chair

The role of the Club Chair is to oversee the smooth running of the Club and ensure that decisions are made in line with the Club philosophy.

The position of Club Chair can only be held by a player who has previously been on a Karisma Committee (any season).

Responsibilities include;

- Proactively leading the Club and its members
- Listening to the views of Club members and taking input and advice from the Committee on key issues
- Making decisions which impact the running or development of the overall Club, as needed
- Working with the Coach to ensure that training sessions deliver for the members; acting as key contact for the Coach
- Chairing Committee Meetings and AGM
- Consulting with the Coach over squad selection and player movements between squads
- Ensure representation at league AGMs
- Acting as named signatory on ad hoc Club correspondence with leagues/other clubs outside of core business or for PR reasons.
- Being the point of contact for new players looking to join the club following the formal trials window

Club Secretary, with support from Fixtures Secretary

The role of the Club Secretary is to effectively manage internal and external communication, and the administration requirements of the Club.

Responsibilities include;

- Setting and distributing agendas for Committee meetings and the AGM
- Writing and distributing minutes from Committee meetings and the AGM
- Regular management of incoming email to the Club email account
- Filtering new potential members and keeping the Committee and Coach informed of status

- Managing outgoing communication to the members from the Committee
- Acting as key liaison for external stakeholders e.g. league secretaries, other clubs etc for regular/ongoing business
- Managing administration associated with court bookings and fixtures
- Acting as second signatory for Karisma bank account
- Providing members and Committee with full fixture lists prior to start of season

Fixtures Secretary

The role of the Fixtures Secretary is to ensure that umpires of the highest calibre possible are arranged for all Club matches, and Club members are provided with opportunities to develop their skills as an umpire.

Responsibilities include;

- Building and maintaining relationships with as many umpires as possible
- Liaising with umpires to ensure that all Club matches are supported to the best standard possible
- Promoting the opportunities for Club members to develop their umpiring skills, encouraging members to attend courses and umpire at training; providing feedback to members on their umpiring style/approach
- Attending league umpiring forums and communicating to all members and the Coach any changes to playing rules or the umpires' interpretation of them.
- Providing adequate notice to Squad Captains should there be problems in securing an umpire which may result in them having to rearrange or forfeit the fixture.

Finance Secretary

The role of the Finance Secretary is to oversee the financial income

and outgoings of the Club and ensure long term financial stability.

Responsibilities include;

- Recommending charges for subs and fees for the upcoming season and agreeing this with the Committee
- Managing and tracking incoming subs and fees from members; liaising directly with members over any late payments or issues
- Managing timely payment of regular outgoings e.g. Coach, court fees
- Supporting other Committee members where ad hoc payments are needed e.g. kit purchase, tour bookings, tournament costs, awards
- Providing a monthly financial update to the Committee on the state of the accounts
- Alerting the Committee as needed if the Club is facing financial difficulty, and proposing the appropriate course of action
- Primary signatory on Karisma bank account

Kit Secretary

- Ordering and distributing kit to members and working with the Finance Secretary to manage payments
- Ordering and distributing kit to Captains for kit bags for match days
- Ordering and distributing kit for training, eg. balls, bibs.
- Responsible for engraving of club trophies

Social Secretary

The role of the Social Secretary is to create and promote opportunities for Club members to enjoy socialising together, outside of usual training and match commitments.

Responsibilities include;

- Organising regular social events which hold appeal for the majority

- of Club members, and promoting these to encourage attendance
- Organising occasional 'significant' social events e.g. Christmas Party, as appropriate
- Promoting the Club externally to gain sponsorship and support from local businesses which will benefit Club members
- Organising an annual tour for the Club; proposing destination and costs to the Committee for agreement
- Organising fundraising events for the Club as required or relevant

Social media Secretary

The role of the Social media Secretary is to promote the Club on social media, and to support the Secretary with outgoing communications. Responsibilities include:

- Maintaining and regularly updating the website
- Posting content on social media platforms to promote all aspects of the Club

Squad Captain

The role of the Squad Captain is to be an inspirational leader for their squad to ensure personal and squad achievements are maximised in training and in matches.

Responsibilities include;

- Leading by example and demonstrating a positive approach to training and matches
- Making weekly team selection and changes to the line up throughout the game. Communicating clearly and honestly with squad members about team selection decisions
- Communicating regularly with their squad to manage availability and ensure players are fully informed of training and match details

- Managing match day logistics and administration to ensure that ball bag/kit bag are available, refreshments are provided as needed, umpires are paid, paperwork is completed etc.
- Maintaining open communication with the Coach and providing feedback to the Coach after matches if they were not in attendance
- Following each match, ensuring Club Secretary is informed of results and match report is written and submitted
- Liaising with other clubs to rearrange postponed/cancelled matches
- Promoting squad cohesion through ad hoc socialising opportunities.

Squad Vice Captain

The Squad Captain is eligible to appoint a Squad Vice Captain of their choice. The role of the Squad Vice Captain is to support the Squad Captain with the responsibilities listed above, as agreed between the two of them.

The Squad Captain has responsibility for ensuring her players are aware of the devolution of responsibility. The Squad Vice Captain does not become a member of the Committee.

Coach

The role of the Coach is to support the development of Club members' skills and ability through weekly training sessions and high quality feedback and input.

Responsibilities include;

- Planning and delivery of structured weekly training sessions
- Communicating clearly to Club members to ensure they understand the purpose and intention of the training approaches used

- Providing appropriate and constructive individual feedback to Club members to support their development
- Providing appropriate and constructive feedback to each squad to ensure a cohesive squad direction and focus
- Liaising regularly with Squad Captains to understand team dynamics and match feedback and providing guidance on weekly team selections throughout the season
- Working closely with the Club Chair to take on board feedback and review approach as needed
- Selection of squads at the start of the season, and in agreement with the Club Chair, decision on movement between squads during the season
- Attendance at matches wherever possible.