

## **APPENDIX 1: CONFLICT OF INTEREST POLICY**

1. If any Director, Member, or employee of Welsh Netball has a financial, commercial, personal or other interest either direct or indirect in any contract, proposed contract or other matter and is present at any meeting at which that contract, proposed contract or other matter is the subject of consideration, he or she shall at the meeting and as soon as practicable after its commencement disclose the fact and shall not take part in the consideration or discussion of the contract, proposed contract or other matter or vote on any question with respect to it.
2. Interests as follows shall be disclosed, although the list is not exhaustive:
  - any employment or income received from work undertaken within the sport
  - any income received from the sport as a partner, director or employee within a firm
  - any sponsorship personally received
  - any sponsorship given to any aspect of the sport
  - any contracts with the sport for the provision of services or goods for profit
  - any interests in any corporate bodies which do business with Welsh Netball
  - any interest which any close members of the family of the Director Member or employee may have in these matters shall also be declared when matters or issues are discussed which may affect their financial position
3. For the record and for openness and scrutiny, a Register of Interests shall be maintained and in which shall be declared in writing the interests of those persons referred to in this section.
4. Written disclosures shall be entered in the Register of Interests which shall be maintained by the Chief Executive Officer and shall be available and open to any Member or authorised official.
5. All entries in the Register of Interests shall be checked annually  
Any persons required by this section to declare orally or in writing any relevant interest and failing to do so shall be subject to a disciplinary procedure. If an employee is found to be in breach of this requirement the disciplinary action as set out in his / her contract of employment will be enforced.

## **APPENDIX 2: SAFEGUARDING POLICY**

**Please see separate document**

## **APPENDIX 3: DISCIPLINARY COMMITTEE**

### **Articles Clause 5 and Byelaws Clause 16**

1. The Disciplinary Committee shall consist of two Officers of the Association, one of whom shall act as Chair, and one representative from one of the Association's other committees, and who shall be appointed by the Chair of the Board
2. The Disciplinary Committee shall have the power to investigate and adjudicate on any alleged misconduct or breach by a member of the Association's Memorandum, Articles and Byelaws

3. The Committee shall have the power to order the offending member to be expelled, suspended or dealt with in any manner that the Committee thinks appropriate
4. The Chair of the Committee shall advise the CEO and Board of Directors of its' decision within five days of any formal meeting and such outcome shall be communicated to the Board of Directors at it's next meeting
5. Any member subject to any decision of the Committee has the right of appeal

## **APPENDIX 4: INDEPENDENT APPEALS COMMITTEE and PROCEDURES**

### **Articles Clause 5 and Byelaws Clause 17**

1. The Independent Appeals Committee shall, on appeal by a member who has been subject to disciplinary action, review the outcome of a Disciplinary Committee sitting and may affirm, vary or rescind that decision
2. The Independent Appeals Committee shall consist of three impartial persons, one of whom shall not be involved in Netball in any way
3. Appeals must be submitted within seven working days of the imposition of any sanction by the Disciplinary Committee.
4. The Independent Appeals Panel (hereafter referred to as "The Panel") will hear the appeal no later than 28 days after the receipt of the appeal by the Chief Executive.
5. The appellant(s) shall be entitled, within 48 hours of being notified of the composition of the Panel, to lodge an objection with the Chief Executive Officer against any member of the Panel who can be shown to have a direct personal involvement or interest in the matter. The appellant shall provide appropriate evidence in support of any such claim. The Chief Executive Officer will review the appointment, consulting as appropriate, and if in agreement with the objection shall be authorized to make an alternative appointment with immediate effect. The date of any hearing already set may be postponed to a date no less than 14 days after the date of any such alternative appointment.
6. The Panel shall set its own terms of operation, and may choose to call any witnesses to attend a more formal hearing. The Panel will appoint its own chairperson.
7. The Panel has the power to uphold, amend or overrule the decision of the Disciplinary Committee, or increase the severity of any disciplinary action. All decisions made using the available evidence in conjunction with Welsh Netball Articles and Byelaws will be reported back to the Chief Executive Officer.
8. Not less than 14 days prior to the date of the hearing the chairperson of the original Disciplinary Committee responsible for the decision which is the subject of the appeal shall provide to the Chief Executive Officer a written statement for the Appeals Panel, together with any supporting documentation, detailing, as appropriate:
  - a. The circumstances of the alleged breach or misconduct;
  - b. The decision taken;
  - c. Any appropriate justification or explanation; and
  - d. The information that was considered in reaching the original decision (e.g. regulations, reports, correspondence)

9. The Chief Executive Officer shall ensure that all relevant information is provided to the appellant(s), the person or body responsible for the original decision and to all members of the Appeals Panel at least three working days before any meeting.
10. The appellant(s) may present to the Panel whatever written submission they consider appropriate. The appellant(s) shall ensure that the members of the Panel receive this information at least five working days prior to the meeting in order to give them sufficient opportunity to study the submission.
11. The appellant(s) shall not, under any circumstances, verbally address any member of the Panel, or enter into any discussion, either in person or through an intermediary, with any member of the Panel prior to the appeal being heard or during the course of the hearing other than by way of direct representation during the hearing. Any member of the Panel who is approached improperly is bound to notify the Chairperson of the Panel and any wilful breach of this clause by the appellant(s) shall be considered as misconduct, and may subsequently lead to disciplinary action of its own, but such action should not be considered until the outcome of the appeal is known.
12. When the appellant is an individual they may be accompanied to any hearing by one person of the appellant's choice. Where the appellant is a school, club, league or Area association or other body, the appellant may be represented by up to two of its members.
13. The Chairperson of the Panel shall ensure that the appeal is heard in a manner which allows all parties to state their case fairly and the Panel may, if they so choose, invite a technical advisor (for example, a respected senior official, a lawyer or an accountant) to be present, if it considers that this would benefit the process of hearing of the appeal.
14. It is inappropriate for the appellant(s) and other parties to be present simultaneously. No form of cross-examination will be permitted.
15. Once the appeal has been heard the Panel will withdraw to consider its decision and will, upon the making of the decision, recall the appellant(s) into the meeting and advise the appellant(s) of that decision. No further discussion is permitted at that time, and the appellant(s) will then leave the meeting. In certain circumstances the Panel may decide that it is unable to reach a decision at the time and decide to reconvene to consider and deliberate further on a subsequent occasion.
16. The Panel should then advise other interested parties present of the decision. No further discussion is permitted related to the matter at that time.
17. The Panel will confirm to the appellant(s) and the other interested parties, including the Chief Executive Officer, the decision of the Panel in writing as quickly as practicably possible, by email, fax or post.
18. Where it is necessary to expedite the consideration of the appeal, the Chairperson of the Panel may vary certain of the above conditions but if this action is intended, then the appellant(s) should be advised and given an opportunity to lodge an objection to this proposal to modify the procedure. Normally, the modification should not be carried through against the wishes of the appellant(s), except where the objection by the appellant(s) is without just cause.
19. The Panel may, in certain exceptional circumstances, refer any appeal that cannot be resolved to the CCPR Sports Dispute Resolution Forum (or such equivalent body as may exist) for advice before detailing their decision.
20. The decision of the Panel is final and there is no further right of appeal.

## **APPENDIX 5: BOARD OF DIRECTORS**

### **Articles Clause 8 and Byelaws Clause 5**

The Board of Directors is collectively responsible for:

1. Defining the Association's purpose, direction and priorities
2. Developing a governance policy "umbrella"
3. Specifying key outcomes and approving the availability of appropriate resources
4. Establishing a framework for assessment and risk
5. Ensuring that there is appropriate succession planning
6. Ensuring that the Association complies with the statutory and contractual requirements and with the Association's policies
7. Appointing, supporting, evaluating and rewarding the Chief Executive Officer
8. Gaining members' and stakeholders' views in determining direction and goals and maintaining communication with them
9. Setting standards and evaluating the Board's own performance

## **APPENDIX 6: STAFF MANAGEMENT**

### **Articles Clause 16 and Byelaws Clause 6**

1. The Staff Management Committee shall oversee the management of paid staff through regular meetings with the Chief Executive Officer
2. The Committee shall consist of the Chair of the WNA, one Officer, one nominated representative of Sports Wales and the Chief Executive Officer

## **APPENDIX 7: PERFORMANCE COMMITTEE**

### **Frequency of Meetings:**

Twice per annum in September and May

### **Remit:**

1. To review and advise on performance at national level of elite players, coaches and umpires
2. To review and advise on talent identification programmes and development pathways
3. To review, advise and promote the training, development and mentoring of elite coaches and umpires, coach and umpire assessors, coach verifiers, team managers and bench officials
4. To disseminate knowledge of the IFNA Rules of the game, rule changes and umpiring and bench officials protocols
5. To discuss changes to the Rules and, where appropriate, forward same to IFNA

### **Membership:**

1. High Performance Coach (1)
2. Education and Events Co-ordinator (1)
3. Age Group coaches (2)
4. Representative of the Hub coaches (1)
5. Representative of the national Selectors (1)
6. Representative of the Team Managers (1)
7. Representative of the Bench Officials (1)
8. Representative of the High Performance Umpires' Mentor Group (1)
9. Representative of the High Performance Umpires Group (1)
10. Representatives from the Wales Open squad (2)
11. WNA Officer or Board Member (Chair) (1)

The High Performance Coach, Education and Events Co-ordinator and Age Group Coaches will be members by virtue of office.

The WNA Officer or Board Member will be appointed by the Board.

All others will be elected annually by members of each sub-group (i.e. Hub coaches, Selectors, Team Managers, Bench officials, Umpires' mentors, HPU and Open Squad) from expressions of interest received from members of each of the above mentioned groups.

## **APPENDIX 8: NATIONAL AREA FORUM**

### **Frequency of Meetings:**

Three times per annum – Pre-season (September), Mid-Season (January), Post Season (May, around AGM, concentrating on agreeing the calendar).

### **Remit:**

1. To consider, review and advise on Welsh Netball's domestic tournaments
2. To contribute to and agree the annual domestic calendar
3. To promote and maintain a structure of competitive netball for junior and senior players within each of the eight Area Associations
4. To provide opportunities for aspiring coaches, umpires, team managers and table officials within each of the eight Area Associations
5. To ensure that there is a formal opportunity for matters to be raised and discussed and, if appropriate, fed into the system (e.g. direct to Board or via consideration by the Performance Committee or the NDOs' group etc.)

### **Membership:**

Potential number: maximum 28

1. One representative from each of the eight Area Associations (8)
2. One representative from each of the eight Area Schools' Associations (8)
3. Welsh Netball Chief Executive, High Performance Coach, Office Manager and Education & Events Coordinator (4)
4. Welsh Netball President, Chairman and Directors (up to 8)

All members attend either by virtue of their office or by way of appointment by their respective Area Associations. Representatives of the Netball Development Officers may be invited to attend the calendar meeting in an observer capacity.

### **Chair:**

The Chair of the Association will chair the Forum. In his/her absence the chair for the meeting will be determined by those present.

### **Note:**

One of Welsh Netball's strategic objectives is the development and maintenance of a Forum in each of the eight Area Associations, comprising representatives of primary and secondary schools, clubs, junior and senior leagues, other Area representatives, local authorities, national and regional development staff and other key stakeholders.

## **APPENDIX 9: REVIEW PANELS**

### **Articles Clause 9 and Byelaws Clauses 11 &12**

1. The Coaches Review Panel shall be appointed by the Board on the recommendation of the High Performance Coach to assess the performance of the WNA team coaches annually (Byelaws Clauses 11.2, 11.4 and 11.5),
2. The Team Managers Review panel shall be appointed by the Board to assess the performance of the WNA team managers annually (Byelaws Clauses 12.1, 12.2 and 12.3)