



amsterdam
netball

Club Handbook 2020

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1. Overview

Amsterdam Netball

Amsterdam Netball is the first netball club in the Netherlands and is currently the largest. Starting with just a few players in 2014, Amsterdam Netball has quickly grown into one of the premier “amateur” clubs in continental Europe.

The Club has almost 100 members, both female and male. Players are mostly expats from the UK, Australia, New Zealand and South Africa (though other nationalities – Dutch especially! – are of course also welcomed).

This handbook has been designed to support the efficient running and continued development of this club and its members. It offers key information for members and potential members, including the Club’s values, logistical information such as season timings and fees, and details about Club Policies. There is also a “frequently asked questions” section for quick reference.

Should you have any questions on something that is missing from the Handbook or comments about issues which should be altered or included, please contact the Amsterdam Netball Board by email at info@amsterdamnetball.com including “club handbook” in the subject line.

Contact and social media details

For any questions or comments, please use the website contact form or email us:

Website: www.amsterdamnetball.com

Email: info@amsterdamnetball.com

You can also find us on social media:

Facebook: <https://www.facebook.com/amsterdamnetball/>

Instagram: <https://www.instagram.com/amsterdamnetball/>

Twitter: <https://twitter.com/amsnetball>

Official details

Kamer van Koophandel number: 64310124

Club listed address: Willem de Zwijgerlaan 167 H, 1056 JM Amsterdam

Date of formalisation: 08/10/2015

2. Mission statement and values

Amsterdam Netball is a community netball club focusing on positive participation, inclusion and enjoyment for all. The Club aims to provide fun, friendships, fairness and fitness for every single one of its members. It is our mission to provide players with support and guidance that nurtures our love of netball, espouses the values of sportsmanship, and builds relationships both on and off the court.

We encourage women and men of all abilities to participate and aim to provide development opportunities which suit individual needs. We respect each other's differences and celebrate each other's achievements.

Amsterdam Netball is a not-for-profit organisation run by a committee of dedicated volunteers. We encourage members to become involved in the running of the club and to be supportive of the work done by our peers at all times.

We are proud of the contribution Amsterdam Netball makes to life in the Netherlands – especially for the many non-Dutch nationals who find a family in the Club – and to the role Amsterdam Netball plays in championing the development of netball across Europe.

3. Playing programme

Year overview

[Click here to see our 2020 Year Overview in full.](#)

Seasons

Amsterdam Netball organises its year into seasons. Specific training sessions and team organisations vary according to which season it is (as detailed in “Leagues, teams and trials” below). Each year, there may be slight changes to the exact timings and structure of each season, but the general set up is as follows.

The “**Spring Season**” runs from roughly April to June. This is when most international tournaments take place outside the Netherlands, mostly in Europe. Teams from Amsterdam Netball travel to these events. During the Tournament Season, some training sessions may be divided based on numbers, teams or skill level.

The “**Summer Season**” runs roughly for the month of July. During July, all training sessions will be mixed and open to all abilities. On Thursdays (and Tuesdays, depending on demand), there will be the opportunity to participate in a special summer league event where teams play in a 4 week competition.

The “**Autumn Season**” runs from roughly September to October. During this period Amsterdam Netball hosts its own International Tournament (usually on a Saturday in early to mid October). Training sessions in this season will be divided based on teams.

The “**Winter Season**” runs from roughly November to March. During this time, there are likely to be fewer (if any) competitive tournaments. Training sessions during this time will be mixed and open.

Training types

Our training sessions are divided into two main types:

- **Skills training** includes general netball skills and drills, and may incorporate fitness activities. These primarily take place on weekday evenings.
- **League mornings** consist of competitive match play in teams. These are primarily scheduled on weekend mornings, and may also take place once during the week during the Tournament, Summer or Autumn seasons, depending on demand.

Venues

During the winter season, trainings and games take place indoors at the [Sporthal Laan van Spartaan](#).

At all other times, trainings will be held outdoors at the [Kinderdijkstraat courts](#).

Calendar and other events

A general overview of the events throughout the year is displayed below.

A live version of the Amsterdam Netball Calendar is available online, at:

www.amsterdamnetball.com/trainings-calendar.

Specific events are also displayed on our Facebooks page, where members are asked to indicate their attendance.

January	February	March	April
<i>Winter Season</i>			<i>Tournament season</i>
Winter stop ends on the first weekend after New Year's Day		Move outdoors	
May	June	July	August
<i>Spring Season</i>		<i>Summer Season</i>	<i>Summer stop</i>
Likely to be international tournaments	Likely to be international tournaments	Annual General Meeting (AGM) Likely to be international tournaments	
September	October	November	December
<i>Autumn Season</i>		<i>Winter Season</i>	
Trials and team selections for Amsterdam Netball International Tournament	Amsterdam Netball International Tournament	Move indoors	The last session of the year will take place on the last Saturday before Christmas, or before 20th December, whichever comes first.

Umpiring and coaching

We do not currently have dedicated coaches and umpires. Instead, our players volunteer in these roles, so please help out by picking up a whistle or offering to run a training session!

As of May 2019, we are looking into the possibility of umpiring courses and qualifications for some members. These may take place during the 2020 season.

4. Fees and registration

Amsterdam Netball offers a yearly membership which runs from January to December and costs 185 Euros (or 165 Euros if you are a student). In the case that you join after January, your membership fee will be assessed pro rata.

This includes access to all the Club's training and League sessions, including special events, and eligibility to take part in all matches and any international tournaments (which will incur additional costs). For some of our special events, we'll ask members to pay a small extra fee to cover the costs (e.g. of court hire, umpires etc.). If you are unable or unwilling to pay this, you can choose not to participate.

To play with Amsterdam Netball you must be 16 or older. If you are 18 or below, we advise that you are accompanied by an adult.

There are no refunds on fees, except in extreme circumstances.

If you have any questions about fees and registration, please contact the Club Treasurer at treasurer@amsterdamnetball.com.

5. Health and safety

Amsterdam Netball is dedicated to establishing a fun and safe environment for all our members.

We ask that members adhere to the following before they come to training, for their safety, and that of others:

- Short nails (can't be visible above the fingertips)
- Jewellery of any kind must be taken off before you come to training (weddings rings can be taped)
- Proper footwear (including indoor shoes during the winter season)
- No hats, scarves or gloves during play
- Make session leaders aware of past injuries and discuss measures to prevent them from happening again

Amsterdam Netball asks its members to take responsibility for their own health and safety. However, the Health and Safety Officer reserves the right to enforce the above rules at any time, for example, conducting a surprise nail-check before a league session.

If a member is found not to be acting in accordance with the rules above, they will be asked to leave the court. Any member may refuse to play against someone who does not adhere to these conditions.

6. Netball in the Netherlands

Utrecht Netball Club

Utrecht Netball Club was established in 2017 and runs weekly training on Wednesday evening at Sporthal Hart van Noord, in Utrecht. Their aim is to spread the word and love of netball in the Netherlands and to

provide a fun and quality level of competition for all those who love this sport! They are an inclusive club of players from all levels.

President	Lauren Veroude
Secretary	Brielle Jones
Treasurer	Tanya Fouche
Website	www.utrechtnetballclub.nl
Club premises	Sporthal Hart van Noord, Trumanlaan 60 Utrecht

Partnership with Amsterdam Netball

Members of Amsterdam Netball are invited to attend Utrecht Netball Club trainings and vice versa. The cost for existing members is 2 Euros per session or 20 Euros a year for unlimited training.

This does **not** entitle members to take part in matches and tournaments with the other club, except under special circumstances that can be agreed by both Clubs.

Rotterdam Netball Club

Rotterdam Netball club was established in early 2019 and is already making great progress towards formalising their club. Currently weekly trainings are held on Monday evenings.

President	Charlotte McKeever
Website	https://www.facebook.com/rotterdamnetballclub/
Club premises	Sporthal Nieuwe Persoonsdal Persoonsdam 139 -142, 3071 EE Rotterdam.

Other

The Hague Netball team recently resumed activities and trains on Tuesday nights. More information on The Hague netball team can be found at: <https://www.facebook.com/TheHagueNetballTeam/>

Hilversum has a new club which is starting to become more established. For more information, speak to the ANC Board who can put you in touch with these ladies.

7. Uniforms

Amsterdam Netball owns netball dresses and singlets for its female and male players respectively. Players wear this kit during tournaments and matches. Kit may be borrowed on a temporary basis for the purpose of competitions only, and must be returned to the Head of Logistics as soon as possible after use.

If you wish to purchase your own dress or singlet, you may be able to do so at specific points throughout the year. Look out for updates on this, or alert the Head of Logistics.

Other kit is available on a case by case basis throughout the year. For example, the Club may order t-shirts for tournament seasons.

8. Club communications

Website

www.amsterdamnetball.com

Email

info@amsterdamnetball.com

Our default communication method is email. All important and official Club updates - including those from the Amsterdam Netball Executive Committee and the monthly newsletter - will be shared via email.

It is **not** the responsibility of the Board to ensure we have your most up-to-date email address or to check whether you receive these emails. When important emails are sent, members will be alerted with a WhatsApp message, and the email contents will also be shared as a document on the Facebook group. If you are concerned that you are missing updates, please let us know.

The email list will not be shared with third parties. All Board members with access to the email account are required to sign the Club's Privacy Policy.

WhatsApp

The members' WhatsApp group is for quick updates and reminders about netball or netball-related activities. All members will be invited to join the club WhatsApp group via a link which you will receive once you have paid your membership fees.

The WhatsApp group is **not** a platform through which to conduct various non-netball related or bilateral conversations.² Please think carefully about whether your post is netball-related, and if so whether it is relevant for the entire club, or if it can be better directed to the Board via email.

Facebook

Amsterdam Netball has two Facebook pages: one is public <https://www.facebook.com/amsterdamnetball/> and is, along with our website, a publicly facing page to attract new members and communicate messages from our club to the wider community.

The second facebook page: <https://www.facebook.com/amsterdamnetball/> is a private group reserved for paying members of Amsterdam netball. This page is used extensively by Amsterdam Netball as a planning tool: all our training sessions, match play, special events and social events are created as "events" on Facebook and are accessible via the Amsterdam Netball Members' Group. We ask members interested in attending these events to update their status to "attending" or "unable to attend" accordingly.

Our members are not *required* to be members of either of the Facebook groups. However, this will remain the primary tool for members to indicate their attendance at an event. If members do not use Facebook, it is their responsibility to communicate their attendance with the Training Committee.

The private members Facebook group is also a members space where social events and other interactions can take place between members.

Amsterdam Netball is a social club and we expect and allow for messages which are not explicitly club matters but which relate to information expected to appeal to our members, particularly through social media channels including WhatsApp and Facebook. However, members are kindly requested to follow the Communications and Social Media Policy.

Communications and Social Media Policy

In adherence with our Communications and Social Media Policy, we expect our members to conduct themselves appropriately when using electronic communication to share information with other club members or when posting club-related materials on social media or public websites. This should:

- Be restricted to club matters, within reason
- Be respectful
- Maintain the privacy of all club members
- Not be offensive, false, misleading, or intimidating

For further information, please refer to the Communications and Social Media Policy (pending as of May 2019).

9. Governance

Amsterdam Netball Board

Amsterdam Netball is a not-for-profit organisation and is run by a committee of dedicated volunteers. We encourage members to become involved in the running of the club and to support the activities of the Board wherever possible.

This document includes a brief outline of the responsibilities of the Board Members. For more information on the roles and responsibilities of Board Members, and on the decision-making processes they are expected to adhere to, please see the Amsterdam Netball Board Operations Protocol.

Executive Committee

The Executive Committee includes the Board members who hold the positions of President, Secretary and Treasurer in accordance with the Club Statutes, and who are registered with the Kamer van Koophandel (KvK), as well as the Vices for these positions.

The Executive Committee is ultimately responsible for managing and overseeing all activities of the Board, and must ultimately approve all decisions taken by Board members. The President, Secretary and Treasurer have final decision-making authority.

Committee Heads and Officers

As well as the Executive Committee, there are four more Committees operating as part of the Amsterdam Netball Board: Logistics; Membership; Social; and Training. The Head of each Committee is a member of the Board, and is responsible for leading any voluntary members of the Committee.

In addition, there are three Officers of the Board, namely: Health and Safety, Public Relations and Publications. These roles do not involve the leadership of a separate Committee.

All Committee Heads and Officers of the Board have equal participation and voting rights as part of the Amsterdam Netball Board.

Election process

The board of Amsterdam Netball is elected by the members of the club. Board members serve for a term of a maximum 3 years (after which they may re-apply for the role but will need to be re-elected). The current board has been in place since October 2018.

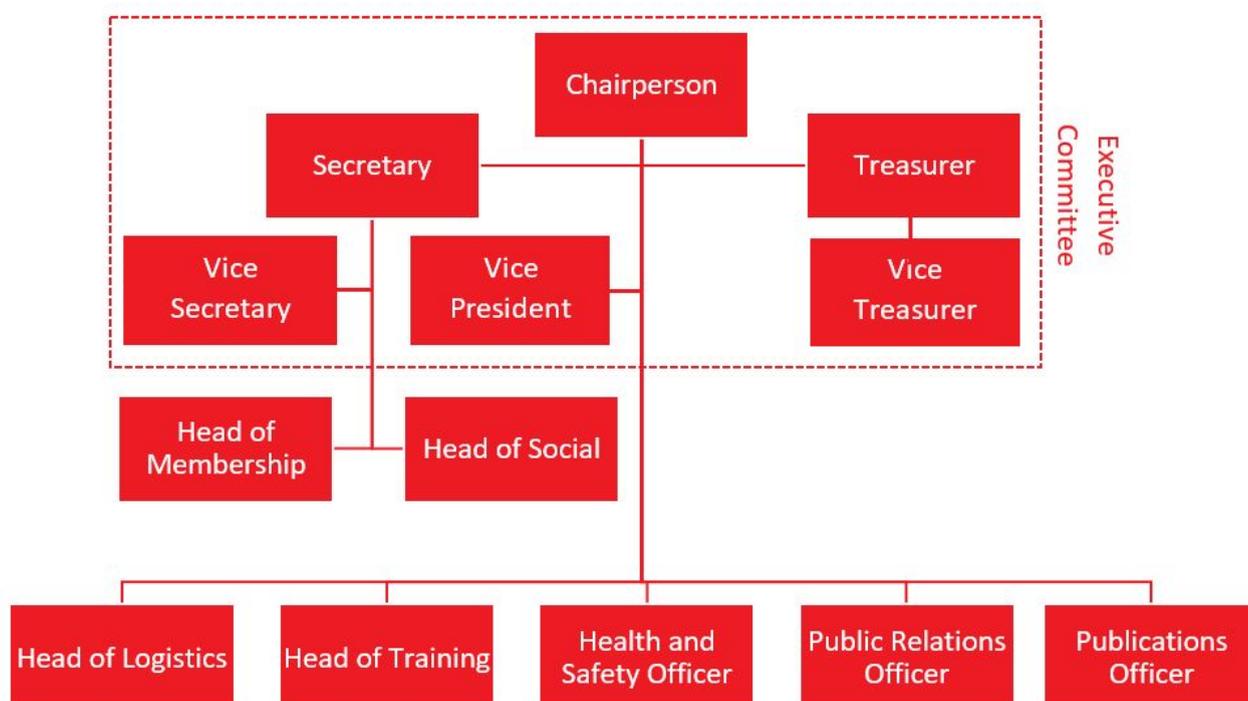
The election process includes an open call for applications to the specific board positions detailed below, followed by voting by all members of the club. All members have the right to cast a single vote for a candidate in each electable position. During the three year term, should any board member stand down from their position, an open call for applicants and a vote will be held within the club.

Annual General Meeting (AGM)

Every year, within 6 months of the end of the financial year, an AGM will be held. Topics to be discussed may include: annual financial statement, fees for the coming years, vacancies on the board and proposals from the board or members that are related to the running of the club.

All members will be invited to the AGM and every member has equal voting rights. A detailed agenda and information on how to vote by proxy on major matters if you cannot attend the AGM will be sent out two weeks before.

Board Organisational Chart



Amsterdam Netball Board 2018 - 2021

Position	Name	Contact
Executive Committee		
President	Lucy Oates	president@amsterdamnetball.com
Secretary	Grace Richmond	secretary@amsterdamnetball.com
Treasurer	Blair Radford	treasurer@amsterdamnetball.com
Vice President	Tash Bukholt	president@amsterdamnetball.com
Vice Secretary	Marie Keeling	secretary@amsterdamnetball.com
Vice Treasurer	Cameron van Baarle	treasurer@amsterdamnetball.com
Committee Heads		
Head of Logistics	Tania Hudig	logistics@amsterdamnetball.com
Head of Membership	<i>Vacant</i>	membership@amsterdamnetball.com
Head of Social	Rebecca Schweitzer	social@amsterdamnetball.com
Head of Training	<i>Vacant</i>	training@amsterdamnetball.com
Officers		
Health and Safety Officer	Nadine van der Wielen	hands@amsterdamnetball.com
Communications Officer	Blythe Forde	pubs@amsterdamnetball.com

10. Club finances

Any spending of club money must be approved by the Treasurer.

There may be exceptions for Board members who receive annual budgets (e.g. Head of Logistics). The Board member must manage their own budget accordingly and any overspend must be approved by the Treasurer.

Requests for budget allocation can be made using the Board Proposal Form (more information on this is available in the [Board Operations Protocol](#)).

Please note that expense claims submitted without prior approval will not be reimbursed.

11. Club policies and protocols

Aside from this Handbook, the Club adheres to a number of other policies and protocols which ensure Amsterdam Netball operates in a safe, transparent and fair manner. Generally, our policies are principles and rules which guide our development, while our protocols define the procedures and processes associated with specific tasks. These include:

- Amsterdam Netball Statutes (Dutch only - *Oprichting Vereniging*)
- Amsterdam Netball Board Operations Protocol
- Amsterdam Netball Communications and Social Media Policy
- Amsterdam Netball League Split and Trials Protocol
- Amsterdam Netball Privacy Policy

- Amsterdam Netball Training and Bad Weather Protocol

These documents can be accessed via our website (to be updated as of May 2019).

12. Member's code of conduct

All members, potential members and associates of Amsterdam Netball have a role to play in ensuring our club maintains a welcoming, healthy and inclusive environment. Members are expected to maintain an exceptional standard of behaviour when attending Club-related events or representing the Club externally. Members will:

- Learn the rules of netball and play by them.
- Demonstrate a sporting manner at all times.
- During match play, respect and abide by the umpire's decisions. Our club supports the right of umpires to warn or even send-off players who dispute their decisions.
- During training sessions, respect and abide by the coach's decisions.
- Refuse to engage in behaviour which may be considered offensive, and address or challenge such behaviour if you see or hear it.
- Wear proper sporting attire and remove all jewellery at all times during training and match play.
- Sign up to (and, conversely, remove sign up from) events as early as possible so as to help coaches with planning and as a courtesy to fellow players.
- Advise the coach and/or the Health and Safety Officer if you have any injury or illness which may affect your ability to train or play.

Remember that we participate first and foremost for pleasure – winning is only part of the fun!

13. Equity statement

Amsterdam Netball Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so, it acknowledges and adopts the following elements of sports equity:

- Amsterdam Netball supports the principle of equal opportunities for all participants, members, representatives and volunteers working for, or on behalf of the Club. It opposes all forms of unlawful and unfair discrimination on the grounds of age, colour, race nationality, religion, ethnic or national origin, gender, marital status, sexuality, or unrelated criminal convictions, or disability.
- Amsterdam Netball Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or socioeconomic status.
- Amsterdam Netball Club is committed to everyone having the right to enjoy netball in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Amsterdam Netball Club will deal with any incidence of discriminatory behaviour seriously.

14. Compliments and Complaints

If you feel like there is a particular person or process which deserves rewarding, or have a complaint about an issue, you can fill out the **anonymous** and **confidential** "Compliments and Complaints" form here:

<https://forms.gle/GwPM8eGVkovnMjTu7>

15. Frequently asked questions

How do I become a member?

How exciting that you're thinking of joining us! We're super happy to welcome newbies to our growing family. You can register your interest on our [website](#) or by emailing the Head of Membership at membership@amsterdamnetball.com. Then you'll hear about the next steps from the lovely Jess. She'll probably tell you that Orientation Week is the first week of every month - all our sessions in that week are open to potential new members at no extra cost!

What are the requirements of becoming a member?

There are no requirements - we ask only that you love netball (and it helps if you love brunch too!). Oh, and you have to be 16 or older.

How often do I have to attend?

There are no restrictions on how little or how often you can attend. We understand how life can get in the way of a weekly commitment, especially for many of us living abroad and wanting to experience all that NL has to offer! We just ask all players to take responsibility for their own attendance: if you say you are going to participate in a tournament, for example, it is important that you show commitment to your teammates

in the lead up; and if you say you will attend a training session, it is only fair that you let the trainers know in advance if you can no longer make it.

How do I indicate I am attending a session?

Once you become a paid member of Amsterdam Netball you'll be invited to join the Facebook group where all our events are stored. Please click "attending" or "can't go" for each event so that the trainers know how many people will be joining. Don't have Facebook? Then you can send a WhatsApp message to the Amsterdam Netball group, or let the Head of Training know via message or email training@amsterdamnetball.com

How can I learn more about the international tournaments mentioned above?

Each year we plan a tournament programme for the year in around February/March. At this time, an email will be sent to club members with details on which tournaments have been selected and how you can join a team. You can also ask the Board members at any time! Do you have a particular tournament in mind for Amsterdam Netball to attend? Let the Head of Training know at training@amsterdamnetball.com.

How can I get involved in helping to run Amsterdam Netball?

Thanks for asking! Amsterdam Netball is a volunteer-run club and our Board members are all extremely hard working. The board of Amsterdam Netball is elected at least every 3 years. The current board has been in place since October 2018.

If you can't wait that long, don't worry - there's always plenty to do! You can get involved informally by helping to run training sessions, or by organising a fundraising event. And our Board members would all appreciate a little help with their role, so if you have specific interests you can reach out to the relevant Board member (see the contact details in Section 9) and see what you can do. In some instances, they may even have space on a Committee for you to join.

Can my team organise a match against your team in Amsterdam?

For sure! We love to have visitors and are getting more and more requests from teams coming for weekend trips who want a bit of netball to go with their sightseeing. If you're interested in doing this, please contact our Head of Training at training@amsterdamnetball.com who will be happy to arrange something with you, be it a one-off match or a mini tournament. Please bear in mind that we may ask for a small contribution from you to cover any costs incurred by booking. Please also remember that we are not professional umpires, nor a travel company - but we'll do our best!

Are you looking for sponsorship?

Yes! We mostly cover our costs through membership fees and fundraising events, but are looking to scale up our operations with the support of partner organisations. If you are looking for a partnership or have ideas about how we could proceed, please contact the President at president@amsterdamnetball.com.

16. Helpful tools and resources

Coaching

- International Netball Federation Foundation Coaching Manual. Available at: <http://netball.org/wp-content/uploads/2016/11/INF-Foundation-Coaching-Manual.pdf>

- The Netball Coach. Available at: <https://www.thenetballcoach.com/>
- Sport Plan. Available at: <https://www.sportplan.net/drills/Netball/>

News and blogs

- International Netball Federation Latest News. Available at: <http://netball.org/news>
- Suncorp Super League News. Available at: <https://supernetball.com.au/news>
- BBC netball news. Available at: <https://www.bbc.com/sport/netball>
- Sky Sports netball news and fixtures. Available at: <https://www.skysports.com/netball/news>

Rules

- International Netball Federation International Rules of Netball. Available at: <http://netball.org/wp-content/uploads/2018/06/INF-Rules-of-Netball-2018-Edition-text-correction.pdf>

Umpiring

- Netball Australia umpiring resources. Available at: <https://netball.com.au/get-involved/umpiring/resources/>
- Netball England officiating tools. Available at: <https://www.englandnetball.co.uk/make-the-game/officiating/>
- Netball New Zealand online theory test. Available at: <https://www.classmarker.com/online-test/start/?quiz=mm44f2a1e5b1222c&fbclid=IwAR3n9S2AT6jbSai-SjbnzHpNCNSFEv2Gt5ytlVbMACN3CME-zLojysSHW8w>

17. Document control

For any changes to the contents of this document, please update document control. If the change to this document can be considered minor, add one to the number after the point (e.g. 1.0 becomes 1.1). If the change is major, the version becomes the next whole number followed by a point and a zero (e.g. 1.1 becomes 2.0). The version number listed under “current version” should match that in the bottom right hand cell of the table below.

Original author: Lucy Oates

Most recent change author: Lucy Oates

Current version: 2.0

Summary of changes:

Date of change	Previous version	Change (details and name)	New version
11/07/2019	1.0	Added link to compliments and complaints form; added document control section (Lucy Oates)	1.1
28/10/2019	1.1	Added section on club finances; Updated board members table (Lucy Oates)	1.2

10/01/2020	1.1	Removed section on trials and leagues, and references to it throughout - check edits particularly in section 3; Added 2020 Year Overview; Updated Committee Table; Added info on Hilversum club; Updated dates/title to 2020 (Lucy Oates)	2.0
23/01	2.0	Added some resources	2.1