



# NETBALL FRANCE NEW MEMBER PACK

A STEP BY STEP GUIDE ON EVERYTHING YOU  
NEED TO KNOW TO START A NETBALL CLUB IN  
FRANCE - HOW TO FIND MEMBERS, HOW TO FIND  
A GYM, HOW TO REGISTER AN ASSOCIATION, HOW  
TO BECOME A NF MEMBER, HANDY TIPS ON  
BUDGETING & RUNNING YOUR CLUB, ETC!

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# NETBALL FRANCE

## new member pack

Updated: 03/09/2023

Welcome to the Netball France New Member Pack! This handy guide is designed to take you through the steps of setting up your own netball club in France. There is a lot of information contained in this pack, but don't let it scare you away! It is quite a quick and simple process to get a club set up, and we are here to help. If you're interested in setting up a club, please don't hesitate to get in touch with us at [contact@netballfrance.com](mailto:contact@netballfrance.com) so that we can provide support as you set up your club and put you in contact with others in your area who have reached out to us!

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## INTRODUCTION TO NF

Established in 2020, Netball France is the governing body of Netball in France, responsible for the growth, governance, development, and promotion of the sport across the country. Netball France believes Netball is for all – all ages, all genders, all backgrounds and all identities, and is actively working to ensure their programs and events are as inclusive as possible.

Currently consisting of 13 clubs across France, the organisation is a Full Member of Europe Netball and World Netball, the European and Global governing bodies for Netball.

The current focuses of Netball France, led by consultation with stakeholders and members, are:

- 🏐 Developing playing, coaching, and umpiring pathways and accreditations
- 🏐 Representing France at the international level
- 🏐 Offering competition & match play opportunities for all levels and ages in France
- 🏐 Developing online & in person resources for training

Netball France currently runs the following programs and events:

- 🏐 Coupe de France de Netball, the annual national tournament;
- 🏐 Netball France Ligue Nationale, the club league open to all clubs in France;
- 🏐 Netball France Online Workshops, a series of free, online workshops across a range of netball topics;
- 🏐 Netball France Schools Program, teaching netball in French schools;
- 🏐 Netball France x London Pulse Development Hub, a development program for talent identified juniors;
- 🏐 Open and Junior National Squads, representing France on the international stage;

and is actively working to become the 'Fédération Française de Netball', to develop coaching and umpiring training opportunities, and to continue to grow all our current programs and pillars.

More information on Netball France, our strategy, and the various programs & events we run can be found on our website, [www.netballfrance.com](http://www.netballfrance.com), or by contacting Netball France at [contact@netballfrance.com](mailto:contact@netballfrance.com).

### nf governance structure

Netball France runs on a Board, Council, and Work Group structure.

The Board consists of individuals with specific portfolios relevant to growing the sport in France, who are tasked with the day to day running of the organisation, implementing the Netball France strategy, and making all final decisions regarding Netball France. Board positions periodically open to applications and are voted in by the Board and Council, except for the Council Representative on the Board, which is appointed by the Council. The current Board positions are as follows:

- 🏐 President: Bethany Lord
- 🏐 Vice President: Position Open
- 🏐 Secretary: Jayne Stone
- 🏐 Finance Director: Nicole Preston
- 🏐 Communications Director: Position Open
- 🏐 Sponsorships, Partnerships, and Grants Director: Position Open
- 🏐 French Director(s): Arthur Sayad, Position Open
- 🏐 Council Representative(s): Natalie Foster & Sophie Boyle



The Council consists of a representative from each of the Member Organisations (clubs), tasked with providing feedback from their clubs. It is up to each Member Organisation to determine how they appoint their Council Representative.

Work Groups are tasked by the Board with a specific strategic pillar/objective(s), and are responsible for delivering on these, including running relevant events, programs, developing procedures, etc. Some of our current Work Groups include Growth, Leagues, Schools, Coupe de France, and Performance. All proposals from Work Groups must be approved by the Netball France Board before going ahead. If you are interested in getting involved with a Work Group, please reach out via email.

### nf contact details

If at any point you would like to contact Netball France regarding anything surrounding Netball in France, getting involved, starting a club, etc., we would love to hear from you! Please find some helpful contact details below:

- 🌐 General Contact: [contact@netballfrance.com](mailto:contact@netballfrance.com)
- 🌐 President: [presidence@netballfrance.com](mailto:presidence@netballfrance.com)
- 🌐 Finance Director: [finance@netballfrance.com](mailto:finance@netballfrance.com)

### nf codes of conduct

The Netball France Codes of Conduct can be found at <https://netballfrance.com/codes-of-conduct/>

## HOW TO START A NETBALL CLUB IN FRANCE

Starting a Netball Club in France is quite a simple process. Once you have a few people together and are ready to start a club, the main steps are as follows:

1. Register an association;
2. Find people interested in playing/joining your club;
3. Find a gym/salle;
4. Acquire insurance;
5. Budget/set fees & register a bank account;
6. Get equipment (balls, bibs, etc.);
7. Become a member of Netball France;
8. Enjoy running your club and playing netball!

At any stage in the process, you are more than welcome to contact Netball France by emailing [contact@netballfrance.com](mailto:contact@netballfrance.com). We are more than happy to help you with the process, and would love to hear about how you're getting on in starting your new club!

### registering an association

Registering an association in France is actually quite easy, and all you really need is a set of statuts written in French, signed by two people, typically your President and Treasurer, and the minutes of your first meeting (in French), signed by at least one director (member of the bureau). Further information on the requirements of statuts from the French government can be found at <https://www.associations.gouv.fr/1001-redaction-statuts-association.html>, and examples of draft statuts and minutes for a netball club can be found attached to the pack.

You then must register with JOAFE to be considered a legal entity and be able to do things like open a bank account, etc. This declaration can be made online and is quite a simple process. Further information from the French government can be found at <https://www.associations.gouv.fr/declaration-initiale.html>



To register your association, you will need:

1. The **NAME** of your association, ensure it is the same as that in your statutes;
2. The **OBJECT** or aim of your association which will be published in the official journal;
3. The **OFFICIAL ADDRESS**, which can be someone's house, an office, any building where the activities might take place or where you live. This is where you will receive official correspondence and bank statements so a letter box needs to be accessible to you and you don't want to be changing the address regularly; and
4. The **DATE** of your first meeting at which the decision was made to create the association.

This declaration needs to be accompanied by the following documents:

1. The **MINUTES** from your first meeting, signed by a person in charge of the administration with the details of their full name. A template can be found attached to the pack.
2. A copy of the **STATUTES** dated and certified by at least two people in charge of the administration, including full names and roles in the association. Your statutes need to set out all the possible activities that your association intends to do and any changes must be made by presenting a new declaration to the authorities for a modification, so we suggest ensuring your statutes are kept as general as possible. A template can be found attached to the pack.
3. The **FULL NAMES, ADDRESSES, BIRTH DATES, NATIONALITIES and BIRTHPLACES** of the people who will be running the association.  
NOTE: The structure of the management team can be arranged as best suits your association. There will be a 'bureau' consisting of president, treasurer and secretary. The president represents the association, leads it and has legal responsibility; the secretary is responsible for admin, takes minutes and sends out correspondence to members, and the treasurer manages the finances and is in charge of the accounts. There might be a *conseil d'administration*, made up of everyone with a role, you might want to consider for example: President, Secretary, Treasurer, Membership, Social, Coaching, Netball France Rep, who are elected at the AGM. This group may then vote for the bureau. If there is no conseil, the bureau is directly elected at the AGM.
4. As you will not be applying as a Union or Federation of Associations there is no requirement to list all the members of the association.

You can find here examples of all the required documents, provided by the French government - <https://www.associations.gouv.fr/kit-gratuit.html>

The following site also has lots of information and tips on starting an association - <https://www.helloasso.com/blog/guide-des-associations/>

Registering an association is entirely free and can be done online. All of our clubs that have registered have been approved within two weeks.

### legalities of running an association in france

There are certain legalities that come with running an association in France. They are quite simple to stay on top of, so don't let them scare you! The major ones are as follows:

#### AGM

It is required to host an AGM (Annual General Meeting) at least once a year. All of an association's members must be invited to discuss the group's business, elect bureau members, etc. It is of course also possible to call EGM's (Extraordinary General Meetings) as necessary.



### *Profits*

Associations can make profits, but they must be re-invested in the association or used to cover the association's costs. Some profit making activities include membership fees, social events, fundraisers, etc. However, if profit-making becomes your association's primary activity, you could find yourself in trouble.

It is possible for an association to have the pursuit of money as its number one aim but this must be clearly mentioned in the statutes and money-making groups must pay certain business taxes.

### *Accounting*

You must keep simple accounting reports (periodic summaries of income and expenditure records) of your activity in order to show there is no profit and that you only use the budget granted.

### how to find members

Netball is an unknown sport in France, so finding members can be one of the more difficult parts of starting a club. Many of our member clubs have had positive results with the following:

- 🌐 Posting in local facebook expat groups;
- 🌐 Contacting local international schools;
- 🌐 Putting up posters in your gym/salle;
- 🌐 Asking your local newspaper to run an article/advertisement about your new club;
- 🌐 Asking your local mairie to advertise the new club; and
- 🌐 Attending your local fête des associations.

Of course, Netball France is also happy to advertise your new club to help you find players across our social channels and networks.

### how to find a gym/salle

The process of finding a gym/salle is quite dependent on your local region. First, you will need to contact your local mairie regarding available gym slots. If you are in an area where you are a reasonable distance from more than one mairie, it can be worth contacting multiple to give yourself the best chance of finding an available space, as gym spaces in France can be limited!

Of course, you can also start on outdoor courts that don't require bookings while you are trying to find members and a gym/salle.

All of our clubs have started in salle's without lines/posts, and have begun by taping their lines for sessions (either each session with masking tape, or having permission to put down gaffa tape, which should last longer and prevent you having to do it each session) and by using basketball posts (we recommend implementing a rule that if the ball touches the backboard, it doesn't count as a goal, to best replicate a proper netball court).

Once you have a space in a gym/salle and have developed a relationship with your mairie, you can discuss with your mairie having netball lines officially painted on your courts. You can find attached some plans for netball lines on multi-sports courts that other clubs have provided to their mairie to get lines painted. Please note that how quickly after starting your club getting lines painted in your gym will happen can change significantly depending on your local mairie - some clubs had this happen almost instantly, and for other clubs it took a number of years.

### how to contact your local mairie

Every commune in France is organised by the mairie. The mairie will be your first contact to determine what facilities are available for your association.



**By phone:** during the mairie opening hours,

**In person:** either drop in or phone ahead and arrange a meeting

**Via the website:** there will often be a form so that you can be precise in your request

**By email**

The following website has the contact details of 36 099 mairies:

<https://lannuaire.service-public.fr/navigation/mairie>

A personal contact is always an advantage, perhaps ask around to see if there is a friendly conseiller municipal (elected councillor) who might be able to plead your cause for you.

You might also consider contacting local schools to see if it's possible to use their facilities outside of school hours.

### insurance

It is required by law to have insurance for your club.

Depending on your membership tier, Netball France offers insurance provided by MAIF as an included offer or an additional add on. Therefore, all netball clubs in France are eligible to take out insurance with Netball France if they so choose to. If you do not wish to take out insurance with Netball France, you will be required to source your own insurance for your club.

More information on insurance with Netball France can be found in the section regarding Netball France membership.

### medical certificates

Under insurance regulations and as Netball France is currently in the process of applying to become the 'Fédération Française de Netball', we require all our members to provide a French medical certificate that indicates they are healthy to participate in a netball competition (it must specify netball and in competition), no older than 1 year.

It is the responsibility of each individual club to collect their members' medical certificates, and confirm to Netball France that they have them. This is a requirement for all tiers of Netball France membership, including emerging. Netball France can request these certificates from their member clubs at any point. A club found not to be collecting certificates that meet all requirements, or allowing a player to participate in the club without a certificate meeting all the requirements, may be subject to sanctions.

An example medical certificate that your club is welcome to use can be found attached.

### registering a bank account & how to budget/set fees

Netball France's Finance Director, Nicole Preston, is able to provide you with advice on registering a bank account and structuring your club's budget and fees. Please email [finance@netballfrance.com](mailto:finance@netballfrance.com) to arrange a free meeting with Nicole.

### kit

There are a number of suppliers of custom netball team kit, and your club is welcome to choose their supplier of choice. As most are UK based, we recommend you make sure to consider extra shipping costs & taxes post Brexit, as these can be quite high.

Netball France recommends Flyhawk (<https://flyhawk.com/>), who are the suppliers of our national squad kit. They are able to produce a range of kit for all genders and ages.



## equipment

Netball equipment currently can't be found in stores in France, and needs to be ordered online. Some of our clubs have also bought netball equipment in the UK and transported it over themselves. Netball France is currently working on developing partnerships to build infrastructure to have netball equipment more readily available in France.

Please keep in mind that ordering from suppliers outside the EU can have high shipping costs, taxes, and extra fees. These can be quite high and sometimes not communicated until your delivery arrives, so please keep this in mind when choosing suppliers and methods of transport.

Below, you can find some links of suppliers recommended by some of our current clubs.

Amazon FR often has netballs, and occasionally bibs and posts <https://www.amazon.fr/>

Sports Direct FR frequently has netballs, bibs, and occasionally posts <https://fr.sportsdirect.com/netball/netball-accessories>

Gilbert Netball is a popular netball supplier and has netballs, bibs, and posts <https://www.gilbert-netball.com/>

Some of our clubs have purchased posts from <https://www.networldsports.fr/catalogsearch/result/?q=netball> (please note that it has found that these are not always particularly stable, so keep this in mind)

Our national squad uses netballs from Flyhawk <https://flyhawk.com/product-category/stock-netballs/>

Decathlon sometimes also has netballs available online, which can be found by searching 'netball' on <https://www.decathlon.fr/>

## how to become a member of netball france

Becoming a member of Netball France is very simple, and there is a free tier for new clubs to join, to ensure they are still able to affiliate to, input on the work of, and receive guidance from Netball France.

### NF Membership Structure

Netball France has a three-tiered membership system for clubs, designed to allow clubs the opportunity to contribute to and receive benefits from Netball France at a reduced rate, whilst providing a clear path to Full Membership.

Netball France Membership Fees cover:

- 🌀 Guidance from & affiliation to Netball France;
- 🌀 Insurance (dependent on tier);
- 🌀 Administrative & development costs;
- 🌀 Required legal fees for our proposal to become a federation;
- 🌀 Tournament coordination;
- 🌀 Membership to World & Europe Netball; and
- 🌀 Development of infrastructure to support the future growth of Netball in France, supporting Netball France's strategic aims - this includes areas such as matchplay, leagues, tournaments, umpiring, coaching, etc.





With the coordination of tournaments, trainings, or other events, please note that membership fees do not cover participation in any tournaments, events, trainings, or accreditations that Netball France may organise. These will have a separate entry fee, however entrance is prioritised and discounted dependent on your membership tier.

The available tiers are as follows:

#### Full Membership

€425 fixed fee + €10 levy per member

- 🏐 Covered by NF insurance
- 🏐 Voting Representative on Council (ability to speak and vote with a full vote (i.e. weighted 1.0) on Council matters in Council and Board & Council meetings)
- 🏐 First priority for entrance into events and courses (such as the Coupe de France de Netball)
- 🏐 100% of available discount for events and courses

#### Associate Membership

€200 fixed fee + €5 levy per member

- 🏐 Not covered by NF insurance (available as an additional add-on, €100), must provide evidence of own insurance coverage
- 🏐 Partial-Voting Representative on Council (ability to speak and vote with a full vote (i.e. weighted 0.5) on Council matters in Council and Board & Council meetings)
- 🏐 Second priority for entrance into events and courses (such as the Coupe de France de Netball)
- 🏐 50% of available discount for events and courses

#### Emerging Membership

free

- 🏐 Not covered by NF insurance (available as an additional add-on, €150), must provide evidence of own insurance coverage
- 🏐 Non-Voting Representative on Council (ability to speak but not vote on Council matters in Council meetings, ability to speak but not vote in Emerging Member dedicated timings during Board & Council meetings)
- 🏐 Third priority for entrance into events and courses (such as the Coupe de France de Netball)
- 🏐 No discount on fees for events and courses

Clubs are able to step up to the next level of membership at any time during the year by paying the difference in price between the two membership levels. This will be effective as of the date that the additional membership fee is paid and will not have a retroactive effect.

Clubs are able to remain at each level of membership for a maximum of two years (exceptions to this rule may be made on a case-by-case basis by Board vote). The intention of this rule is to progressively facilitate a move to full membership while facilitating entry and engagement of smaller, less established clubs. Clubs are always welcome to come to Netball France for additional support. We are not looking to lose emerging members, but rather if they have been unable to progress at the end of the two-year period to look at why they have been unable to progress and what can be done by Netball France to help.

Each club, regardless of tier, must provide a list of club members and information to Netball France at the beginning of the year, with monthly updates to be provided to Netball France.

The membership year runs September–August.



### How to Become an NF Member

Becoming a Netball France member is a very simple process. All you need to do is send an email to [contact@netballfrance.com](mailto:contact@netballfrance.com) letting us know what membership level your club would like and if you would like the insurance add on (for associate or emerging members). From here, you will receive an invoice for any applicable membership or insurance fees, as well as a spreadsheet to fill out with details on your club's members. You will then be eligible to appoint your club's representative to the Netball France Council and your club, and all its members, will be considered a member of Netball France.

## **DIFFERENT WAYS OF RUNNING A CLUB/TRAINING/COMMITTEE**

### **your club's committee**

All of our clubs run with a Committee structure, which essentially means they have a committee (conseil d'administration) that runs their club. Legally, you must have a President and a Treasurer/Finance Director, and it is very standard to have a Secretary. Some other roles you might want to consider are Vice President, Membership Coordinator, Kit & Equipment Coordinator, Matches/Tournament Coordinator, Socials Coordinator, Communications Director, and NF Representative. You may choose to have some of these roles combined and multiple roles held by one person. It is really up to the capacity of your committee volunteers, the size of your club, and the activities of your club. Except for President and Treasurer, none of these roles are required and it is up to you to determine what is best for your club - this may change as your club grows and evolves!

#### *President*

Your President is the head of the association and is responsible for chairing meetings, leading the committee, communication with the Mairie and other government bodies, setting the club's priorities/strategy and budgets in liaison with other committee members, and the general day to day leading of the organisation.

#### *Vice President*

The Vice President aids the President in all their roles, and covers the role in the event the President is unavailable. Some President's and Vice President's choose to split their duties to best share the work load.

#### *Secretary*

Your secretary is responsible for the admin behind the association, including inviting members to AGMs/EGMs, taking minutes, managing your club's email, alerting members/creating events for trainings, etc.

#### *Treasurer (Required)*

Your Treasurer is the custodian of the clubs finances and is responsible for managing your bank accounts, keeping up to date with your accounting requirements, collecting necessary payments from members (membership fees, tournament entries, kit payments, etc.), making any necessary payments (insurance, bank fees, gym rental, etc.), etc.

#### *Membership Coordinator*

A Membership Coordinator is responsible for organising your membership forms, collecting membership registrations, keeping up to date with membership requirements (ensuring members have up to date medical certificates, etc.), etc.

#### *Kit & Equipment Coordinator*

A Kit & Equipment Coordinator is responsible for ordering and keeping track of your club's kit and equipment. This includes finding suppliers, coordinating with the Treasurer for collecting



orders/funds from your members, keeping track of what inventory you have and when you need to make an order, ordering kit and equipment, coordinating storage, coordinating the borrowing of kit as necessary for matches/tournaments, etc.

#### *Matches/Tournament Coordinator*

A Matches/Tournament Coordinator is responsible for all of the organising that surrounds hosting and attending matches and tournaments. This includes keeping track of upcoming tournament and match opportunities, registering and liaising with organisers, organising calls for interest with your members, coordinating logistics (transport, accommodation, food, etc.), etc.

#### *Socials Coordinator*

A Socials Coordinator is responsible for organising social events for your club. This could include brunches, picnics, team dinners, fun runs or other sporting activities, team bonding activities, holiday parties, etc.

#### *Communications Director*

A Communications Director is responsible for running your club's communications, namely your club's website and social media. Many of our clubs have website, and social media platforms such as Instagram, Facebook, and Twitter are popular amongst our clubs and can be useful to help you find new members, as well as interacting with your current members and other clubs across France.

#### *NF Representative*

Your club's Netball France Representative is responsible for sitting on the Netball France Council and providing the opinion of and feedback from your club (all clubs) and voting on matters where necessary (dependent on membership level). This is a great opportunity for your club to input on everything happening at Netball France and the growth of the sport across the country.

#### **how to register members & store member data**

Most of our clubs use Google Forms to register members, and then a spreadsheet on Google Drive to sort and organise this data as necessary.

You can find attached to this pack a suggested list of questions to ask/information to collect on your membership form, including those required by Netball France.

Please remember that as an association in the EU, you are subject to GDPR laws.

#### **how to keep in contact with your members & organise training sessions/events**

There are many different methods of keeping in contact with your members and organising training sessions and events, and it is up to you to decide which method(s) is best for your club. Many clubs even use a combination of methods depending on the urgency of communication and type of information. You may want to take into consideration ease of communication, demographic of members, number of members, etc.

#### *Facebook*

Some of our clubs use Facebook to communicate with members through a private facebook group. Typically, they have a set of questions that users must answer before they are able to join the group, such as 'Do you live in [city]?' and 'Are you looking to join the club?'

You can then use the event function to organise training sessions, collect expressions of interest for league matches & tournaments, etc.



This is a simple way of ensuring all members are promptly notified of important news/events, all members can be invited to all events, and communication is simple. Most people are familiar with Facebook, so it doesn't require a learning curve for members.

Clubs that run this way include: Netball Paris, Netball Nice, Vasles, Clessé All Stars, Netball86, Valley Vipers

#### *Whatsapp & Email*

A mix of WhatsApp & Email can also be used to run your club. Clubs that run this way tend to use WhatsApp for more frequent communications, such as organising training sessions, and emails for membership, coordinating tournament/league teams, etc.

Clubs that run this way include: Netball Côte Basque, Netball Toulouse-Léguevin

#### *Apps*

There are many different sports team apps that can be used to organise your club. Some of our clubs use an app called Stack Team. All members register on the app, signal presence for trainings, events, have access to a chat and photos, newsletters, surveys, etc..

Clubs that run this way include: LMML

#### **gender & age**

Netball France is supportive of netball for all genders and ages, and is open to all. We have some clubs that are mixed gender, some that are women only, some that are junior only, some that are senior only, and some that have junior and senior sections. Where possible, Netball France programs and events are open to all genders and ages.

Our clubs are welcome to be open to whatever ages and genders they wish, Netball France has no regulations in this regard as long as clubs are following the Netball France Codes of Conduct and any Netball France policies. However, we highly encourage you to be open to all genders and to set up a junior section, if/when you have the capacity to do so.

#### **FURTHER RESOURCES**

- 🌐 NF Resource Bank, including coaching & umpiring resources - <https://netballfrance.com/resource-bank/>



**EXEMPLE DE STATUTS<sup>1</sup>**  
**Proposé aux associations déclarées par application de la**  
**loi du 1<sup>er</sup> juillet 1901 et du décret du 16 août 1901.**

*Cet exemple est à compléter et à adapter. Les commentaires en italiques et en bleu constituent une aide à la rédaction ; ils doivent être supprimés avant enregistrement et/ou impression.*

**ARTICLE PREMIER - NOM**

Il est fondé entre les adhérents aux présents statuts une association régie par la loi du 1<sup>er</sup> juillet 1901 et le décret du 16 août 1901, ayant pour titre : .....

*Accorder de l'attention au choix du nom ; penser éventuellement au nom d'usage (sigle, etc.) ; faire éventuellement une recherche à l'INPI sur les noms protégés/déposés.*

**ARTICLE 2 - BUT OBJET**

Cette association a pour objet .....

*Prévoir un objet assez large afin d'éviter une révision de statuts et lister les activités envisagées pour atteindre l'objet. Préciser éventuellement à cet article (sinon à l'article « ressources ») l'exercice d'activités économiques. En effet, une association dont l'objet ou les moyens d'action impliquent des activités économiques doit le mentionner expressément dans ses statuts (Code de commerce Article L442-7).*

**ARTICLE 3 - SIÈGE SOCIAL**

Le siège social est fixé à.....

*Le siège social d'une association peut-être fixé au domicile d'un des fondateurs, dans une mairie (demander autorisation préalable), etc. L'indication d'une localité peut suffire mais complique les relations avec les tiers (bénéficiaires, administrations, banque, etc.).*

Il pourra être transféré par simple décision du conseil d'administration ;

*Il peut être envisagé la ratification par l'assemblée générale*

**Article 4 - DUREE**

La durée de l'association est illimitée.

*Cette durée peut être fixée à une date précise ou faire référence à l'atteinte de l'objet défini à l'article 2.*

**ARTICLE 5 - COMPOSITION**

L'association se compose de :

- a) Membres d'honneur
- b) Membres bienfaiteurs
- c) Membres actifs ou adhérents

*Préciser la nature ou qualité des membres pouvant adhérer (personnes physiques ; personnes morales, sections, etc.) et, dans le cas de personnes morales, indiquer les modalités de représentation dans les organes dirigeants.*

**ARTICLE 6 - ADMISSION**

*Article optionnel.*

L'association est ouverte à tous, sans condition ni distinction.

*Définir éventuellement les conditions à remplir pour pouvoir adhérer à l'association : conditions d'âge ou d'expérience dans un domaine, nécessité d'être parrainé-e-, d'un agrément par l'un des organes (conseil d'administration, assemblée générale, bureau), etc. :*

*« Pour faire partie de l'association, il faut être agréé par le conseil d'administration, qui statue, lors de chacune de ses réunions, sur les demandes d'admission présentées. »*

*La liberté d'association se décline en deux aspects : chacun a le droit d'adhérer ou non à une association ; une association est libre de choisir ses adhérents.*

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<sup>1</sup> Rappel : cet exemple de statuts n'est proposé qu'à titre purement indicatif.

## ARTICLE 7 - MEMBRES – COTISATIONS

Sont membres actifs ceux qui ont pris l'engagement de verser annuellement une somme de...€ à titre de cotisation.

Sont membres d'honneur ceux qui ont rendu des services signalés à l'association; ils sont dispensés de cotisations;

Sont membres bienfaiteurs, les personnes qui versent un droit d'entrée de.....€uros et une cotisation annuelle (*de.....€*) fixée chaque année par l'assemblée générale.

Toute cotisation pourra être rachetée moyennant le paiement d'une somme minima égale à ....

*Préciser qui paie une cotisation et qui a le pouvoir de voter à l'assemblée générale. Il peut être utile de stipuler que c'est l'assemblée qui fixe le montant des cotisations dans le règlement intérieur afin d'éviter une révision fréquente des statuts.*

## ARTICLE 8. - RADIATIONS

La qualité de membre se perd par :

a) La démission;

b) Le décès;

c) La radiation prononcée par le conseil d'administration pour non-paiement de la cotisation ou pour motif grave, l'intéressé ayant été invité (*par lettre recommandée*) à fournir des explications devant le bureau et/ou par écrit.

*Préciser les modalités de la radiation, les possibilités de défense et de recours du membre.*

*Les motifs graves peuvent être précisés ici ou dans le règlement intérieur.*

## ARTICLE 9. - AFFILIATION

La présente association est affiliée à ... et se conforme aux statuts et au règlement intérieur de cette fédération (nom, logo, etc.).

Elle peut par ailleurs adhérer à d'autres associations, unions ou regroupements par décision du conseil d'administration.

## ARTICLE 10. - RESSOURCES

Les ressources de l'association comprennent :

1° Le montant des droits d'entrée et des cotisations;

2° Les subventions de l'Etat, des départements et des communes.

☞ *Ne pas hésiter à prévoir d'autres ressources si nécessaire et/ou de rédiger ainsi cet article :*

3° *Toutes les ressources autorisées par les lois et règlements en vigueur. »*

*Si cela n'a pas été fait à l'article 2, préciser ici que l'association exercera des activités économiques et lesquelles (Code de commerce Article L442-7 : « Aucune association (...) ne peut, de façon habituelle, offrir des produits à la vente, les vendre ou fournir des services si ces activités ne sont pas prévues par ses statuts ».)*

## ARTICLE 11 - ASSEMBLEE GENERALE ORDINAIRE

L'assemblée générale ordinaire comprend tous les membres de l'association à quelque titre qu'ils soient. *Les statuts peuvent prévoir que certains membres de l'association, par exemple qui ne versent qu'une cotisation très faible, ne prennent pas part à l'assemblée générale.*

Elle se réunit chaque année au mois de.....

Quinze jours au moins avant la date fixée, les membres de l'association sont convoqués par les soins du secrétaire. L'ordre du jour figure sur les convocations.

Le président, assisté des membres du conseil, préside l'assemblée et expose la situation morale ou l'activité de l'association.

Le trésorier rend compte de sa gestion et soumet les comptes annuels (bilan, compte de résultat et annexe)

à l'approbation de l'assemblée.

L'assemblée générale fixe le montant des cotisations annuelles et du droit d'entrée à verser par les différentes catégories de membres.

Ne peuvent être abordés que les points inscrits à l'ordre du jour.

Les décisions sont prises à la majorité des voix des membres présents ou représentés *(ou des suffrages exprimés)*.

Il est procédé, après épuisement de l'ordre du jour, au renouvellement des membres sortants du conseil. *Il est prudent de fixer des conditions de quorum et de majorité pour la validité des délibérations de l'assemblée générale ordinaire. Prévoir les règles de représentation des membres absents si nécessaire.*

Toutes les délibérations sont prises à main levée, excepté l'élection des membres du conseil.

Les décisions des assemblées générales s'imposent à tous les membres, y compris absents ou représentés.

## **ARTICLE 12 - ASSEMBLEE GENERALE EXTRAORDINAIRE**

Si besoin est, ou sur la demande de la moitié plus un des membres inscrits, *(ou par exemple à la demande d'un quart des membres)* le président peut convoquer une assemblée générale extraordinaire, suivant les modalités prévues aux présents statuts et uniquement pour modification des statuts ou la dissolution ou pour des actes portant sur des immeubles.

Les modalités de convocation sont les mêmes que pour l'assemblée générale ordinaire.

Les délibérations sont prises à la majorité *(ou des deux tiers)* des membres présents *(ou des suffrages exprimés)*.

## **ARTICLE 13 - CONSEIL D'ADMINISTRATION**

*La loi de 1901 n'impose pas l'existence d'un conseil d'administration ou d'un bureau. Ce n'est qu'un usage, pratique et très répandu.*

L'association est dirigée par un conseil de X membres, élus pour X années par l'assemblée générale. Les membres sont rééligibles.

Le conseil étant renouvelé chaque année par moitié, la première année, les membres sortants sont désignés par tirage au sort.

*Le renouvellement des membres du conseil par fraction est préférable.*

En cas de vacances, le conseil pourvoit provisoirement au remplacement de ses membres. Il est procédé à leur remplacement définitif par la plus prochaine assemblée générale. Les pouvoirs des membres ainsi élus prennent fin à l'expiration le mandat des membres remplacés.

*(Distinguer clairement les prérogatives de l'AG et du CA concernant par exemple les modalités de représentation de l'association en justice, etc.)*

Le conseil d'administration se réunit au moins une fois tous les six mois, sur convocation du président, ou à la demande du quart de ses membres. *Les réunions du conseil peuvent être plus fréquentes.*

Les décisions sont prises à la majorité des voix; en cas de partage, la voix du président est prépondérante.

Tout membre du conseil qui, sans excuse, n'aura pas assisté à trois réunions consécutives sera considéré comme démissionnaire.

*Le conseil d'administration peut déléguer tel ou tel de ses pouvoirs, pour une durée déterminée, à un ou plusieurs de ses membres (signature d'un bail des chèques, etc.).*

Depuis 2011, des précisions ont été apportées, par un nouvel article 2 bis, à la loi du 1<sup>er</sup> juillet 1901 pour faciliter la création et la gestion d'une association par des **mineurs**. *(Télécharger la plaquette du ministère chargé de la vie associative)*

## **ARTICLE 14 – LE BUREAU**

Le conseil d'administration élit parmi ses membres, *(à bulletin secret ?)*, un bureau composé de :

- 1) Un-e président-e- ;
- 2) Un-e- ou plusieurs vice-président-e-s ;
- 3) Un-e- secrétaire et, s'il y a lieu, un-e- secrétaire adjoint-e- ;
- 4) Un-e- trésorier-e-, et, si besoin est, un-e- trésorier-e- adjoint-e-.

*Pour prévenir des difficultés fréquentes, préciser que les fonctions de président et de trésorier ne sont pas cumulables. Préciser, ici ou dans un règlement intérieur, les fonctions, attributions et pouvoirs respectifs des membres du bureau.*

## **ARTICLE 15 – INDEMNITES**

Toutes les fonctions, y compris celles des membres du conseil d'administration et du bureau, sont gratuites et bénévoles. Seuls les frais occasionnés par l'accomplissement de leur mandat sont remboursés sur justificatifs. Le rapport financier présenté à l'assemblée générale ordinaire présente, par bénéficiaire, les remboursements de frais de mission, de déplacement ou de représentation.

*Ces dispositions peuvent être affinées dans un règlement intérieur (nature des frais, des missions, qualité des bénéficiaires, etc.)*

## **ARTICLE - 16 - REGLEMENT INTERIEUR**

Un règlement intérieur peut être établi par le conseil d'administration, qui le fait alors approuver par l'assemblée générale.

Ce règlement éventuel est destiné à fixer les divers points non prévus par les présents statuts, notamment ceux qui ont trait à l'administration interne de l'association.

## **ARTICLE - 17 - DISSOLUTION**

En cas de dissolution prononcée selon les modalités prévues à l'article 12, un ou plusieurs liquidateurs sont nommés, et l'actif net, s'il y a lieu, est dévolu à un organisme ayant un but non lucratif *(ou à une association ayant des buts similaires)* conformément aux décisions de l'assemblée générale extraordinaire qui statue sur la dissolution. L'actif net ne peut être dévolu à un membre de l'association, même partiellement, sauf reprise d'un apport.

*Ne pas interdire l'attribution de l'actif net à un membre pourrait compromettre le critère de gestion désintéressée, déclinaison fiscale de l'article 1<sup>er</sup> de loi de 1901, et donc la qualification d'intérêt général.*

## **Article – 18 LIBERALITES :**

*Article à insérer pour pouvoir accepter des legs -testaments- et des donations -entre vifs- (article 6 de la loi du 1<sup>er</sup> juillet 1901).*

Le rapport et les comptes annuels, tels que définis à l'article 11 (y compris ceux des comités locaux) sont adressés chaque année au Préfet du département.

L'association s'engage à présenter ses registres et pièces de comptabilité sur toute réquisition des autorités administratives en ce qui concerne l'emploi des libéralités qu'elle serait autorisée à recevoir, à laisser visiter ses établissements par les représentants de ces autorités compétents et à leur rendre compte du fonctionnement desdits établissements.

« Fait à ....., le.... 20.. »

*Signatures de deux représentants (nom, prénom et fonction) au minimum, nécessaires pour la formalité de déclaration de l'association.*



Association XXXXXX  
Adresse  
Code Postal Ville

### Procès-verbal de l'assemblée générale constitutive du date

Le *date* à *XX heures*, les fondateurs de l'association *XXXX* se sont réunis en assemblée générale constitutive à la Maison des associations *Adresse Ville*.

Sont Présents :

« *Nom, prénom de chaque personne présente* », « *Adresse* »  
« *Nom, prénom de chaque personne présente* », « *Adresse* »  
« *Nom, prénom de chaque personne présente* », « *Adresse* »  
« *Nom, prénom de chaque personne présente* », « *Adresse* »

L'assemblée générale désigne *Prénom NOM* en qualité de président de séance et *Prénom NOM* en qualité de secrétaire de séance.

Le président de séance met à la disposition des présents le projet de statuts de l'association et l'état des actes passés pour le compte de l'association en formation.

Puis il rappelle que l'assemblée générale constitutive est appelée à statuer sur l'ordre du jour suivant :

- présentation du projet de constitution de l'association ;
- présentation du projet de statuts ;
- adoption des statuts ;
- désignation des premiers membres du conseil <sup>(1)</sup> ;
- reprises des actes passés pour le compte de l'association en formation <sup>(1)</sup> ; -pouvoirs en vue des formalités de déclaration et publication.

Enfin, le président expose les motifs du projet de création de l'association et commente le projet de statuts.

Il ouvre la discussion. Un débat s'instaure entre les membres de l'assemblée.

« *Rendre compte des débats* ».

Après quoi, personne ne demandant plus la parole, le président met successivement aux voix les délibérations suivantes.

**1<sup>ère</sup> délibération** : L'assemblée générale adopte les statuts dont le projet lui a été soumis. Cette délibération est adoptée à l'unanimité.

**Attention** : *Si cette délibération n'est pas adoptée à l'unanimité, il faut indiquer quelles sont les personnes ayant voté le projet de statuts, car elles seules vont devenir membres de l'association et participer aux votes des délibérations suivantes.*

*Si les membres du conseil sont nommés par l'assemblée générale constitutive :*

**2<sup>ème</sup> délibération** : L'assemblée générale constitutive désigne en qualité de premiers membres du conseil

-« *Nom, prénoms, nationalité, adresse et profession de chaque membre du conseil* ».  
-« *Nom, prénoms, nationalité, adresse et profession de chaque membre du conseil* ».  
-« *Nom, prénoms, nationalité, adresse et profession de chaque membre du conseil* ». -«  
*Nom, prénoms, nationalité, adresse et profession de chaque membre du conseil* ».

Conformément aux statuts, cette désignation est faite pour une durée expirant lors de l'assemblée générale qui sera appelée à statuer sur les comptes de l'exercice clos le « *date* ».

Les membres du conseil ainsi désignés acceptent leurs fonctions

**Signature**  
*Prénom NOM*

# CERTIFICAT DE NON CONTRE-INDICATION A LA PRATIQUE SPORTIVE

Je soussigné(e) Dr .....

Certifie que l'examen clinique ce jour de \_\_\_/\_\_\_/\_\_\_ ,

(Nom) .....

Ne met pas en evidence de contre-indication concernant la pratique d'une activité physique en club ou à titre individual, notamment le netball y compris en competition.

Certificat remis en mains propres à l'intéressé pour faire valoir ce que de droit.

Fait à .....

Le .....

signature

cachet



# NETBALL FRANCE

## membership registrar template

As a Netball France member club at any tier, including the free emerging tier, there are a number of questions you are required to ask your members and information you are required to provide to Netball France. These can be found below. Once you register as a member of Netball France by emailing [contact@netballfrance.com](mailto:contact@netballfrance.com) and indicating the membership tier your club would like, you will receive a spreadsheet to fill out the required information for each of your club's members.

- 🌀 Date of Registration
- 🌀 Club
- 🌀 First Name / Prénom
- 🌀 Last Name / Nom
- 🌀 Nationality(ies) / Nationalité(s) - If you have French citizenship, please make sure to list amongst your nationalities
- 🌀 DOB / DDN (dd/mm/yyyy)
- 🌀 Gender
- 🌀 Preferred Pronouns to be used by Netball France
- 🌀 Address / Adresse
- 🌀 Email / Courriel
- 🌀 Parent email for Under 18./ Email parent pour moins 18 ans
- 🌀 Mobile / Portable
- 🌀 Parent's mobile for under 18s / Tel portable parent pour moins 18 ans
- 🌀 Emergency Contact Name
- 🌀 Emergency Contact Phone
- 🌀 Allergies
- 🌀 Any medical info Netball France should know in the event of an emergency
- 🌀 Netball France is the governing body of the sport of Netball in France. They aim to grow, develop and promote the sport of Netball in France, and provide playing and training opportunities to all their members. You can learn more about Netball France at [www.netballfrance.com](http://www.netballfrance.com), or contact them at [contact@netballfrance.com](mailto:contact@netballfrance.com)

The data you submit to us will be shared with Netball France in order for them to better understand their membership, to develop relevant programs and events, to provide better communication where necessary, and to further grow the sport in France. Any photos or videos taken at trainings or events held or attended by our club may be shared with Netball France for use in promotional, marketing and/or advertising materials, in addition to any other manner that Netball France deems fit. You can opt out of the use of photos or videos by informing us and Netball France via email.

- I understand that my data will be shared with Netball France, and consent to this happening.
  - I have read and agreed to comply by the Netball France Codes of Conduct and all other relevant Netball France Rules, Regulations, and Policies I may be subject to
- 🌀 Medical Certificate Provided



# NETBALL FRANCE

## court dimensions

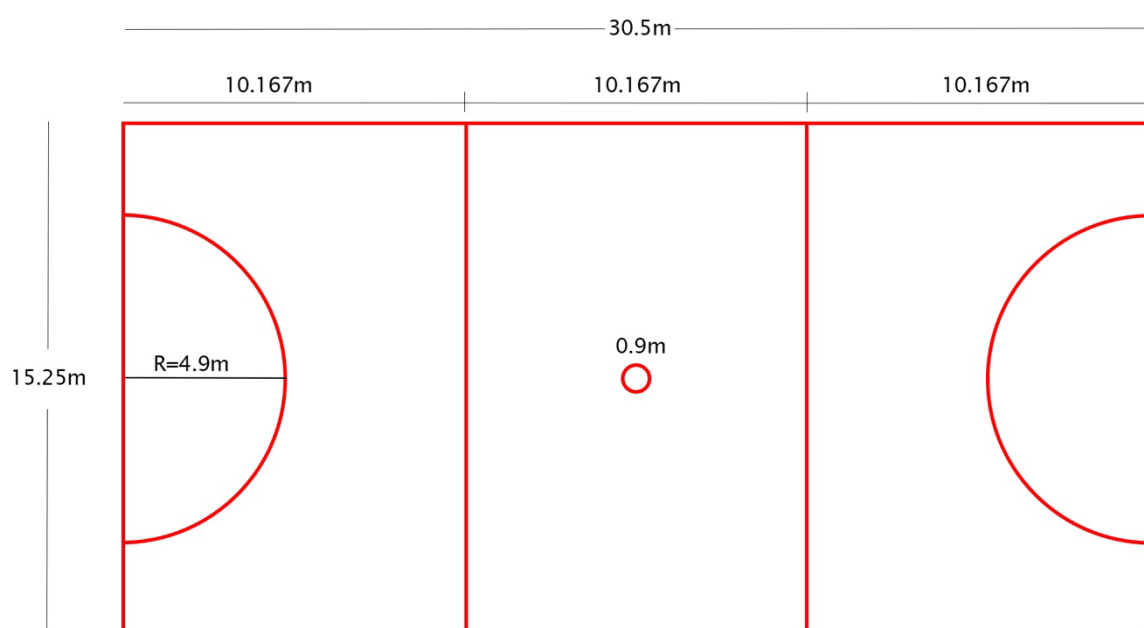
A netball court is 30.5m long and 15.25m wide. The court is divided into three equal parts, a centre third and two goal thirds. These sections are marked by two transverse lines parallel to the goal lines. Each third measures 10.167m wide.

The goal circle is a semi-circle 4.9m in radius and its centre is the midpoint of the goal line.

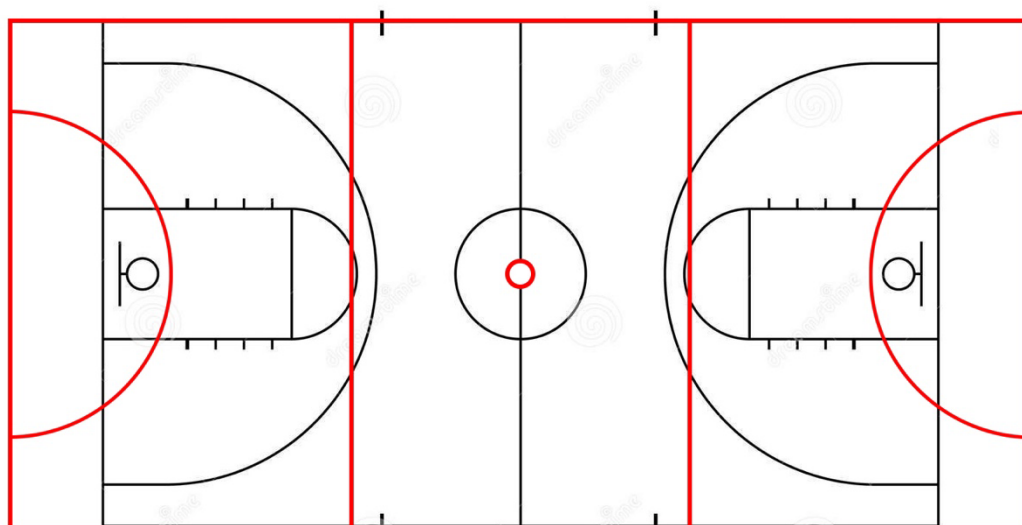
The centre circle is 0.9m in diameter and is marked in the centre of the court.

All lines are part of the court and 50mm wide.

### NETBALL LINES



### NETBALL & BASKETBALL LINES (MULTI SPORT COURT)



# NETBALL FRANCE SCORE CARD

division: \_\_\_\_\_ time: \_\_\_\_\_ court: \_\_\_\_\_

team: \_\_\_\_\_ vs. team: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

progressive  
score

1/4 time

--	--

1/2 time

--	--

3/4 time

--	--

full time

--	--

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

record of centre passes


captain signatures: \_\_\_\_\_

technical official signatures: \_\_\_\_\_

umpire names: \_\_\_\_\_

umpire signatures: \_\_\_\_\_

team:				
alphabetical surname:	1	2	3	4

team:				
alphabetical surname:	1	2	3	4



# NETBALL FRANCE SCORE CARD

## HOW TO SCORE

Please see directions on how to complete the score card below. Score cards must be signed by captains, technical officials and umpires at the end of the match. Please ensure the score card is complete and correctly filled out.

### NETBALL FRANCE SCORE CARD

division: ..... time: ..... court: .....

team: ..... vs. team: .....

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

record of centre passes

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

progressive score

1/4 time



1/2 time



3/4 time



full time

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

captain signatures: .....

technical official signatures: .....

umpire names: .....

umpire signatures: .....

team:				
alphabetical surname:	1	2	3	4

team:				
alphabetical surname:	1	2	3	4

www.netballfrance.com

NETBALL FRANCE EST 2020

[@netballfrance](#)

List of players from each team participating in match, in alphabetical order by surname. If further space is needed, please use the back of the score card, making sure to indicate which team it is for. Please list positions played in each quarter if possible.

Fill out date, time, and court number (where applicable).

For each goal the team scores, cross it off.

Fill out names of teams.

Scorers, make sure to keep track of the centre pass - use the initial(s) of the team to track. The umpires may defer to you to check whose centre pass it is.

Fill in the score at the end of each quarter in the appropriate box.

Captains & Technical Officials (Scorer & Timer) for each team must sign the scorecard at end of match.

Umpires name and signature at end of match.

