

**CONTAX NETBALL CLUB  
INCORPORATED**

**2019**

**POLICIES AND PROCEDURES**



**Policies and Procedures are reviewed annually and only the current edition  
for the year of competition should be used as referral**

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*The Club acknowledges the valuable support of our  
Major Sponsor*



**INDEX**

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**INDEX**

<b><u>SECTION</u></b>	<b><u>Page</u></b>
<b>Child Safe Policy</b>	<b>6</b>
<b>Coach Coordinators</b>	<b>9</b>
<b>Coaches</b>	<b>10</b>
<b>Coaches Code of Ethics</b>	<b>12</b>
<b>Core Values</b>	<b>4</b>
<b>Equal Opportunity</b>	<b>7</b>
<b>Grievances and Appeals</b>	<b>20</b>
<b>Healthy Kids in Junior Sport</b>	<b>5</b>
<b>Netball Australia / Netball SA Policies</b>	<b>26</b>
<b>Player Transition</b>	<b>14</b>
<b>Players</b>	<b>18</b>
<b>Privacy</b>	<b>7</b>
<b>Selection Guidelines - Management</b>	<b>21</b>
<b>Selection Guidelines - Process</b>	<b>23</b>
<b>Social Media</b>	<b>7</b>
<b>Spectators / Parents</b>	<b>19</b>
<b>Sponsorship</b>	<b>4</b>
<b>Team Equipment</b>	<b>25</b>
<b>Team Managers</b>	<b>16</b>
<b>Umpires</b>	<b>17</b>
<b>Volunteers</b>	<b>8</b>
<b>Welfare of Members</b>	<b>7</b>
<b>Work Health and Safety</b>	<b>7</b>

## **CORE VALUES**

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Contax Netball Club Inc upholds a high standard of respect, achievement, management, development, competitiveness, image, behaviour, sportsmanship, fairness and pride.

This booklet has been prepared for the information of all committee members, coaches, coach coordinators, managers, umpires, players, parents and officials of Contax Netball Club Inc and is a guide to the maintenance and consistency of the above core values.

## **SPONSORSHIP**

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Contax Netball Club Incorporated is very fortunate to have the support of many generous sponsors.

Such sponsorships enable the Club to provide the best possible conditions and equipment available to netballers in South Australia.

It is the responsibility of all members of the Club Players, Coaches, Umpires, Management and Parents to support the Club sponsors wherever possible.

## **HEALTHY KIDS IN JUNIOR SPORT**

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Contax Netball Club supports the creation of supportive environments for healthy eating and drinking habits during junior sport and physical activity. The Club aims to develop a healthy eating policy which encourages water and healthy fresh snacks during junior sports participation and discourages lollies and sugary drinks, through a positive, non-stigmatising approach.

### **Background**

The Club aims to improve eating and activity patterns of children by working with the local community to create more ways for families to eat well and be active.

### **Healthy Kids Code of Conduct**

#### Coach:

- Encourage junior players to drink water before, during and immediately after sport participation
- Discourage players from drinking sugar sweetened drinks

#### Parent and Supporter:

- It is recommended for junior players to drink plain water before, during and immediately after sport participation
- Please provide a drink bottle with water
- Please do not provide lollies for junior sport participation
- Fresh snacks (eg. oranges) for half time or designated breaks are suitable

### **Healthy Hints**

Water – the original cool drink

- Water is the best drink for kids to hydrate before, during and after junior sport
- Good hydration helps kids with their performance by improving concentration and coordination
- Keep water bottles cool by storing with an ice pack in a chiller bag
- Pack frozen water bottles during hot weather
- Support your kid's healthy habits and make water your choice of drink
- Water is good for kids' teeth
- Tap water is free

Make it a Fresh Snack

- If you provide your child with a snack during junior sport, choose healthy foods which are packed with lots of vitamins and minerals which kids need for good health and long lasting energy
- Fresh fruit – provide cool
- Orange segments are a winner
- Melon wedges are great in summer
- Kids should enjoy their usual healthy meal or snack within two hours after sport

Healthy Snacks

- Slice of raisin bread or plain fruit scone
- Wholegrain crackers with low fat cheese
- Wholemeal pikelets

# **CHILD SAFE POLICY**

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## **Player Safety**

1. All players are to be treated with fairness, equality, respect and empathy
2. No player shall wait alone for a parent, relative or friend outside the parameter of the Netball SA Stadium building after any training session
3. All parents are to collect their child / children from within the parameter of the Netball SA Stadium building
4. All parents shall notify the Coach / Team Manager on match day they have arrived to collect their child / children
5. If any child / children are to be collected from outside the parameter of the Netball SA Stadium building during daylight hours on match day, the Coach / Team Manager shall be notified prior to commencement of the match on that day
6. The Coach / Team Manager must ensure any child / children to be collected from outside the parameter of the Netball SA Stadium building is accompanied until collection by parent, relative or friend
7. All parents are responsible for the safe collection of their child / children
8. All parents are to adhere to the Policies and Guidelines of Contax Netball Club Inc
9. All Coaches must adhere to the Policies and Guidelines of Contax Netball Club Inc and the Code of Conduct of Netball Australia

## **Child Safe Officer**

1. Child Safe Officers are appointed by the Management Committee.
2. The Child Safe Officer reports to the Management Committee and must report any incident to the Management Committee immediately
3. The Child Safe Officer is responsible for:
  - a. Education of volunteers regarding the Child Safe Policy
  - b. Ensuring all children who are selected to play for the Club are provided with a safe environment in which to enjoy their netball
4. If an incident is reported within the guidelines of the Club, the Child Safe Officer is to investigate the complaint / incident and resolve a resolution
5. The complaint / incident and resolution is to be reported to the Management Committee as soon as possible

## **Complaint Process**

1. If a complaint is received by the Child Safe Officer then the process is as follows:
  - a. Identify the problem
  - b. Identify if any section of the Code of Conduct / Policies and Guidelines has been breached by a Player, Coach, Official, Umpire, Administrator, Parent or Spectator
  - c. Liaise / mediate with the complainant
  - d. Work to an amenable and satisfactory resolution to ensure the child's confidence in her own safety is continued
  - e. Report the incident and resolution to the Management Committee
  - f. If a resolution is not readily achieved the complaint shall be referred to the Management Committee via the President of the Club
  - g. Child Safe Officer must document the complaint and such documentation must be kept confidential

# **WELFARE OF MEMBERS**

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## **Work Health And Safety**

1. The Club shall ensure all facilities and equipment used by Members are free of hazards and do not pose a risk to Members
2. Should a hazard or risk be identified either the Management Committee or Equipment Officer, as appropriate, must be notified immediately
3. In the event of a hazard or risk being identified in the facility, the Management Committee must report the hazard or risk to the management of such facility at the earliest possible opportunity
4. In the event of a hazard or risk being identified with equipment, members must immediately cease the use of such equipment and seek replacement of such equipment from the Equipment Officer
5. Examples of hazards or risks may be court surface, rain leakage, toilet facilities, lighting, broken or worn equipment, erratic behaviour, unsafe practices or any situation which may cause harm
6. Coaches must be vigilant of player safety including to player clothing both at training and matches (ie. loose or untied shoelaces, headwear which restricts vision)
7. Spectators must ensure no item in their possession courtside would pose a risk or hazard to players coming off the court unexpectedly
8. Members are responsible for and are to be aware of their own safety and the safety of others in their vicinity

## **Equal Opportunity**

1. The Club is committed to the provision of fair and equitable management of all activities
2. Episodes of bullying, harassment, sexual harassment, prejudicial preference in relation to race, religion, age, ability, physique or gender must be reported to the Management Committee immediately
3. Behaviours, including physical, verbal or written, showing discrimination or favouritism must be reported to the Management Committee immediately

## **Privacy**

1. The Club shall respect and protect the privacy of all Members of the Club
2. Personal information or images pertaining to Members shall not be divulged or shared with any other person without the specific permission of the Member
3. Responsible persons (Coach, Team Manager, Committee) holding personal information of Members shall ensure such information is securely filed and inaccessible to any third person not authorised access to such information

## **Social Media**

1. No person is to use social media in any form to discuss any other Club person or Club matter.
2. There have been instances of derogatory comments in the past which have been quite harmful to Club personnel.
3. This type of conversation on social media may be construed as cyber bullying and is not tolerated by the Club Management.
4. It may also, and has in the general community, resulted in serious health and self confidence issues for some people and led to very unfortunate consequences.
5. Any instances of derogatory social media comments identified, regarding Club players or Club matters are to be reported to the Management Committee as soon as possible

## ***VOLUNTEERS***

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1. Contax Netball Club is an amateur sports club and has no paid employees
2. The Club appreciates and values the time, efforts and dedication given by our volunteers.
3. Club volunteers include Committee Members, Coaches, Coach Coordinators, Coach mentors, Umpires, Umpire Coaches, Selectors, Scorers, Timers, Fundraisers, Event Assistance and various other aspects of club functions as they arise
4. Club volunteers are subject to and protected by the rights and responsibilities of all Club members and are subject to the Club Constitution, By Laws, Policies and Procedures
5. Volunteers appointed to the role of Coach, Coach Coordinator, Coach Mentor, Umpire Coach and Team Manager must be approved by the Management Committee
6. Volunteers appointed to the role of Coach, Coach Coordinator, Coach Mentor, Umpire Coach and Team Manager must agree to complete a Volunteers National Police Check form via Club Secretary to submit via Netball SA Volunteer Police Check process
7. Club volunteers will be requested to complete an Application form and Induction form on accepting their position for each competitive season
8. Coaches and Team Managers are required to attend meetings outlining their roles and Club expectations at the beginning of each competition season and at other times as required
9. The role of Coaches, Coach Coordinators, Team Managers and Umpires are outlined in the relevant section of this document
10. Coaches, Coach Coordinators, Umpires and Committee will be provided with Season passes to Netball SA Stadium for each competitive season



## **COACH COORDINATORS**

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1. The role of the Coach Coordinator is to:
  - a. Guide and assist Coaches with problems arising from players skills and systems
  - b. Improve coaching skills to develop players
  - c. Act as point of reference for Coaches who need advice, guidance and assistance
  - d. Become involved with players only at the request of the Coach to enable Players to better understand the directions of the Coach
  - e. Be available at training and matches when possible to identify team and player problems
  - f. Identify and advise the Coach on attacking, defending, space, systems in line with Club systems as required
  - g. Assist Coaches of all teams to train players similarly to ensure players understand expectations and confidently play in any grade as requested
  - h. Mediate with Coaches to ensure harmonious movement of players between grades in accordance with Club policy
2. The Coordinator is not available to parents for the expression of grievances, concerns or problems regarding players or teams
3. Coach Coordinators are encouraged to support Club social and fundraising activities and contribute to club spirit
4. Coach Coordinators are encouraged to contribute to Club spirit by recognising and welcoming other members of the Club

# COACHES

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## Qualifications

All Coaches	Foundation	Compulsory
Division 1 Coaches	Development	Desirable
AMND League Coach	Development	Compulsory
	Intermediate	Desirable
A Grade Coach	Development	Compulsory
	Intermediate	Desirable
Reserves Assistant Coach	Development	Compulsory
Reserves Coach	Intermediate	Compulsory
Premier League Assistant	Intermediate	Compulsory
Premier League Coach	Advanced	Compulsory

## Coach Responsibilities

1. The Coach is to appoint the Captain and Vice Captain of the team and notify the Management Committee of these appointments no later than one week prior to the commencement of the competitive season
2. The Coach shall nominate a Team Manager to the Management Committee for approval
3. The Coach shall keep informed of new rules, techniques, drills, training equipment and opportunities for the development of players
4. The Coach shall plan a training program for the team which is appropriate to the grade and capabilities of the team and forward to their Mentor Coach
5. Coaches must understand the role of the Coach Coordinator and avail themselves of the Coordinator for off court issues and activities
6. The Coach must be available for the expression of grievances, concerns or problems in the first instance and with Team Manager present
7. If problems or concerns are unresolved, then representation must be made to the Mentor Coach, and if not resolved, the High Performance Manager
8. The Coach has access to the Coach Coordinator regarding problems or concerns they may have with players, parents or Team Managers
9. If a Coach is unavailable to attend a match she must inform the Mentor Coach or High Performance Manager and in conjunction arrange a suitable replacement
10. With the exception of Premier League and Premier League Reserves the Coach must ensure whenever possible that all players have a minimum of 60% of season court time during the minor round equitable throughout the team
11. Coaches must apply a common sense approach to the provision of equitable court time to players
12. The Coach is not obliged to consider absence or unavailability when considering equitable court time with the exception of Netball SA State Representative absentees
13. In finals round matches the Coach will use her discretion in selecting the team which is best suited for the match
14. Coaches shall submit written requests for Umpire attendance at training

## COACHES

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15. Any visiting teams training against the Club shall be requested to supply one umpire per team for such training.
16. Training during school holidays is at the discretion of the Coach who must advise the Umpire Coordinator, Coach Coordinator and Secretary
17. In the event of inclement weather all teams must attend at the training venue where training activity will be assessed
18. In the event of extremely bad weather the Coach may cancel training in liaison with the Coach Coordinator
19. The development of skills is the most vital and important part of the game and therefore the priority of the Coach
20. Selection of teams for competitive matches shall be the sole responsibility of the Coach who may seek advice from the Mentor Coach
21. The Coach shall complete and return all forms, reports and nominations as requested by the Management Committee by the date required
22. Failure to attend training without prior apology or prior notification to the Coach may result in that player being suspended for the next appropriate match
23. Suspension of a player who does not attend training shall be at the discretion of the Coach based on the player's notification of inability to attend training and the reason given
24. The Coach shall at all times represent the Club in a dignified and sportsmanlike manner.
25. Coaches are encouraged where possible to wear the official clothing of the Club and the Club's sponsors
26. Payment for reservation of indoor courts at Netball SA Stadium by AMND teams shall be the responsibility of the team involved and such reservation notified to the Club Treasurer
27. The Coach shall encourage players in her charge to support Club social and fundraising events and contribute to Club spirit
28. The Coach shall encourage players to contribute to Club unity by recognising and welcoming other members of the Club

# **COACH'S CODE OF ETHICS**

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## ***Netball Australia / Australian Coaching Council Coach's Code of Ethics***

1. Respect the rights, dignity and worth of every human being
  - \* Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion
2. Ensure the athlete's time spent with you is a positive experience
  - \* All athletes are deserving of equal attention and opportunities
3. Treat each athlete as an individual
  - \* Respect the talent, developmental stage and goals of each individual athlete
  - \* Help each athlete reach their full potential
4. Be fair, considerate and honest with athletes.
5. Be professional in and accept responsibility for your actions.
  - \* Language, manner, punctuality, preparation and presentation should display high standards
  - \* Display control, respect, dignity and professionalism to all involved with the sport. This includes opponents, coaches, officials administrators, the media, parents and spectators
  - \* Encourage your athletes to demonstrate the same qualities
6. Make a commitment to providing a quality service to your athletes
  - \* Maintain or improve your current NCAS accreditation
  - \* Seek continual improvement through performance appraisal and ongoing coach education
  - \* Provide a training program which is planned and sequential
  - \* Maintain appropriate records
7. Operate within the rules and spirit of your sport
  - \* The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies (eg anti-doping policy and selection procedures)
  - \* Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)
8. Any physical contact with athletes should be
  - a) appropriate to the situation
  - b) necessary for the athlete's skill development

# **COACH'S CODE OF ETHICS**

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## ***Netball Australia / Australian Coaching Council Coach's Code of Ethics***

9. Refrain from any form of personal abuse towards your athletes
  - \* This includes verbal, physical and emotional abuse
  - \* Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care
  
10. Refrain from any form of sexual harassment towards your athletes
  - \* You should not only refrain from initiating a relationship with an athlete but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal
  
11. Provide a safe environment for training and competition
  - \* Ensure equipment and facilities meet safety standards
  - \* Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes
  
12. Show concern and caution towards sick and injured athletes
  - \* Provide a modified training program where appropriate
  - \* Allow further participation in training and competition only when appropriate
  - \* Encourage athletes to seek medical advice when required
  - \* Maintain the same interest and support towards sick and injured athletes

## ***PLAYER TRANSITION***

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**All Coaches, Coach Coordinators and Players shall abide by the following guidelines for transition of players between teams and grades following selection and for the competition season**

1. All Coaches, Coach Coordinators and Players must be conscious of the best practice for Club requirements regarding transition of players
2. Teams defined following the selection process are not to be regarded as final as all players are subject to performance review throughout the competition season
3. Dependent upon circumstance, team requirements, selection review, player court time and player availability, players may be promoted or demoted either temporarily or permanently as per Club requirements
4. All player transitions following trials and during pre season training shall be by negotiation between the Coaches of the teams concerned, the relevant Coach Coordinator and relevant Selectors
5. All player transitions during the competition season shall be by negotiation between the Coaches of the teams concerned and the relevant Coach Coordinator
6. In the event of player transition requirements for AMND League, Intermediate 1, Junior 1 and Sub Junior 1, input from the Club Coach or High Performance Manager is to be sought
7. Player transition may occur at any time during the competition season but not to the detriment of player eligibility for final round participation
8. Transition players shall be identified by the structural requirements and balance of the teams concerned
9. In the event of player transition impacting on more than two teams, Coaches must be conscious of the impact of player transition on all teams concerned
10. When negotiating player transition, the following shall be considered:
  - a. The consequence of the result of the matches in the relevant round on all teams involved
  - b. The capability of the player to fulfil the requirements of the team involved
  - c. Compromise by the parties concerned to achieve the best outcome for all teams impacted by the player transition
  - d. Coaches, Coach Coordinators and Players shall respect the opinions of those concerned with the transition negotiations
11. On completion of negotiation, the regular Coach of the transitional player is to notify the player with a full explanation of the requirements for the transition
12. If the transition is to be permanent for the remainder of the Competition season, the regular Coach of the transitional player is to notify the player prior to announcement to any other party

## ***PLAYER TRANSITION***

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13. In the event of player transition to a lower team the following shall apply:
  - a. Communication by the player's regular Coach to the player of their value to the Club and to the team requiring the transition
  - b. In the event of an under age player, communication by the player's regular Coach to the player's parent or guardian with a full explanation of the requirements for the transition
14. Temporary transitional players shall participate in a minimum of two quarters of the match for which the transition has been negotiated

## **TEAM MANAGERS**

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### **Role of the Team Manager**

1. The Team Manager shall be the liaison between the team and the Committee and shall be responsible for the prompt distribution of Club information, encouragement of participation in social and fundraising events and Club requests to players and coaches
2. The Team manager shall be responsible for the collection, security and prompt payment to the Club within seven days of receipt of all monies due and collectable from players and be mindful of the dates monies are due
3. The Team Manager shall keep a record of player attendance at training and matches
4. The Team Manager shall arrange Scorers and Timekeepers for each match
5. The Team Manager shall not be involved in team selection or regrading of players
6. Team Manager shall inform the Treasurer when any new player has played for their team
7. The Team Manager under the guidance of the Coach shall liaise with other Team Managers regarding scheduling of training matches
8. The Team Manager shall ensure all correspondence and information is collected and distributed to the Coach and Players on the day it is issued from the Management Committee or any of the Club's Sub Committees
9. The Team Manager shall be responsible for the maintenance and safe keeping of all Club property assigned to the team and the return of such property to the Club at the completion of the season
10. The Team Manager shall ensure the team first aid equipment is complete and relevant to the team requirements
11. The Team Manager shall be responsible for the safekeeping of all personal property of players during a match
12. The Team Manager shall ensure all players wear the full correct uniform of the Club for matches
13. The Team Manager shall co-operate with the Coach on all matters pertaining to the team and the Club
14. The Team Manager shall at all times represent the Club in a dignified and sportsmanlike manner
15. Team Managers are encouraged where possible to wear the official clothing of the Club and the Club's sponsors
16. If a team has a sponsor, the Team Manager shall liaise with the Treasurer regarding sizing for sponsored apparel and ensure Team Sponsor is presented with team photo as soon as possible
17. Team Managers are encouraged to support Club social and fundraising activities and contribute to club spirit.
18. The Team Manager shall encourage all team members to contribute to Club unity by recognising other members of the Club.



# **UMPIRES**

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## **Umpire Responsibilities**

1. Umpires shall at all times represent their Club with dignity and sportsmanlike behaviour
2. Umpires are required to provide their own equipment for officiating at matches
3. Umpires shall attend training as required by the Umpire Coach / Coordinator
4. Umpires shall at all times present themselves punctually for practice and matches
5. Umpires shall at all times present themselves in a neat and tidy manner
6. Umpires shall continue to keep up to date with rule changes and interpretations as directed by Netball Australia
7. Umpires shall ensure they maintain current qualifications as required by Netball Australia
8. Umpires shall comply with all aspects of protocol as directed by Netball Australia
9. Umpires shall remain detached and neutral when officiating at matches
10. Umpires should develop a rapport with players during matches.
11. Umpires shall remain detached from team issues and sideline issues when officiating at matches
12. Umpires are encouraged to support Club social and fundraising activities and contribute to club spirit
13. Umpires are encouraged to contribute to Club spirit by recognising and welcoming other members of the Club
14. Umpires are not to wear apparel which identifies them with a specific Club

# PLAYERS

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## Player Responsibilities

1. All players are required to attend training and matches as directed by the Coach
2. All players are required to attire themselves for matches in the complete official playing uniform of the Club.
3. All players are required to treat their team mates, coach, manager, umpires, club officials and opponents with dignity and respect
4. Players dissatisfied with their grading selection are to follow the official appeal procedures of the Club
5. Players are not to be involved in selection of teams for matches unless requested by the Coach
6. If a player does not attend training and no apology has been forwarded, such player may be suspended for the next appropriate match
7. Any misconduct by players (ie. swearing, abusing team mates, umpires, etc) will not be tolerated by the Club at any level
8. The Committee reserves the right to suspend players found guilty of these offences
9. Players are encouraged to support the Club sponsors wherever possible
10. Players are encouraged to attend training sessions conducted by Netball SA, Adelaide Thunderbirds, Contax Netball Club Inc when available to improve their skills and development
11. All players in Intermediate grades and players in their final year in Junior grades are encouraged to undertake and pass the Umpire Theory Examination. This is a prerequisite for State selection
12. Players are encouraged to support Club social and fundraising and contribute to club spirit
13. Players are to be aware netball is a team sport and whilst personal development is of prime importance the team development must take precedence
14. Players are encouraged to contribute to Club spirit by recognising and welcoming other members of the Club

## ***SPECTATORS / PARENTS***

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### **Code of Conduct**

1. Encourage the team's performance
2. Applaud good performance and focus on the efforts by the team and their opponents rather than the overall outcome of the game
3. The result of each game should be accepted
4. An honest effort is as important as victory
5. Respect the umpire's decision and appreciate they are an essential part of the game
6. Respect the fact the Club has many young volunteer umpires under training and be tolerant of their efforts
7. They are essential and valuable members of our Club
8. Encourage players to play according to the rules and the officials decisions
9. Demonstrate appropriate social conduct by not using foul language, harassing players, coaches, umpires or officials
10. Respect the role of the Coach appointed to your team and be careful not to give conflicting advice to players
11. Be aware netball is a team game and respect the objective of the Coach is to develop the entire team whilst also improving individual development
12. The Coach Coordinator is not available to parents for the expression of grievances, concerns or problems regarding players or teams
13. This is to be resolved in the first instance by the Coach and if unresolved, by representation to Club Management Committee
14. Parents are encouraged to support Club social events and contribute to Club spirit

## **GRIEVANCES / APPEALS**

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1. All grievances must be forwarded to the Management Committee through the Secretary
2. The Management Committee shall appoint a Mediation Officer who shall assess the grievance and report to the Management Committee
3. The Club shall maintain a Grievance Policy and all Members of the Club shall be bound by this policy
4. Grievances against the Club, any Player, any Coach, any Manager, any Umpire or any Member of the Club shall be lodged with the Committee in writing for resolution of such grievance by the Committee.
5. Grievances lodged with the Committee shall be lodged only by Members.
6. The Committee shall attend to any grievance lodged by a Member within three days of receipt of such grievance.
7. The Player, Coach, Manager, Umpire or Member who is the subject of such grievance shall be notified in writing within twenty-four hours of receipt by the Committee of such grievance.
8. The Member who lodged such grievance and the Member who is the subject of such grievance shall attend any meeting convened by the Committee to resolve such grievance.
9. Any Member requested to attend any meeting convened for the resolution of such grievance may invite a third party to attend such meeting in support of specific evidence or specific circumstance.
10. Any Member who perceives the resolution of such grievance to be to her disadvantage may lodge an appeal for a further meeting to resolve such grievance provided evidence or circumstance contrary to or in addition to evidence or circumstance offered at the prior meeting is proffered.

## ***SELECTION GUIDELINES***

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### **Nominations**

1. Nominations for trials shall be received by the Club by the proclaimed date
2. Late nominations shall only be accepted with the approval of the Management Committee
3. No player, who has not submitted a trial form, is to be approached to trial after trials have commenced without the permission of the Management Committee

### **Selection Panels**

1. The selection and grading of players is a comprehensive process, involving many hours of volunteered time from the Club's Selection Panels
2. The Club Management Committee entrust sole responsibility for the selection process and team placement to the appointed Selection Committee and Selection Panels
3. Only Selectors appointed by the Management Committee are to be involved in the selection process
4. No parent or family member may be involved in selection of their own child or relative unless approved by the Coaching Panel
5. It is desirable all Selectors hold a minimum of Foundation Coaching Accreditation
6. A Selection Supervisor shall be appointed by the Management Committee
7. Selection Supervisor to ensure all Selectors follow the Club Policies, Procedures and guidelines for selection process
8. Selection Supervisor to be available for any queries or guidance required by Selectors
9. A minimum of three Selectors shall be appointed per age group
10. One observer / trainee may be appointed to the selection panel of an age group if deemed desirable
11. One Convenor shall be appointed per age group
12. All Selectors must attend all trials unless injury, illness or prior arrangement with Management Committee precludes this
13. All Selectors, Convenors, Observers and Selection Supervisor shall attend a pre-trial selection meeting
14. At selection meeting Selection Supervisor to outline policies, guidelines and obligations to all Selectors, Convenors and Observers
15. Selectors appointed shall select teams for both Winter and Summer competition and therefore must make an effort to view matches in both seasons
16. A copy of Selection Process is to be distributed to each Selector on appointment
17. The Club President shall address all parents prior to commencement of selection trials

### **Selection Panel Responsibilities**

1. The Selection Panels shall provide a fair and equitable selection process and take the following factors into account:
  - a. performance at trials
  - b. feedback from previous Coach / Coaches / Coach Coordinators

## **SELECTION GUIDELINES**

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- c. team balance (according to positions played)
  - d. scope for improvement (ie. late developers)
2. Selection Convenors shall ensure each player trials at least once per trial session in each of the first two preferred positions
  3. The Club aims to have equitable court time at trials
  4. However, due to an over abundance of players nominating for similar / identical preferred playing positions, and to allow all players the guaranteed trial in their preferred positions, some players may be required to trial more often
  5. Due to the above, trialling players may also need to play in a position other than those positions named as preferences to ensure enough players are on court for trials to proceed and players are guaranteed of equitable assessment of their trials
  6. Selectors are not permitted to discuss selection matters with players, parents or persons not involved in the selection process either during or after selection trials
  7. All triallists are assessed fairly and equitably in the interests of both the Club and the players
  8. Any player of Sub Primary age who participated in the AMND Primary competition in the previous AMND Winter Season must trial for Primary Grades for the following season
  9. Age Group Convenors to ensure all players trial at least once in their two preferred positions at each trial
  10. Age Group Convenors to compile team lists from all player nominations for first two trials
  11. Age Group Convenors to compile team lists from all player nominations with input from Selectors after second trial

## ***SELECTION GUIDELINES***

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### **Selection Process**

#### **Confidentiality is paramount.**

**Selection information must not be discussed with any person who is not a member of the relevant selection panel except for the Convenor, Club Coach and High Performance Manager.**

**At no time should any discussions take place on any form of social media**

**Please refer any problems or concerns to the relevant Convenor**

1. Age Group Convenors shall ensure each player trials in their first two preference positions at least once at each trial session
2. Any player of Sub Primary age who participated in the AMND Primary competition in the previous AMND Winter Season must trial for Primary Grades for the following season
3. No player's grading is to be assumed as change in age, growth and ability may occur between seasons
4. All teams shall be selected with a minimum number of players to ensure all grades are able to present a full team of players for matches accommodating injury, illness and absence
5. Selection shall take into account:
  - a. performance at trials
  - b. feedback from previous coaches
  - c. scope for improvement
  - d. team balance
  - e. equality in court time at trials
6. Should a situation occur where the final selection is not conclusive in more than one team, a squad may be selected to be finalised during the pre season training period
7. During the selection process, Selectors shall assess each player individually and collectively, taking notice of such attributes as their netball skills, agility, decision making, court awareness and their readiness to compete at a higher level
8. Whilst assessing all players, the Selectors shall judge the requirements of the Club, each team and ensure all court positions are filled in each team to ensure the flexibility to cover injury, illness or other irregular absences
9. Players shall be trialled against players of all calibre regardless of prior grading history
10. Selectors who have been appointed as a Coach in their age group shall judge all players objectively and not be influenced by the possible compilation of 'their' team
11. Club players must be placed in a team and shall be given preference in the event of a Club player and new player deemed of similar standard
12. In the event of a shortage of particular positions, Selectors may ask for volunteers to trial in the required positions, making it clear inexperience will be a considered factor in judgement of suitability of player for that position
13. Criteria for a player to be deemed a Club player shall be a player 10 years and over playing three consecutive winter seasons for the Club
14. The Selection Panel has the right of selection in the event of injury / illness / circumstance which may interrupt a player's ability to trial

## **SELECTION GUIDELINES**

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15. Placement of players unable to trial shall be at the discretion of the Selection Panel of each age group, Club Coach or High Performance Manager provided prior notice is received of the inability to attend trials and the reason is valid (eg. overseas, work commitment, injury, family issues)
16. Summer Competition grading is not to be a considered factor in grading
17. Summer performance as viewed by a Selector may be a considered factor in grading
18. Selectors shall not be influenced by input from persons other than the appointed Selectors but shall be permitted to seek advice if required from the Club Coach or High Performance Manager

### **Post Selection**

1. Players deemed unsuitable for selection shall be advised after the third trial
2. All players shall be advised within seven days of their preliminary selection at the completion of that age group's trials
3. Players shall be advised selection following trials is not absolute and review of selection of players is ongoing during training sessions and matches and further player movement may occur during the season
4. Players dissatisfied with selection shall be advised of the official selection review process available and shall complete the approved Contax Application for Selection Review form
5. This shall be the only accepted application for review



## **TEAM EQUIPMENT**

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1. Each team shall be issued with Club equipment for use during the season.
2. This will include:
  - a) Team equipment bag (numbered)
  - b) Set of training bibs
  - c) Set of playing bibs
  - d) Match ball (2 per season issued by AMND)
  - e) 5 training balls
  - f) 6 rubber discs
  - g) Timer
  - h) First aid kit and list of contents
  - i) Managers folder
  - j) Policy and Guidelines X 2 (this booklet)
3. It is the responsibility of the Coach and Team Manager to maintain equipment at a good standard at all times for the benefit of the players.
4. Hurdles, ladders and extra cones which may be required for training are held by the Equipment Officer and may be obtained for use by Coaches but must be returned on the same night.
5. Club training resources such as books and CD's are held by the Equipment Officer for borrowing by Coaches. Coaches are encouraged to make use of these resources.
6. Asthma Kits are available for each age division. These will be entrusted to qualified personnel following the Asthma instruction night. The names of these persons will be advertised to each team.
7. Requests for replenishment or repairs of such equipment shall be made to the Equipment Officer on a timely basis.
8. Medical Information Forms held by Team Managers are to be returned to the Equipment Officer at the completion of the season for destruction. These forms contain personal information and should be treated in a confidential manner.
9. All equipment supplied by Contax Netball Club Inc remains the property of the Club for training and playing and shall be signed for on receipt and returned to the Equipment Officer at the conclusion of each season.
10. Coach Coordinators shall be responsible for the safe keeping of alternative bibs (pink) for use by teams in their age grade when two teams from Contax Netball Club Inc are playing each other or where there may be a conflict with uniform colours with another club
11. Coaches using the alternative bibs are to ensure they are returned to the Coach Coordinator no later than the next training night following use of the bibs for a match.

## ***NETBALL AUSTRALIA and NETBALL SA POLICIES***

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As an Affiliate of Netball Australia and Netball SA, Contax Netball Club is bound by the Constitutions, By Laws and Policies of the governing organisations.

Management, Coaches, Managers and Umpires are encouraged to familiarise themselves with the general content of these policies and be conscious of them should incidents arise which may come under the umbrella of one or more of these Policies.

However, should any such incident arise, the matter should be immediately referred to the Management Committee.

### **Child Safe Environment Legislation**

Refer to Child Safe section in Contax Netball Club Policies and Procedures

Management, Coaches, Managers, Umpires and Volunteers encouraged to complete 'Play By The Rules' available on Netball SA and Office for Recreation and Sport websites

Contax Netball Club has three qualified Child Safe Officers – Nanette Miller, Fran Buller and Jill Campion

### **Netball Australia Antidoping Policy**

Netball in Australia is fully committed to the fight against doping in sport and has a major obligation to protect and maintain the integrity of netball as well as the health and well being of athletes.

Netball Australia has adopted a revised Anti-Doping Policy that will come into effect on 1 January, 2015.

The Netball Australia Anti-Doping Policy is fully compliant with the World Anti-Doping Code 2015, the International Netball Federation and the obligations as established by the Australian Sports Anti-Doping Authority (ASADA) Act, Regulations and National Anti-Doping Scheme.

ASADA approved the Policy on December 3<sup>rd</sup> 2014 and the Board adopted the policy on December 11<sup>th</sup> 2014.

Further information is available on Netball Australia website at [www.netball.com.au](http://www.netball.com.au) – Search - Anti Doping

### **Netball Australia Illicit Drug Policy**

Netball Australia and its Member Organisations have a major obligation to protect and maintain the integrity of netball as well as the health and wellbeing of athletes.

Netball Australia is committed to the highest standards of conduct and ethical behaviour in all of its activities, and to promoting and supporting a culture of honest and ethical behaviour both on and off the court, corporate compliance and good corporate governance.

Integrity in netball encompasses all of the elements needed to preserve what is intrinsically valuable about netball and to uphold the principles of fairness, respect, responsibility and safety. The main elements include the Netball Australia Anti-Doping Policy, National Policy on Match Fixing in Netball, Member Protection Policy and the Integrity in Netball Framework and associated Rules: Anti-Illicit Drugs in Netball Rule, Supplements in Netball Rule, Medications in Netball Rule, No Self-Injection in Netball Rule, Anti-Doping Declaration Rule, and Reporting Conduct That May Bring Netball into Disrepute Rule.

The Integrity in Netball Framework, Rules and Policies strike an appropriate balance between rules-based and values-based approaches that will (1) prevent serious integrity violations on the one hand, and (2) promote integrity through stimulating understanding, commitment and capacity for ethical decision-making on the other.

The Netball Australia Board at its meeting on 30 November 2013 approved the formation of a Netball Australia Integrity Unit to oversee integrity frameworks, policies and rules.

Further information is available on Netball Australia website at [www.netball.com.au](http://www.netball.com.au) – Search - Illicit Drug

# ***NETBALL AUSTRALIA and NETBALL SA POLICIES***

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## **National Policy on Match Fixing in Netball**

Netball Australia recognises that betting is a legitimate pursuit, however illegal or fraudulent betting is not. Fraudulent betting on sport and the associated match-fixing is an emerging and critical issue globally, for sport, the betting industry and governments alike.

Netball Australia and its Member Organisations have a major obligation to address the threat of match fixing and the corruption that flows from that.

Netball Australia and its Member Organisations have a zero tolerance for illegal gambling and match fixing.

Netball has adopted a [National Policy on Match Fixing in Netball](#).

- Protect and maintain the integrity of netball.
- Protect against any efforts to impact improperly the result of any match.
- Establish a uniform rule and consistent scheme of enforcement and penalties.
- Adhere to the National Policy on Match Fixing in Sport as agreed by Australian Governments on 10 June 2011.

Under the Policy, no Netball Australia or Netball State/Territory Member Organisation personnel, athlete, coach, agent, governance official, selector, umpire, athlete support personnel, official or any other relevant person is allowed to participate, or be directly or indirectly involved in any way, in betting, gambling, inducing, encouraging, fixing, tanking, underperforming, or any other form of speculation for money, benefit or reward, in relation to netball or be involved directly or indirectly, in the provision of information not already in the public domain that might assist another person to gamble in relation to netball.

The Policy contains clauses concerning offences, reporting processes, investigations, hearings, appeals, and penalties.

Further information is available on Netball Australia website at [www.netball.com.au](http://www.netball.com.au) – Search - Match Fixing

## **Member Protection Policy and Dispute Resolution**

Netball Australia is committed to treating all people with respect, dignity and fairness. These values, along with the basic right of all netball members to participate in an environment that is enjoyable, safe and healthy, has resulted in Netball Australia developing specific objectives to create a safer and more tolerant sporting environment.

Netball is not immune to acts of discrimination, harassment and abuse and in fact shares the common features of most sporting environments where close physical and emotional relationships can develop and inappropriate or unlawful behavior can take place.

Netball Australia is both ethically and legally responsible to prevent discrimination and more specifically harassment from occurring in netball. The adoption of the Netball Australia Member Protection Policy reflects Netball Australia's commitment to serving and protecting its members and participants throughout all levels of the sport. This Policy is only one component of the overall strategy and the implementation and enforcement of this Policy will require ongoing commitment from all levels of the sport.

The Policy also complements a range of other organisational policies including junior netball, umpire development, governance, finance, information technology and privacy policies.

Through working together, the netball community can prevent discrimination and harassment and create a safe and supportive environment for all participants at all levels.

Further information is available on Netball Australia website at [www.netball.com.au](http://www.netball.com.au) – Search – Member Protection

# **NETBALL AUSTRALIA and NETBALL SA POLICIES**

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## **Netball Australia Pregnancy Policy**

Netball Australia is committed to providing an inclusive sporting environment for pregnant women involved in netball. Netball Australia expects everyone who is bound by this Policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in netball that disadvantage them. Netball Australia will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.

Netball Australia, Member Organisation and Affiliates will take reasonable care to ensure the safety, health and well-being of pregnant women and their unborn children.

Netball Australia, Member Organisation and Affiliates (where applicable and relevant) will advise pregnant women that there may be risks involved, and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and well-being, and that of their unborn children, are of utmost importance in their decision making about the extent and manner in which they participate in netball.

*Netball Australia Member Protection Policy (Effective 1 January 2014) Page 8 of 21*

Netball Australia, Member Organisation and Affiliates encourages all pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation in particular sporting activities, including netball.

Netball Australia, Member Organisation and Affiliates will only require pregnant women to sign a disclaimer if all other participants are required to sign one in similar circumstances. Women will not be required to undertake a pregnancy test.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this Policy, she may make a complaint.

Descriptions of some of the types of behaviour that could be regarded as pregnancy discrimination or harassment are provided in the Definitions to this Policy.

Further information is available on Netball Australia website at [www.netball.com.au](http://www.netball.com.au) – Search – Pregnancy Policy

## **Communication Policy (including Social Media)**

Refer Welfare of Members section of Contax Netball Club Policies and Procedures:

- Work Health and Safety
- Equal Opportunity
- Privacy
- Social Media

Annual updated issue of Contax Netball Club Policies and Procedures:

- Child Safe Policy
- Coach Coordinators
- Coaches
- Coaches Code of Ethics
- Equal Opportunity
- Healthy Kids at Junior Sport
- Player Transition
- Team Managers
- Umpires
- Players
- Privacy
- Spectators / Parents
- Selection Guidelines
- Selection Process
- Social Media
- Team Equipment
- Umpires
- Work Health and Safety

## ***NETBALL AUSTRALIA and NETBALL SA POLICIES***

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Contax Netball Club communicates with Members through regular Newsletter, Facebook, Instagram, Email, weekly mail distribution

Initiatives and innovations are decided by consultation with relevant personnel and recommendations to Management Committee

Club structures for development consist of Coaches, Coach Coordinators and Mentors working in consultation for the benefit of Players, Coaches, Umpires and Officials

### **Risk Management Policy**

Although Contax Netball Club does not have a facility, there are areas of Risk Management in which the Club is diligent:

- Finance – A Treasurer is appointed at the Annual General Meeting and submits a monthly report of financial transactions and finance status to the Management Committee. Major expenditure is subject to Management Committee approval. The books of account are audited annually by an independent auditor
- Player Safety – The Club has three qualified Child Protection Officers, a Child Protection Policy, Spectator / Parents Code of Behaviour Policy. The above policies are outlined to Coaches, Team Managers, Umpires and Administrators on an annual basis.
- Coach Development – The Club ensures all Coaches are suitably qualified to ensure the best possible developmental information and practices are disseminated to players. Coaches are mentored by higher level Coaches.
- Equipment – The Club appoints an Equipment Officer who is responsible for the provision of all training and playing equipment as well as First Aid equipment. The Equipment Officer constantly reviews equipment to ensure all equipment is in good repair and is responsible for replacement of any faulty equipment
- Administration – The Club is administered by a Management Committee who meet monthly to deal with Club management, policies, finance, communication and due diligence. The Members of the Management Committee are allocated specific roles and responsibilities of all aspects of the Club, thereby ensuring all aspects of Club management are given due consideration
- Grievances – All grievances are attended to in a timely manner. If the grievance is unable to be resolved at Coach / Coach Coordinator level, the grievance is referred to the Management Committee. If the grievance involves a minor, a Child Safety Officer is involved in the grievance procedure



*Wishing you all the enjoyment and success  
for your netball this season*

