

West Coasters Netball Club Kingsway Inc.

POLICIES AND PROCEDURES

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1 PURPOSE OF POLICIES

These policies aim to ensure West Coasters Netball Club Kingsway Inc. (hereafter after referred to as West Coasters or the Club) and its members maintain a good reputation, positive behaviour and a fun attitude. They are enforced to ensure that every person involved is treated with respect and is protected from all forms of inappropriate behaviour.

West Coasters mirrors the Members Protection Policies outlined by Netball Australia, and the Policies and Procedures set by Wanneroo Districts Netball Association (WDNA). Our policies are accompanied by the National Complaint Handling regulations, National Child Protection Regulations and basic Codes of Behaviour. Such resources provide the procedure to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviours.

West Coasters will take disciplinary action against any person bound by these policies if they breach them.

Club policies apply to:

- Committee members
- Affiliated Club Members – Senior and Junior
- Coaches, Managers, Captains and Umpires
- Guardians, Parents and supporters of affiliated Club members
- Sponsors
- Life Members

West Coasters must adapt, implement and comply with these policies and procedures, ensure the Constitution and By Laws are kept up to date, promote appropriate standards of conduct at all times, deal promptly and fairly with complaints and review all policies annually.

The Club's Executive Committee (hereafter referred to as the Committee) are responsible for setting these policies and procedures in line with the Club's Constitution and By-laws.

The Club's members must make themselves aware of these policies and procedures, comply with all policies and procedures and understand the possible consequences of breaching such policies.

2 REGISTRATION PROCESS AND PAYMENT OF FEES

All members need to register as outlined in the season Registration pack which is distributed each year.

Note: All players are to register in their correct age group by year of birth. It is at the discretion of the Club if players will be moved into age groups higher than their own.

Note for Net Set Go (NSG) Participants: All players wanting to play in the NSG (Year 2, 3, 4 and 5) competitions are invited to complete an Expression of Interest Form during the registration period. Once the registration period closes, dependent on numbers, all NSG players will be emailed a registration link and process to follow which will need to be completed within 7 days. Payment of a deposit is not required to complete the Expression of Interest, but is required to complete registration.

Note for Open players: It is a requirement that any Open player not already coaching or holding a Committee position within the Club will be required to commit to 2 voluntary hours to give back to the Club. This voluntary time may consist of umpiring or otherwise assisting with the trials

process, helping with our events throughout the year, e.g. Super 7, and/or completing the club's volunteer roster slot as allocated by WDNA. Open Players will be contacted by the Club regarding these volunteer duties via email in January/February. Players who fail to meet their volunteer commitment will not be eligible to play for the Club.

2.1 Payment of Fees

Please refer to Fee Payment process in the registration pack.

Applications to register will be accepted during the registration period as outlined each year in the registration pack sent to all members. Any applications after this date will be pending on numbers and positions of players.

West Coasters player fees are determined by the current year's committee based on the costing of all governing bodies and the general running and operations of the Club.

A minimum deposit is required when registering as outlined below:

- NSG Players - Full payment or a non-refundable deposit of \$100 is required. If no payment is received you will not be registered or assigned a leg number to attend trials.
- Under 11 to Open Players - Full payment or a non-refundable deposit of \$200 is required. If no payment is received you will not be registered or assigned a leg number to attend trials.
- Once your registration has been accepted and your deposit paid, you will be allocated a leg number for trials.
- Check the West Coasters website before the 1st trial date to obtain your leg number. Please click on this link:- <http://www.westcoasterskingsway.com>
- The Club would prefer full fees are paid up front.
- If full fees cannot be paid upfront a payment plan will need to be arranged with the Treasurer via the Club email (enquiries@westcoasterskingsway.com). Once the payment plan has been approved by the Treasurer, the player will be registered and a leg number issued. Note all agreed payment plans must include that full payment will be finalised before the cut-off date specified in the Registration Pack.

Members have the option to pay via credit card or direct deposit.

3 KIDSPORT FUNDING

KidSport enables eligible Western Australian children aged 5-18 years to participate in community sport and recreation by offering them financial assistance towards club fees. If your child qualifies for the funding then maximum costs up to \$150 per child per calendar year will be paid by the local government.

Parents can apply for KidSport online using the link below. Once the application is approved, then you must provide the unique code/voucher to the Club to register.

<https://www.dsr.wa.gov.au/funding/individuals/kidsport>

4 CLUB FINES

Any member of the Club who incurs a fine will be deemed unfinancial until the fine has been paid in full. The unfinancial member will be deemed an inactive registered participant with Netball WA, WDNA, and West Coasters until the fine is paid in full. Failure to pay any fine by the due date will see the Club noted as unfinancial and no teams are permitted to further take the court competitively until the fine is paid in full and the Club's status is noted as financial.

Failure to comply with the above fine procedure will see the member deemed unfinancial and not an active registered participant with Netball WA, WDNA and West Coasters.

5 REFUNDS

All members wishing to transfer or withdraw from West Coasters should do so at their earliest convenience and in writing addressed to the Club.

Requests for refunds must be in writing and accompanied by a professional letter of reasons (Doctors note, higher education acceptance etc.). All refund requests will be reviewed and decided on by the current Club Committee as soon as possible. Refund requests may incur a \$20.00 (twenty) administration fee.

6 TRIAL PHASES AND PROCESS

All members registering to play with West Coasters will be required to attend a trials process which is usually held in February each year. The trial dates are determined by the current Committee and are communicated to members as part of the registration pack which is dispatched via email to all existing members each year. The Club welcomes volunteers to assist with the trial process, however please note no parent can be directly involved in the trial for their child's age group.

6.1 Trial Convenor

The Committee shall appoint a Trial Convenor each season. The Trial Convenor shall be a suitably qualified and experienced person, who at a minimum should hold a development coaching accreditation and have completed a Netball Australia Selectors Workshop. The Trial Convenor is responsible for the smooth running of the trial process. This includes organising selectors and helpers, providing selectors and helpers with clear selection criteria and procedures, and ensuring selection feedback is captured so that it can be provided to members if requested. When making decisions on final team placements, this should be done in consultation with the Trial Sub-Committee members and notified to the Committee as soon as practicable. The Trial Convenor shall appoint appropriately qualified and experienced Selectors. At a minimum Selectors should have completed a Netball Australia Selectors Workshop.

6.2 Trial Sub-Committee

Each season the club will appoint at least two (2) individuals to join the Trial Convenor as the Trials Sub-Committee. The Trials Sub-Committee will be responsible for assisting the Trial Convenor with the running of the trials process, consulting on final team placement decisions and assisting with the timely dissemination of the results and any issues to the wider committee. At a minimum members of the Trials Sub-Committee should have completed a Netball WA Selectors Workshop. Members of the Trial Sub-Committee must be impartial, therefore they cannot participate in the decision making for any age group that they are a parent (or family member) of a trialling athlete, or be a trialling athlete themselves. Enough suitable members shall

be appointed so that there are 3 sub-committee members (including the convenor) for each age group.

6.3 Trial Phases

The Club typically operates a multi-phase process for Trials. Team placement at West Coasters is based on player skill, ability, and attitude. Friends or family members will not necessarily be placed in the same team.

In any given season the Club Committee may decide to accept all registrations and proceed straight to grading. This may or may not change the number of trials/grading sessions required for a particular age group.

6.3.1 Phase 1 Trials

All registered players must attend their age group trial dates as outlined in the Registration Pack. Attendance is compulsory to be eligible to progress to Phase 2. All athletes need to understand that their performance at Phase 1 Trials will determine if they are successful and will move on to Phase 2. Unsuccessful players will have their monies refunded by the Club.

Following the completion of Phase 1 Trials the Club will advise all successful athletes for each age group via the Club website

6.3.2 Phase 2 Grading

Successful athletes from Phase 1 are now graded into teams for the upcoming season. Team placements will be announced by the date specified in the Registration Pack via the Club website. Player movement between teams may occur during or after this phase.

6.3.3 Phase 3 Round Robin

Following Phase 2, Players will be required to attend compulsory Round Robin where all teams in an age group will match play to determine Team ranking. Details will be in the Registration Pack. Player movement between teams may occur during or after this phase. Non-training teams (see below) are expected to attend Phase 3.

6.4 Trial Attendance

All members are required to attend the nominated trial dates for their respective age group. If a member cannot attend a trial date they are required to notify the Club by sending an email to the Club's email address; enquiries@westcoasterskingsway.com before the relevant trial date. Any member who cannot participate in the trial process due to injury should contact the Club as soon as possible so that the Committee can make a determination. Members who fail to attend a minimum of one (1) trial session, for reasons other than injury, will not be placed in a team.

Players who successfully reach Phase 2 Grading should attend all applicable Grading sessions. Members who fail to attend a minimum of one (1) grading session, for reasons other than injury, may not be placed in a team.

In any given season the Club may have one or more, or none, non-training teams. The nominated contact for a non-training team should contact the Club each year to confirm their non-training status and the Club will make a determination. Players who are then part of a Club-confirmed non-training team are exempt from Phase 1 of the trial process. The club will advise which other phases non-training teams are expected to participate in, with Phase 3 Round Robin being compulsory.

6.5 Leg Numbers

Players will be issued with a leg number and these will be available on the Club's website for each age group. Leg numbers must be written clearly and legibly down the outside of each calf and must be at least 10cm high.

6.6 Trials Attire

Players are to wear a white shirt, black or navy netball skirt or sports shorts, and appropriate shoes for netball to all sessions.

6.7 What to Bring to Trials

- Whistle (as may be required to umpire)
- At least two water bottles (as the weather during trials is usually extremely hot)
- Small healthy snack or a piece of fruit
- Hat and sunscreen
- Jacket

6.8 Court Time at Trials

Players need to be aware some positions have significantly more players trialling for positions than others. For example, a centre court player may receive less court time at trials than a circle defender or goal shooter. All players will still have ample opportunity to be seen by selectors. Occasionally players will be required to play out of position; however the selectors will note this on their trial paperwork.

6.9 Released Players

If the Club is unable to place a player in a team all fees paid will be refunded in full and assistance will be given to players in finding a new club if requested.

6.10 Players Withdrawing

If a player withdraws during the trialling process or once the teams have been announced an administration fee will be retained by the Club at the current Club Committee's discretion. This fee is \$100 for NSG players and \$200 for U11 and above. Any remaining fees paid will be refunded. Withdrawal requests must be made in writing to the Club's enquiries email address, enquiries@westcoasterskingsway.com, and include bank account details to facilitate a refund.

6.11 Coach Involvement

Where possible Team Coaches will be involved in the selection process and will have some input as to the make-up of their team, particularly for the higher ranked teams in each age group. The Trial Convenor and Trial Sub-Committee are responsible for final team placements.

7 TEAM ALLOCATIONS

Individual members who are successful through the trial process will be allocated a team of similar ability based on the trial and grading process. Feedback from the previous year's coach will also be taken into account.

Team nominations may remain together providing the nomination fits within the Club's policies and procedures and is at the discretion of the Club Committee. Non-training teams from previous seasons need to have their status confirmed by the Club Committee each season.

Dissatisfaction within a nominated team needs to be addressed to the Club's current Committee following the Club's grievance procedure outlined in the constitution.

All players and parents need to be aware that teams may not be finalised until the week before the first game of the season due to unexpected withdrawals and/or injuries

7.1 Number of Players per Team

- West Coasters will register teams with no less than seven (7) members and no more than twelve (12) members. Teams usually consist of up to 10 (ten) players. Where possible this will be balanced to provide an optimum mix of players for each court area.
- When teams consist of Western Australian Netball League and/or State Representatives, it may be necessary for teams to have more than 10 players, at the discretion of the Trial Convenor and Trials Sub-Committee.

7.2 Team Numbers and Grading

Each West Coasters Team is allocated a number based on the Trial Sub-Committees assessment of the team's ability and in accordance with WDNA Policies and Procedures. The Club then make submissions to WDNA as to what Division each team should be graded into.

8 COACHING STAFF AND TEAM MANAGERS

8.1 Coaches, Assistant Coaches, Apprentice Coaches and Caretaker Coaches

All teams within West Coasters will have an appointed Coach. In some cases teams will have an Assistant Coach and/or Apprentice Coach, or Co-Coaches. In the event that a Team Coach is unavailable for training or games West Coasters will provide a suitable person to act as a Caretaker Coach.

Team Coaches or Co-Coaches must have a minimum Foundation Accreditation from Netball Australia.

Players from U15 and up are strongly encouraged to consider becoming Assistant or Apprentice Coaches for lower age group teams. West Coasters will endeavour to pair Assistant (and Apprentice) Coaches with experienced Coaches who will be able to mentor them and help them to develop their skills with a view to becoming the coaches of the future.

The following table outlines indicative age ranges for coaches as a guide only:

Coaching Role	Age Range
Apprentice	13-15
Assistant	16-17
Coach	17+

Coaches are expected to be in appropriate attire for all training sessions and games. The Club provide a coaches polo shirt and offer subsidies to purchase other items of club clothing from our uniform supplier. It is important for coaches to set and maintain the standard that the Club expects of its athletes.

Coaches should organise a player/parent team meeting to be held as soon as possible after team announcements. Each coach needs to send a notice home to the parents advising them of the proposed meeting and providing the players/parents with the coaches contact details.

Suggestions for topics to be covered at the parents meeting are included in the Coaches Handbook.

Coaches are encouraged to develop their coaching skills and pursue further accreditations. To assist with this the Club will reimburse costs of coach education using the following sliding scale.

Length of coaching service	Reimbursement Limit per year
> 5 years	\$350
3-5 years	\$250
1-2 years	\$100
0-1 years (first season with club)	\$50

8.2 Managers

It is strongly recommended that each team have a team manager who will work with the team's Coach and take care of such things as timing, scoring, parents roster, assisting to ensure the club's equipment is safe and in appropriate working order, and helping other parents ensure everyone is adhering to the club's policies and procedures, constitution and bylaws.

Once the Coach has found a team manager this must be advised to the Club Secretary so that team contact lists can be updated.

9 TRAINING

West Coasters trains on Wednesday night between 5-9pm.

Court allocations and training times will be communicated to members as soon as possible after team allocations.

Any member absent from training may be penalised with a quarter off planned by the coach. All absences must be reported to the coach prior to the commencement of training or as early as practicable. All notifications must be by phone call or SMS on the day of absence or email prior to the day of absence. Failure to notify of absence may result in a full game time penalty.

All members are encouraged to leave training as a team.

Members being collected by a parent/guardian must wait within the compound with other members.

All members wishing to use the toilet facilities are encouraged to do so with another member and the Coach must be made aware whenever you are leaving the training environment.

10 GAME MANAGEMENT

10.1 Court Time and Rotations

Regular Season: All members are guaranteed equal court time opportunities and will be rotated as equally as possible by the coach throughout the regular season. Any game time penalties incurred, e.g. for missing training, will be in addition to time spent rotated off court.

Finals: During the finals series court time for open players is at the discretion of the coach.

For all other age groups players are guaranteed a minimum of ONE (1) quarter per game during the semi-finals and preliminary finals. For the Grand Final in 12 & Under and 13 & Under players are guaranteed a minimum of ONE (1) quarter. For all other age groups court time is at the discretion of the coach.

Players who have missed training sessions, are injured / ill, or are subject to discipline issues, will not be guaranteed minimum court time.

Players playing up during the finals are not guaranteed any court time.

10.2 Playing Up

All teams will be encouraged to elevate players before obtaining outside players and all players when requested are encouraged to accept the opportunity to play up. It is the responsibility of the team coach to approach the relevant team coach when seeking players to play up during the season. Coaches are not permitted to approach players without having spoken to that player's Coach first. The approached coach is obliged to provide the strongest player to fill the appropriate role when requested.

Coaches need to be mindful of relevant WDNA policies related to playing up, particularly with regards to age eligibility and the maximum number of times allowed to do so.

11 UNIFORMS AND USE OF CLUB UNIFORM OUTSIDE OF COMPETITION

- All members are required to wear the uniform approved by West Coasters. The Club uniform can be changed at the discretion of the Committee and approved at the AGM.
- Sports shoes only shall be worn.
- The Club Training top is a compulsory item to be worn at training.
- Compulsory playing uniform consists of the Club A-line dress, black boy-leg shorts, and Club socks. In the event that the Club has male members those players will wear the training top with black sports shorts, in accordance with WDNA uniform policies.
- The Club would like to remind all players that it is their responsibility to ensure they are in correct uniform when playing. This includes ensuring that their dress is an appropriate length. If the Club Uniform Coordinator, or other committee member, determine that a dress is not of an appropriate length the Club may prevent the player from taking the court until the issue is resolved.
- Players risk fines from WDNA if they are not in correct playing uniform. The Club may impose fines or other sanctions for players that repeatedly attend training and/or games not in correct uniform.
- Plastic and or metal headbands are not permitted to be worn.
- Players are permitted to wear prescription glasses only if secured to the head via a padded band. A copy of a letter of prescription needs to be provided to the Club Secretary upon registration.
- Players are permitted to wear sunglasses only if required to do so for medical purposes and if secured to the head via a padded band. A copy of a medical letter needs to be provided to the Club Secretary upon registration.
- Players are not permitted to have any piercings whilst training or playing. Players refusing to remove piercings will not be permitted to take the court and any missed game time for this reason will not be made up.
- When members of the Club request to wear Club uniform for carnivals, courses, or any competitions outside WDNA, prior permission must be sought in writing to the current Committee. The committee will respond within ten (10) working days of their decision. Without prior consent, the Club's playing uniform and name is not permitted to be used outside of WDNA's competitions.

12 NAILS

- Finger nails must be cut short and be smooth.
- The taping of nails is not permitted.

- Wearing of gloves is not permitted. Players with legitimate medical reasons for wearing gloves must supply a medical certificate stating the reason to the WDNA Association Manager or Director of Competitions prior to the commencement of the season, however the nails must still be cut short and be smooth under the gloves.

13 JEWELLERY

No jewellery or sharp adornments, including hair beads shall be worn, with the exception of a wedding band and/or medical alert item, which must be taped or worn under a sweatband. Holes from spacers are to be taped and the spacer jewellery to be removed. (Rule 5.1.1. (IV) Official Rules of Netball).

Should a player be found to be wearing prohibited jewellery after the commencement of the game, they shall be sent off the court and the jewellery removed. Play is to continue without that player. The position left vacant during the time the player is off the court must not be filled unless that position is Centre, in which case the team may move one player already on court to fill that position. The player may after inspection by the umpire, retake the court at the next centre pass.

14 UMPIRES

Umpires are allocated by WDNA under their programs, including Green Shirt and Academy programs. Where West Coasters teams are allocated to playing divisions not covered by WDNA programs the Club will allocate paid umpires to their games. Such a role is paid in accordance to the Club's payment schedule determined by the current Committee and as outlined by WDNA.

West Coasters will have at least one (1) Umpiring Co-ordinator who assists on a weekly basis with all matters relating to support and mentoring of the Club's umpire squad and liaise with WDNA on umpiring matters.

15 COURT ORDERS AND RESTRAINING ORDERS

West Coasters will follow and acknowledge all court orders, restraining orders and legal documents when presented with a certified copy. Where a court order or restraining order involves two (2) or more affiliated members within the Club, the Committee will assess the situation and act accordingly. When a member's membership is deemed to be cancelled due to such measures, the Club may offer a full refund unless there has been a breach of Club policies. The current Club Committee will use its discretion in this matter.

16 PHYSICAL VIOLENCE

West Coasters does not condone or accept any form of physical violence either on or off the court. Physical violence does not adhere to the concept of social sport, regardless of the nature of the game. Any member seen to partake in any form of physical violence will have their membership suspended immediately forfeiting all refunds and the matter may be forwarded on to the police.

17 SOCIAL MEDIA AND CYBER SAFETY

West Coasters has a specific policy for its members, including players, coaches, officials, parents, spectators and volunteers, utilising social media. Failure to adhere to this policy can result in members being disciplined or deregistered as club members or officials.

The social media policy can be accessed on the West Coasters website.

All West Coasters members are also subject to WDNAs Cyber Safety Policy. The Club may refer incidents to WDNA for further action under their policy. Sanctions may arise from investigations by WDNA including suspension from games or deregistration of players.

18 INJURIES AND INSURANCE

- All financial members are covered by Netball WA Insurance. Claims need to be made via the Netball Australia insurer using the link <http://www.willisnetball.com/> or <http://wdna.net.au/wp-content/uploads/2014/03/Injury-insurance-claim-form.pdf>
- West Coasters will endeavour to assist with all claims and any requests should be sent to the Club enquiry email – enquiries@westcoasterskingsway.com
- Lodging a claim form is made easier if the first aid record form is collected when first aid is administered from the delegated first aid officers at WDNA.
- All members suffering an injury or recovering from an injury are required to obtain a written clearance before netball exercise (training or playing) can re-commence with the Club. Written clearance must be a signed letter or email (SMS is not accepted) from relevant medical professional or parent (If from parent they then take full responsibility for the returning athlete).
- The biggest risk to any Club is players getting injured. All players, coaches, umpires and club officials are required to be registered with WDNA which ensures that these persons are covered by insurance on training nights and match days
- As part of the Club's risk management review to be approved by the Committee, the following policy will be in place for our Club for the season.
 - **Training nights** – if a player is injured at training an injury form needs to be completed and signed off by the coach and copy handed to the Club secretary for record keeping purposes. The player injured needs to be treated correctly and if a coach is unsure of correct First Aid procedures they should seek immediate assistance from other Coaches and/or Committee Members. Any injuries reported at training will be entered into the injuries register so that we can keep track of injured players to ensure that they receive the correct treatment before playing again or returning to the training environment. Injury Form link <http://wdna.net.au/wp-content/uploads/2014/03/Injury-Report-Form-1.pdf>
 - **Match Days** – any injured player should be taken to the first aid room at WDNA to be assessed immediately. The Coach must not leave their team unattended, so must have the team manager or a parent take the injured player to the first aid office. In the case of a serious injury the player should not be moved and assistance sought from the First Aid office. The injured player should complete an injury form and retain a copy for their records.
- All coaches should be checking with their players regularly for any injuries or serious illnesses and the Club requires medical clearance for either. Without a clearance the Committee and Club can be held liable. All injury forms and Medical Clearances must be provided to the Club Secretary for record keeping purposes.

19 WORKING WITH CHILDREN CHECK (WWCC)

A Working With Children (WCC) Check is required by a person if they engage in certain paid or unpaid work with children, described as '[child-related work](#)' under the WWC Act.

'Child-related work' has a specific definition which is found in section 6 of the WWC Act: Work is child-related work if the usual duties of the work involve, or are likely to involve, [contact](#) with a [child](#).

<https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work>

West Coasters policy is that all Umpires, Coaches and Committee Members will hold a valid WWC, or obtain one promptly once appointed or elected. In circumstances where the volunteer cannot obtain a WWC due to an exemption, e.g. they are a parent of a club member, then they shall undergo a National Police Volunteer Check.

20 VIDEOING AND PHOTOGRAPHY

All players will be asked to provide Photography consent during the registration process. This will then be notified to WDNA during team registration.

Anyone wishing to video or take photographs during games must check the scorecard before the game. If there is a Large Red Dot sticker on the scorecard ALL video or photography is prohibited during that game.

21 PREGNANCY

Refer to Netball Australia link below:–

http://s3-ap-southeast-2.amazonaws.com/netball-wp-assets/wp-content/uploads/2015/04/05182156/Website-SD07-Pregnancy-Policy_Updated-2016.pdf

22 SINGLE GAME VOUCHERS

A Single Game Voucher (SGV) is a voucher that is used for a fill in player not already registered at WDNA for that season. This voucher is valid for one match only. The primary purpose of the SGV is to cover insurance for the player. WCNC will not be responsible for the payment of SGV costs. If a team chooses to cover the cost, they can do so. For more detail on SGVs see WDNAs Policies and Procedures.

23 SPONSORSHIP, EVENTS AND FUNDRAISING

West Coasters endeavours to obtain various sponsorships each year in different monetary amounts and donations. West Coasters will operate as a not-for-profit club, with all monies allocated to Club development and operation. West Coasters has developed an overview of sponsorship terms and conditions which are available from the Club Secretary. All sponsors will be recognised by the Club unless requested to remain anonymous.

The club will conduct several social activities per year. All events and activities are optional, however for the successful running of the Club it is strongly encouraged that members participate at every opportunity. Non-members are also encouraged to attend and in doing so must adhere to the Club's policies and procedures. Any non-member in breach of Club policies and procedures will see that their corresponding affiliated member is disciplined as per the guidelines.

24 EQUIPMENT AND CLUB PROPERTY

West Coasters will provide equipment for each team. Teams will be allocated their own sporting bag which will become the responsibility of the delegated team coach/manager. All broken equipment needs to be returned to the Club's Equipment Coordinator for replacement. At the conclusion of the season, all equipment must be returned to the Equipment Coordinator. It is the responsibility of all West Coasters members to ensure they care for all equipment at all times.

Any suggestions for club equipment to be obtained should be raised with the Equipment Coordinator who will take to Committee for a decision.

Should a coach/manager wish to use club equipment at any event, other than club training or WDNA games, prior permission must be sought in writing to the current Committee. The committee will respond within ten (10) working days of their decision. Without prior consent, the Club's equipment is not permitted to be used outside of WDNA's competitions.

25 CODES OF CONDUCT OF COACHES AND PLAYERS

All Players, Parents and spectators of the Club will be required to adhere to the Codes of Behaviour outlined below at all times throughout the season. Please ensure that you understand these obligations, as by you or your child registering to play with the club, you agree to abide by these rules which also apply to all spectators. Rudeness, disrespect and inappropriate behaviour will not be tolerated by the Club.

PLAYERS' CODE OF BEHAVIOUR

- Play for the "fun of it".
- Play by the rules.
- Accept the decisions of officials. Never argue with an official. If you disagree, have your captain or coach approach the official politely during a break or after the game.
- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- Respect the Coaches decisions and understand that they are made in the best interests of the team.
- Work equally hard for yourself and your team.
- Be a good sport. Cheer all good plays, whether they are for your team or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Avoid use of derogatory language.
- Co-operate with your coach, team-mates and opponents. Without them there would be no game.

'People play and watch sport because they want to'

PARENTS' AND SPECTATORS' CODE OF BEHAVIOUR

- Applaud good performances and efforts from each team. Congratulate all participants upon their performance, regardless of the game's outcome.
- Respect the official's decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the children to do likewise.
- Never ridicule a player for making a mistake during a competition. Positive comments are motivational.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Respect the Coaches decisions and understand that they are made in the best interest of the team.
- Encourage players to follow the rules and the officials' decisions.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- Avoid use of derogatory language based on gender.

- Recognize the value and importance of volunteer coaches and officials. They give their time and resources to provide recreational activities for the children and deserve your support.
- Leave the coaching to the coaches - parents and spectators are not permitted to coach from the sidelines as the team can be penalised and/or the Club fined

DISCIPLINARY ACTION WILL APPLY IF THE CODES OF BEHAVIOUR ARE NOT ADHERED TO

26 WEATHER POLICY

- Training still goes ahead if it is raining.
- In the event of lightning or severe weather warnings the Club will make a decision on whether to cancel all training.

Where either situation occurs, the Club will make a decision before 3pm on any training night and a SMS will be sent to all coaches advising them of the cancellation. It will then be up to the coach to notify their players. Where possible the decision to cancel training will also be posted on the clubs social media pages.

Please note that the club has a duty of care to ensure that all players and coaches remain safe at training.

27 WDNA VOLUNTEER ROSTER

- As per prior seasons we will be allocated a Volunteer Roster, once we know the dates, all Coaches and Managers will be advised.
- Each team will be allocated a date and time to perform their roster and coaches (or managers) need to ensure that they organise who will be carrying out the roster and advise the Club.
- Roster duties should not be carried out by Coaches, Managers, or Committee Members.
- Roster duties may be assigned to Open players as part of their volunteer hours commitment.
- If a team does not attend to the Volunteer Roster they will be responsible and required to pay the \$250 fine - the Club will not be responsible for the fine. It is important that all members and parents are aware of this. It must be communicated by all coaches at the Parent/Player Team Meeting.

28 COMPLAINTS HANDLING AND DISCIPLINARY PROCEDURES

Please refer to the Club Constitution which outlines the Club's Grievance Procedures.

29 AWARDS

In any given year the following awards may be awarded.

29.1 Nomination Process

- Nominations will open during the Winter season and remain open for at least a four week period, closing prior to the August Committee meeting
- The form can be downloaded from the Club website and will be sent to members via email,
- The nomination form must be signed by a nominator,
- Nominations will be voted on by the Committee at the August meeting.

29.2 President's Award

29.2.1 Purpose

This award is presented at the discretion of the Club President for an individual who has made an outstanding contribution to the club during the season.

29.2.2 Criteria

This award is at the discretion of the President.

29.3 Club Person Award

29.3.1 Purpose

This award is for an individual who has shown great dedication to the Club. This person can be a member of the club engaged in any role, either voluntary or committee member.

29.3.2 Criteria

The following criteria are to be considered:

- Represented the club in a positive manner
- Gone above and beyond the call of duty in carrying out their role.
- Exceptionally embodied the Club's values and ethos

29.4 Life Membership

29.4.1 Purpose

This award recognises a club member who volunteered their time over multiple years as per criteria below

29.4.2 Criteria

The two ways of becoming eligible for life membership are:

- Committee Member Only – minimum of seven (7) years of service.
- Combination of Committee/Coach – Minimum of 10 years of service in total. At least 3 years as a committee member.

Life membership is conferred after endorsement at the next AGM.

29.5 Judy McInerney Coach Award

29.5.1 Purpose

This award recognises a coach who has shown outstanding dedication to the Club in their volunteer role as a coach and whose contribution has been of great benefit to the club.

29.5.2 Criteria

The following criteria are to be considered:

- Attends and assists with trials process for the Club
- Consistently attends training sessions, coaches meetings and games.
- Has obtained a Netball Australia Coaching Accreditation
- Displays a high level of sportsmanship and leadership skills.

29.6 Player Excellence Award

29.6.1 Purpose

This award is for a player who has been recognised by the club and their peers as having displayed a high level of netball ability and the true spirit of netball.

29.6.2 Criteria

The following criteria are to be considered:

- Participating in higher level netball program (or programs), e.g. WA Netball League, State representative, Association Championships, Metro League.
- Shown growth, high-level skill, and a commitment to the Club ethos.

29.7 Rising Star Award

29.7.1 Purpose

The Rising Star Award recognises a new coach or umpire who has shown commitment, enthusiasm, and dedication to the sport of netball, they demonstrate the traits of team spirit, fairness, and sportspersonship.

29.7.2 Criteria

The following criteria to be considered:

- Apprentice, Assistant or Team Coach for the club.
- Attained a Netball Australia Coach/Umpire Accreditation.
- Represented WCNC, in a coaching/umpiring capacity, at an Association/State level.

29.8 Umpire Award

29.8.1 Purpose

This award is presented to a club member, either senior or junior, for outstanding service as an umpire.

29.8.2 Criteria

The following criteria are to be considered:

- Attends and assists with umpiring during grading of the club.
- Consistently umpires for the club or Association on a weekly basis.
- Actively contributes to their own umpiring knowledge and education.
- Attaining Netball Australia Umpiring Accreditation.
- Represent the club at Association, State or National level

30 TROPHIES

The Club holds Trophy presentations at the completion of the WDNA Winter Season. Function details are set by the current Club Committee.

Trophies are awarded as follows:

30.1 Net-Set-Go (NSG) and 11 & Under Teams

30.1.1 Participation Medals

Players are all awarded a participation medal.

30.2 12 & Under, 13 & Under, 15 & Under, 18 & Under and Open Teams

30.2.1 Fairest and Best

Votes are to be awarded by Team Coaches for each match of the season on a 3, 2, 1 basis, where three (3) votes are awarded to most valuable player in that game, two (2) votes to the second best, and one (1) vote to the third best.

The following rules apply:

- Votes can only be awarded to players from the regular team player roster, not to any players playing up or on SGVs.
- The Committee will allocate a Committee Member to be responsible for vote record keeping and trophy ordering each season.
- Numbered votes, Coach's name, Age Group, Team Number and players names, are to be emailed to the Votes Committee member each week, no later than Monday lunchtime following a Saturday game
- No votes are awarded for forfeit games, finals games, or during the Spring season
- The player from the team with the highest total of votes will be awarded the MVP trophy
- In the event of a tie, a joint Fairest and Best will be awarded.

30.2.2 Runner Up

- Awarded to the player with the second highest vote total for the team
- In the event of a tie, joint runners up will be awarded

30.2.3 Coaches Award / Most Improved

- Awarded at the coaches discretion
- Team coach to advise the Votes Committee Member of what they want their award to be called, e.g. Coaches Award or Most Improved
- Cannot be awarded to the same player who has won the MVP or Runner Up in the same season
- After the completion of the final round of the regular season the Team Coach is to provide the name of the player to the Voting Committee Member by the date which will have been advised.

30.2.4 Open Teams

- Open Teams use the standard 3, 2, 1 Best and Fairest voting, but may choose not to award a coaches award.

30.2.5 Club Champion

- Awarded to the player across all teams from the 12 & Under age group and above who receives the most votes across winter season
- Can be jointly awarded in the event of a tie.
- The Club will cover the cost of fees for the following season for recipients of the Club Champion Trophy.