



# INFORMATION BOOKLET

Clubrooms:

Leeds Avenue, Hope Valley

Clubrooms Phone Number:

8265 4019

Club Mobile Number:

0420 203 293

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## **ABOUT THE CLUB**

The Hope Valley Netball Club has been running for over 50 years. It started off as a small club but has been increasing in size over the past few years. We currently have approximately 180 players registered with the club.

### **Training:**

Training is held at the Hope Valley Sporting Centre, Leeds Avenue, Hope Valley. It is important that you attend all training sessions. If you are unable to attend you need to contact your coach as soon as possible. Any player that does not attend at least 70% of training during a season is ineligible for end of season trophies.

### **Games:**

All games are played at SA Districts Netball Association (SADNA) complex, Atlantis Drive, Golden Grove. Sub-Primary, Primary and Sub-Junior age groups play on Saturday afternoons during Winter season and Friday nights during Summer season. Junior and Intermediates play on Tuesday nights and Seniors play on Monday nights. All players are required to be at the courts at least 20 minutes before the games to warm up and to be addressed by their coach.

### **Hot Weather Policy:**

#### **Training:**

Training will be cancelled if (as announced on MIX 102.3FM):

- 4.30 training—When the temperature at 4pm is 34oC or over
- 5.30 training—When the temperature at 5pm is 34oC or over
- 6.30 training—When the temperature at 6pm is 34oC or over
- 7.30 training—When the temperature at 7pm is 34oC or over

## **ABOUT THE CLUB**

### **Hot Weather Policy (continued)**

#### **Games:**

Monday & Tuesday Nights: when the temperature at 5pm is 36 degrees or over, as announced on MIX 102.3 FM, all matches are to be abandoned.

Friday Nights: when the temperature at 5pm is 36 degrees or over, as announced on MIX 102.3 FM, all matches are to be abandoned.

#### **Finals:**

Matches cannot be abandoned, but should the temperature at 5.00pm be 36 degrees or over, all matches will be moved back 30 minutes.

## **PHILOSOPHY AND GOALS**

#### **Philosophy:**

- All players, regardless of ability, age, race etc, shall be allowed to play netball in our club equally.
- Our club is based on sportsmanship and fairness.
- Our aim is to provide both social and competitive teams to suit individual player's goals.

#### **Goals:**

- Improve facilities to accommodate growth of the club.
- Gain Sponsorship.
- Provide ongoing umpire training to promote Friday/Saturday umpires to Monday/Tuesday level and to improve all umpires skill levels.

## **JUNIOR PLAYER CODE OF CONDUCT**

1. Participate because you enjoy it, not just to please parents and coaches.
2. Play by the rules
  - Know the rules.
3. Participate fairly and safely.
4. Abide by decisions, without argument or bad temper
  - Captains have the right to approach an umpire during an interval or after the game for clarification of any rule
  - Approach the umpire in a courteous and polite way.
5. Co-operate with your coach, and other players
  - Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing/ damaging equipment is not acceptable or permitted
  - Treat all players as you would like to be treated
  - Ensure that at all times your behaviour is fair
  - Be a patient and enthusiastic supporter of fellow players.
6. Applaud all good play, by your own team and opponents.
7. Be a responsible team member
  - Always be on time
  - Encourage and assist all players
  - Attend all training sessions
  - Ensure you always bring the appropriate uniform and equipment to training and/ or matches.
8. Do not engage in practices that affect sporting performance (alcohol, Tobacco and drug use).
9. Respect and acknowledge the contribution of those who create the opportunity for you to play
  - Volunteers (scorers, coaches, timekeepers, administrators and umpires).

## **SENIOR PLAYER CODE OF CONDUCT**

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Refrain from conduct which could be regarded as sexual or other harassment.
3. Respect the talent, potential and development of fellow players and competitors.
4. Care and respect the uniform and equipment provided to you.
5. Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
6. Conduct yourself in a responsible manner relating to language, temper and punctuality.
7. Maintain a high standard of personal behaviour at all times.
8. Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification.
9. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
10. Co-operate with coaches and staff in relation to programs that adequately prepare you for competition.
11. Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use).

## **COACH CODE OF CONDUCT**

1. Operate within the rules and spirit of netball, promoting fair play over winning at any cost.
2. Encourage and support opportunities for people to learn appropriate behaviour and skills.
3. Support opportunities for participation in all aspects of the sport.
4. Treat each person as an individual.
5. Display control and courtesy to all involved with the sport
6. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
7. Respect the decisions of umpires, officials, coaches and administrators in the conduct of the sport.
8. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
9. Adopt appropriate and responsible behaviour in all interactions. Adopt responsible behaviour in relation to alcohol and other drugs.
10. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
11. Ensure your decisions and actions contribute to a safe and harassment free environment.
12. Do not tolerate harmful or abusive behaviour.
13. Place the safety and welfare of the players above all else.
14. Help each person (athlete, umpire etc) reach their potential respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
15. Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
16. Be honest and do not allow your qualifications to be misrepresented.

## **PARENT / GAURDIAN CODE OF CONDUCT**

1. If your child is interested, encourage them to participate in the appropriate netball activity. However, if your child is not willing to participate, do not force him or her. Remember, children are involved in organised activity for their enjoyment, not yours.
2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/ her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to play always according to the rules.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best from example. Applaud good play by all players.
7. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public
8. Support all efforts to remove verbal and physical abuse.
9. Recognise and respect the value and importance of volunteer administrators, coaches and umpires. They give up their time and resources to provide recreational activities for players and deserve your support.
10. Be a model of good sports behaviour for children to copy.
11. Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.
12. Support the use of age appropriate development activities and modified rules.



## **SPECTATOR CODE OF CONDUCT**

1. Most players (in particular children) participate in netball activities for fun. They are not participating for entertainment of spectators only.
2. Applaud good performance and efforts by all players. When watching a game congratulate both teams on their performance regardless of the game's outcome.
3. Respect the umpires' and coaches' decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach children to do likewise.
4. Never ridicule or scold a player for making a mistake during a competition. Positive comments are motivational.
5. Condemn the use of violence in any form, be it by administrators, coaches, players, umpires or parents/ guardians.
6. Show respect for your team's coach, the umpire and opponents. Without them there would be no game.
7. Encourage players to play according to the rules and the official decisions, and develop your own knowledge of the rules.
8. Demonstrate appropriate social behaviour by refraining from using foul language, harassing administrators, coaches, players or umpires.
9. Support the use of age appropriate development activities and modified rules.

## **UMPIRE CODE OF CONDUCT**

1. Umpire in accordance with the Official Rules of the Game.
2. Treat all players, coaches, match officials and other umpires with respect.
3. Place the safety and welfare of the players above all else.
  - Ensure the court and its surrounds are compliant with the rules.
  - Take appropriate action to manage dangerous play.
4. Maintain a high standard of personal behaviour at all times.
5. Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and umpiring at all times.
6. Be courteous, respectful and open to discussion and interaction.
7. Maintain or improve your current performance level and seek continual improvement.

## **POLICIES AND PROCEDURES**

### **Fees**

- All players are required to be financial before taking the court at the beginning of each season. If full fees have not been paid then a payment plan needs to be negotiated between the player and the Treasurer. If a breach in the payment plan is made then the player will be considered unfinancial. Unfinancial players will not be able to take the court.
- All fees are non refundable unless due to extenuating circumstances and then only at the discretion of the committee, Following a written request. If the committee finds good reason to refund fees then a calculation will be done pertaining to the circumstances of each individual case.
- A discount on the total fees for families within the same household applies as follows:
  - 3 players - 10%
  - 4 players – 15%
  - 5 or more players—20%

### **Drug and Alcohol**

- Smoking is not permitted anywhere within the netball complex.
- All people within the netball complex are not to be under the influence of illegal / recreational drugs.
- Alcohol is only permitted at committee approved functions. Any intoxicated persons will be asked to leave the premises.
- Any prescription drug must be notified on Medical form.

### **Occupational Health and Safety**

- Dogs are not allowed on the netball courts.
- Netball poles are only allowed to be put up and packed away under adult supervision.
- Netball poles must be covered prior to use.
- Children are not permitted in the shed unless accompanied by an adult.
- Sunscreen is provided by the club for training and all players are encouraged to use it.
- Players are encouraged to wear hats during training sessions.
- Any prescription drug must be notified on Medical form.
- Children are not permitted in the canteen.
- Eastern wall of courts, near the oval, is **OUT OF BOUNDS**.
- It is the players responsibility to provide water at both training and games.

## **Policies and Procedures (cont)**

### **Players**

- Players are expected to attend training. The coach is to be notified before training if a player is unable to attend. Failure to do so may result in the player being stood off for half a match.
- Players are expected to arrive to their match and report to their coach at least 20 minutes before the starting time. Failure to do so may result in the player being stood off for half a match,
- Players must notify their coach as early as possible if they are unable to attend a match.
- Players must wear appropriate sporting clothing & footwear for training and matches.
- Players are not permitted to wear jewellery at training & games.
- Players must wear the official uniform of the Hope Valley Netball Club as authorized by SADNA (including socks) during their matches. Failure to do so may result in a player not being able to take the court at any stage.
- Players must fill in a medical form by the 1<sup>st</sup> match. The form will then be handed to their coach. A new medical form needs to be filled in at the beginning of each season, as they are destroyed at the end of each season due to confidentiality.
- Players need to abide by the Player's Code of Conduct.

### **Coaches**

- Coaches are encouraged to complete at least their level 0 accreditation in coaching within 12 months of commencement of coaching.
- It is desirable to have some kind of basic first aid training.
- Coaches are to notify the Coaches Coordinator / Secretary as soon as possible if they are not going to train on any scheduled training night.
- Coaches are to ensure that all their players have produced their medical forms before they play their first match. They are to be easily accessible and are strictly confidential. Medical forms are to be destroyed at the end of every season.
- Coaches are to abide by the coaches code of conduct.
- Coaches are strongly encouraged not to transport players in their car without another person present in the car.
- Physical contact between the coaches and players should be kept to a minimum.
- All coaches must have a Police Clearance.

### **Policies and Procedures (cont)**

- Coaches & or Team Managers are responsible for making sure the scorecard is completed. This applies to all SADNA matches, forfeits and abandoned matches. One fine a season will be excused but after that failure to do so will result in the cost of the fine being deducted from the end of year coach's payment.
- Coaches are to ensure that netball pole covers are fitted to the poles during practice sessions & matches.
- Coaching concerns need to be directed to the coach coordinator and or the Grievance Procedure.
- Coaches need to inform the Secretary of injuries incurred during matches or training. Incident Report forms are available at the club.

### **Umpires**

- Umpires are encouraged to complete at least the Level 1 practical course, which is now available online.
- Umpires are expected to dress in the correct sporting dress code.
- Umpires will not show bias towards any team and will umpire fairly to the best of their ability.
- Umpires are expected to give the umpire coordinator as much notice as possible if they are not able to fulfill their umpire commitments on a certain day.
- Umpires officiating for Hope Valley Netball Club are to be paid by the club during the minor rounds every time they take the court in an official capacity.
- Umpires are strongly encouraged to attend umpire training to improve their skills.

### **Committee**

- Hope Valley Netball Club is bound by a constitution.
- The netball committee shall consist of a:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Coaches Co-ordinator (1)
  - General Committee Members (up to 5)
- The quorum for a netball committee meeting is 5 elected members.
- At least 7 days notice in writing of all normal committee meetings shall be given to the relevant members.

### **Policies and Procedures (cont)**

- If within half an hour from the appointed time for a meeting a quorum is not present, the meeting shall be reconvened within 14 days.
- Only members present in person shall be entitled to vote.
- At all meetings the President's decision on points of order shall be final.
- The President shall have the casting vote in addition to his/her deliberative vote.
- The Secretary shall carry out their duties under the direction of the committee and keep a true record of all minutes of all meetings, attend to correspondence, issue notices of meetings, keep records and carry out such duties as the committee may from time to time direct.
- The Treasurer shall receive all monies payable to the club and give receipts for same. All monies so received shall be paid into the banking account of the club. The Treasurer shall present at each general meeting a balance of the finances and shall keep proper account books of all monies received and disbursed and generally perform all such duties as directed by the committee from time to time.
- The Annual General Meeting of the club shall be held in each year in the month of August—September.
- The quorum for the netball section Annual General Meeting is 10 financial members 18 years and over.
- At least 14 days notice in writing of all general meetings of the club and committees shall be given to the relevant members.

### **Grading**

#### **Expectations:**

- Expressions of interest to join the Grading Committee are to be received at the AGM.
- A minimum of 4 people are to be selected by the main committee at the first official committee meeting.
- Grading Committee is to report to the main committee.
- One grading officer to be delegated as the Grading Committee representative to report to the main committee for final ratification of decisions made.
- Full communication between all grading officers at all times.
- Act in a professional manner at all times.
- All grading officers must have equal say.

### Policies and Procedures (cont)

- Grading officers must be impartial.
- Grading officers are not to be involved in grading their own children or family members.

#### Role:

- Grading Officers are required to view at least 1 game from each grade during the last 6 minor round games in preparation for grading.
- Organise trial/grading dates, times, method of grading and notification to players.
- Arrange umpires for grading times.
- Organise equipment eg: balls, bibs, timers and warm up coach for grading times.
- Grade players within age group, nominate grade and coach.
- Complete team paperwork for submission to SADNA together with Secretary.
- Prepare team lists for coaches to notify players.
- Prepare team lists with phone numbers and positions for distribution to coaches.
- Grading Committee meeting to be minuted and reported at each month's main committee meetings.
- Liaise with coaches for feedback.
- Supply Umpires and Coaches Coordinator with the team lists that will be submitted to SADNA—as there are other necessary documents that are required to be submitted together with team paperwork.
- Only paper grade summer seasons.
- Grade new players only for summer season.
- Full grading to occur for winter seasons.
- Re-grading of players will take place at the grading committee's discretions

#### Best Player Votes

- Players must be fully financial with the club. They must not have been reprimanded, sanctioned or suspended by SADNA and must have attended at least 80% of training sessions unless inattendence is due to injury or illness.
- Fill in players are eligible for best player votes in the team they fill in for. These votes are added to the best player votes in their own grade and need the grade to be marked on the voting slip.

### Policies and Procedures (cont)

- First place receives 2 votes and 2<sup>nd</sup> place receives 1 vote.
- Voting slips are to be signed and dated.
- All voting slips are to be returned to the Secretary after the last minor round game along with the coach's award.
- Counting of votes is to be done at the committee meeting following the last minor round game by official standing committee members.
- In the event of a tie for best and fairest, a count back takes place and the player receiving the most 2 votes wins and the other player receives runner up. If the count back results in the same amount of 2 votes, both players are awarded joint best and fairest and there is no runner up.
- In the event of a tie for runner up, a count back takes place and the player receiving the most 2 votes wins. If the count back results in the same amount of 2 votes then both players are awarded joint runner up and there is no coaches award.
- In the event of a tie for the aggregate trophy within a grade, both players are awarded joint winner and receive a trophy each. Names are equally displayed on the shields.
- In the event of a tie for club championship trophy (President's trophy), both players are awarded joint winner and receive a trophy each. Names are equally displayed on the shield.

### Carnivals

- Players will be charged a fee of \$10 each to play in a carnival.
- The club will subsidise 50% of the carnival entry fee.
- Umpires are to be paid a minimum of \$50 per carnival.
- Residual monies to be paid to the coach.

### Mandated Notification

- Volunteers and umpires within the club over the age of 18 must fill out and submit a SAPOL police check form to a nominated person
- Volunteers and umpires are mandatory notification reporters.
- Volunteers and umpires are encouraged to attend a mandated notification seminar.



## **Policies and Procedures (cont)**

### **Life Members**

- Nominations for life members are to be made to the Management committee in writing at least 4 weeks prior to the management AGM.
- The requirements for nominations include 7 years continuous service in a volunteer capacity within the club.
- Playing life members receive 50% off fees per season.
- Life members are to be invited to all official club functions.

### **Injuries**

- Injuries should be reported to the Secretary so they can be recorded in an Incident Report Book. An insurance claim form can then be collected and filled in.
- Under no circumstances is an injured player allowed to take the court. A doctor's/specialist's (eg: physiotherapist) certificate is required before a seriously injured player is permitted to resume playing matches or practice. Serious injuries include: concussion, broken bones.

### **Administration**

- There are to be no cash cheques issued unless under extenuating circumstances and then at the discretion of the signatories.
- Secretary Honorarium – To be negotiated at the end of term.
- Treasurer Honorarium – To be negotiated at the end of term.
- Umpire Co-ordinator Honorarium – To be negotiated at the end of term.
- Coaches Co-ordinator Honorarium – To be negotiated at the end of term.
- Other positions to be negotiated according to work load.

### **New Members**

- All new members to the club will be given an Information Booklet.
- Any further questions can be directed to the President or any other Committee member.

### **Harassment / Bullying**

- Harassment and bullying are not tolerated at the club. If anyone ever feels they have been harassed in any way then please bring it to the attention of a Committee member.
- Any person found to be harassing or bullying any member will be spoken to by the committee.

## **SADNA RULES AND GUIDELINES**

- All players need to wear correct uniform (including appropriate length socks—anklets are not permitted). Umpires are within their right to not allow a player on the court if not in full uniform.
- There is no smoking or alcohol allowed on the premises.
- No dogs, skateboards, bikes, roller blades/skates, scooters, chairs or stools are permitted inside on the courts.
- Abusive language directed towards players, umpires, coaches or any other officials will lead to the removal of the offending person from the premises.
- The coach is the only person allowed to direct play, you are however allowed to encourage and praise good play by either team.
- Team Officials and players only, are allowed to take netballs onto courts. All other balls are not allowed and will be confiscated and returned to the owner when they leave the complex.
- All teams need to supply: 1 scorer, 1 timekeeper and 1 primary carer, every game.
- If you ever find the need to make a complaint against an umpire, coach, spectator or player, call a court supervisor first and then complete an incident report form, which can be obtained from the office at the courts. After it has been filled in, submit it at the office and ask for a copy and give it to your club Secretary.
- Spectators are not allowed to stand between the blue line and the sideline of the court during the games. The area behind the goal line must remain clear at all times.

## **GREIVANCE PROCEDURE**

Hope Valley Netball Club aims to:

- Promote an equitable sporting environment for all club members.
- Offer proactive solutions to resolve any concerns as they arise.
- Protect all club members across various club activities.
- Maintain the confidentiality of all parties involved.

Hope Valley Netball Club recognises that all concerns are valid and that they will be resolved as outlined in the Grievance Procedure.

Hope Valley Netball Club will provide a Grievance Officer as voted by the club committee. In the event of an unresolved grievance, the nominated person will be required to offer proactive solutions to support the club and the members involved. The Grievance Officer will document the minutes and the outcome of any meetings held if the parties involved agree to the meeting being minuted.

**Hope Valley Netball Club Grievance Procedure**

**My concern is about**

A Player



Express your concern to the coach. Under **NO** circumstances can a parent or player address a concern directly with a player.



The coach will address the concern with the parent or the player involved.



The outcome will be documented—depending on severity



If the concern is not resolved the coach and the parent or player will meet with the club President, Vice President, or a nominated Committee member and the Grievance Officer.

**My concern is about**

Grading



Express your concern in writing to the Grading Committee.



Your concern will be discussed at the next Grading Committee meeting.



You will be informed in writing about the outcome.

## Hope Valley Netball Club Grievance Procedure

### **My concern is about**

A Coach  
A Committee Member

Express your concern directly to  
the person involved.

Discuss your concern in a fair  
manner.  
Listen to the information provided  
by the other person.

Decide together what action  
needs to be taken by both parties  
to ensure the concern is  
addressed.

Document the resolution so that  
both parties are clear about the  
action agreed upon.

If the concern is not resolved  
meet with the club President,  
Vice President, or a nominated  
Committee member and the  
Grievance Officer.