



HARTWELL NETBALL CLUB INC.

POLICY DOCUMENT

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1. Introduction

This policy document is intended for use by players, coaches, team managers, and parents associated with the Hartwell Netball Club. The document includes the following policies:

- Club Guiding Principles
- Uniform
- Working with Children
- Coaching
- Training
- Fees
- Privacy
- Social media and Communication

These policies will be updated as required. New policies will also be included as and when required.

In this document, the following definitions shall apply:

- a) HNC refers to the Hartwell Netball Club Inc
- b) Club also refers to the Hartwell Netball Club Inc
- c) Club Executive refers to the Executive Committee of HNC including President, Vice President, Secretary, and Treasurer
- d) WDNA refers to the Waverley District Netball Association
- e) Finals refer to any finals match including semi-finals, preliminary final, and grand final
- f) Home & Away refers to the standard WDNA netball match days, excluding Finals.

2. Club Guiding Principles

2.1 Constitution

- a) HNC became an incorporated entity in July 1997 and lodged a Constitution at that time. The Constitution is available on the Club website www.hartwellnetballclub.org.au

- b) The Statement of Purpose contained in the Constitution states:

The objective of the Club is to encourage and promote amateur netball at all levels in the area, providing a friendly and cooperative environment in which to enhance netball skills and develop team spirit

- c) All operations of the Club including training, playing, coaching, and umpiring must be guided by this Statement of Purpose and abide by the rules contained in the Constitution.

2.2 Emphasis on Participation and Inclusion

- a) The Club has long history of promoting participation in netball and this is a key Guiding Principle
- b) The formation or closing of teams, and placing of players into new or existing teams, will be performed at the discretion of the Executive Committee. To note, only existing players from the same or lower sections can be moved into teams

- c) To promote participation and inclusion, a minimum of 7 and a preferential maximum of 9 players per team will be formed, although under agreed circumstances by the Exec Committee, 10 a side will be permitted
- d) Over the course of the season, coaches should aspire to provide all players with equal playing time
- e) For the Home & Away season, all players shall play a minimum of two quarters per game except in the case of illness or injury
- f) For Finals, all players shall play a minimum of two quarters per game; however, players can choose to play less. This is solely at the player's discretion
- g) Coaches are advised to discuss Finals preparation with the players prior to Finals matches
- h) This policy applies to all teams in the Club, irrespective of age or playing division.

2.3 Grading of Teams and Players

- a) HNC deliberately does not grade teams. Most teams in HNC start at Hartwell Primary School and continue through the secondary school years and beyond. For many players, Saturday netball is an important way of seeing friends that may now go to different secondary schools. The emphasis of HNC is on continued participation in netball as much as it is the competitive elements
- b) If a player or players wish to experience truly competitive netball, they are encouraged to try out for WDNA representative netball.

2.4 Representative Netball

HNC fully supports players wishing to try out for representative netball, run by WDNA as a night competition. Tryouts occur twice per year to align to two seasons of representative competition.

2.5 Gender

- a) HNC is open to players of any gender subject to clause (b), and no distinction is made in Club documentation towards one gender or another.
- b) WDNA has rules and bylaws about male players and the age groups in which they can compete. These rules are available on the WDNA website:
www.wdna.com.au

2.6 WDNA Roster Duty

- a) Each playing season, WDNA produces a roster for clubs to participate in clean-up around the courts and Clubhouse on game day. HNC may be rostered for several duties per playing season
- b) The Club Executive will nominate a team to undertake rostered clean-up duty for the WDNA when required, and the Team Manager shall determine specific individuals to attend the duty at the prescribed time.

2.7 Substitute Players

- a) Players who are not registered with HNC can fill-in for a team that is short of players. If the player is not registered with Netball Victoria, they will need to go to the WDNA control box on match day to pay a one game VNA registration/insurance fee.
- b) If a player plays half a season or more and they are not registered with HNC, they must register and pay HNC membership fees and VNA fees if applicable.

- c) The HNC Team Manager's Handbook and WDNA by-laws and policies (www.wdna.com.au) contain more details and rules for filling in and playing up.

2.8 Injuries

If a player registered with HNC sustains an injury in a Home & Away game or Final, a representative from that team (parent, team manager, or coach) must let the Club President know as soon as possible after the injury if there are, or are likely to be, out of pocket expenses. This is necessary for insurance purposes.

3. Uniform

3.1 Hartwell Netball Club Uniform Policy

- a) As a member of WDNA, Hartwell Netball Club must adhere to the policy adopted by the Association and any uniform changes must be approved by the Association and Hartwell Netball Club (HNC).
- b) HNC colours are navy blue and gold
- c) Junior consists of:
- *Until end of 2018:*
 - Navy blue HNC polo shirt with embroidered club logo on left sleeve, or old printed logo on right or left sleeve.
 - Gold pleated "netball" skirt only, no lycra skirts/skorts to be worn with navy blue sports briefs.
 - Navy blue over the head bibs with gold letters
 - *From 2019:*
 - Club gold, navy & white lycra dress with navy sports briefs
 - Velcro navy bibs with gold letters
 - Optional light grey HNC hoodie, worn pre- and post-games only
- d) Senior consists of:
- Club gold, navy & white lycra dress with navy sports briefs
 - Velcro navy bibs with gold letters
 - Optional light grey HNC hoodie, worn pre- and post-games only
- e) There is no requirement to wear specific socks, although white ankle socks are generally worn.
- f) HNC recognises that in circumstances where religious, cultural beliefs, or health or medical reasons conflict with HNC and WDNA standard dress code, that modification to the standard uniform may be required.
- This may include, but is not restricted to:
- The wearing of traditional Muslim head scarf
 - The wearing of leggings or tracksuits to cover legs
 - The wearing of long sleeve top to cover arms
- g) HNC requires that headscarves can be tied but are not to be fastened with any pins or sharp objects
- h) Colours of headscarves or other garments must be in accordance with, or resemble, the official colours of HNC.

- i) WDNA has enforced a jewellery policy based on Netball Victoria rules. In particular, "No item of jewellery, except a wedding ring and/or medical alert bracelet, shall be worn. If either or both are worn, each shall be taped". This rule includes players who have just had their ears pierced; these players cannot take the court.

3.2 WDNA Uniform Policy

The policy below has been reproduced from the WDNA bylaws, available from the WDNA web site:

- a) All Clubs are to apply to the WDNA committee for approval of style and colour (colour swatches to be supplied) and include any long sleeved tops or other items of clothing that are part of the official uniform to be worn during playing time.
- b) Uniform must be of Club colours including shorts (with no pockets)
- c) All Clubs must submit details of their uniform once per year with team registrations
- d) 11/Under players may wear full length black leggings or in a colour that matches the uniform. All players on the same team must wear the same colour leggings.
- e) The Supervisors, umpires or WDNA committee shall have the right to stand off a player out of uniform before the start of a game, however once they have taken the court, they may not be removed during the playing quarter.
- f) Only black or matching sports briefs or boy leg briefs may be worn. Any player wearing bikini pants or bike shorts shall be deemed out of uniform.
- g) If there are religious or medical reasons why a player should wear other items of clothing, the Club or team must notify the Committee in writing BEFORE the season commences, or as soon as possible and the reason for the non-standard uniform must be stated. Only the player/s named in the correspondence will be permitted to be "out of uniform" during match times. Any item to be worn must not interfere with play or be a hindrance or danger to other players on the court. A copy of the acknowledgement from WDNA must be kept and provided on game day if requested.
- h) The official colours of the WDNA are black and red, and no Club shall be permitted to wear these colours.
- i) Nails must be short and smooth OR taped using the approved material tape or approved sporting gloves. No other form of tape is allowed.
- j) During the home and away games, teams are allowed to play with a mix of uniform styles (i.e. dresses & skirts) but they must be of the Club/Team colours. This is because of players being allowed to fill in (play up from lower sections). During Finals each team must take the court, all in the same uniform style, if not then the team must apply (in writing) to the WDNA committee to allow the mix of uniform styles. The players cannot take the court until the WDNA has approved the request for a uniform style mix.

4. Working with Children Check (WWCC)

- a) The purpose of the Working with Children framework is to help protect children from physical and sexual harm. WWCC is administered by the Justice Department of Victoria :
- b) A WWC check is valid for five years and covers voluntary child related work.

- c) All those requiring WWCC must have form submitted form prior to taking up their role, and to forward details of approved check to the Club Executive
- d) Parents who are volunteering regularly in an activity in which their child participates, or normally participates, are now required to have a WWC check
- e) Persons under the age of 18 are also exempt from needing a WWC check.
- f) All members of the Club Executive shall have a current WWC check. If an incoming Club Executive member does not have a WWC check when taking office, they shall apply for a WWC check as soon as possible.
- g) Any team manager or coach age of 18 years and older will require a WWC check. These individuals shall apply as soon as possible after commencing duties with that team.
- h) It is the responsibility of WWC check holders to notify the Justice Department of their involvement with the Club.

5. Coaching

- a) The principle objectives of coaching within HNC are:
 - To develop the individual skill levels of all players.
 - To develop team play and a "sense of team".
 - To teach players how to play all court positions (11 Under and lower Junior sections).
- b) HNC is committed to players and teams improving through the development and support of quality coaching.
- c) There are three categories of coach within HNC:
 - a. Co-Coach: starting level for a coach. Co-Coaches:
 - i. Must be at least 14 years old.
 - ii. Must not coach a team by themselves.
 - iii. Can move to Junior Coach after one year (two playing seasons) as Co-Coach.
 - b. Junior Coach:
 - i. Have at least one year (two playing seasons) experience as a Co-Coach.
 - ii. Can move to Senior Coach after three years (six playing seasons) of experience (Co- Coaching counts in this experience).
 - c. Senior Coach:
 - i. At least three years (six playing seasons) experience required.
- d) The coaching structure for a team shall comprise:
 - a. One senior coach; or
 - b. One senior coach and one junior coach; or
 - c. One senior coach and one co-coach; or
 - d. A different structure agreed by the Coaching Coordinator (see 5(j)) and the Club Executive.
- e) All coaches are required to have completed a "Foundation Coaching" course within one playing season of commencing coaching, and to refresh knowledge when required.
- f) Where the agreed coach/coaches have not yet completed the above course, HNC will provide a Senior coach as mentor.

- g) Clause f) exist to assist the development of the junior coach's communication skills to: individuals, the team, parents, and officials.
- h) Coaches may be selected by the team, but must be approved by the Club Executive.
- i) A nominated Club Executive member (Vice President) will act as a Coaching Coordinator.
- j) Coach support is a key function of the team manager.
- k) Unresolved team issues relating to the coach must be advised to the Club Executive as soon as possible.
- l) All coaches will be remunerated at rates defined and agreed by the Club Executive. Coaches will be advised of their remuneration by the Club Executive on commencement of their coaching duties and when rates are altered.

6. Training

- a) Training is a very important part of being a member of a team. During training, players shall respect the coach and follow their instructions.
- b) Inappropriate behaviour at training including not paying attention, distracting other players, or not following the coach's instructions may result in reduced game time. The decision to withhold players from matches because of poor behaviour at training is at the coach's discretion, but must follow the Guiding Principles set out in this document, in particular section 2.2- Emphasis on Participation.
- c) Team managers will define the training venue, frequency, and timing in consultation with parents.
- d) If the players in a team are grade 6 or younger, a minimum of one parent/guardian must be present at each training session. This is important for younger players to ensure they are committed to training and doing as the coach asks. Having a parent/guardian on-hand also helps in the event of an injury.
- e) Team managers will notify parents of training commencement/cancellation in the advent of wet weather

7. Fee Policy

- a) The annual playing fees are set each year by the Club Executive taking into account the forecasted revenue and expenses for the season and the current financial position of the club.
- b) The committee can provide for a fee reduction and or payment plan on a case by case basis. For example; due to financial hardship. This will be at the discretion at the Club Executive.
- c) Players that join mid-way through the playing season will be charged the annual fee on a pro-rata basis.
- d) The refund of any players fees will be at the discretion of the Club Executive and where applicable should be on a pro-rata basis after deducting the VNA fee and any non- refundable levies applied by the WDNA.

8. Privacy

8.1 Registration with WDNA and Netball Victoria

- a) HNC must, as part of the registration procedure with WDNA, supply player names and dates of birth.
- b) In order for players to be covered by Netball Victoria player's insurance, player
- c) details including, but not limited to name, address, and date of birth must be provided to Netball Victoria. This data is provided based on the details provided to HNC during registration.

8.2 Your Details and Third Parties

- a) HNC considers the protection of your private information to be of utmost importance. HNC will not sell, trade, give, or rent any of your personal data with any third party.
- b) Registration and player contact information is kept in a database and this database is only shared between the Club Executive. Team Managers and Coaches are not permitted to access the data.
- c) Where a Coach or Team Manager needs to contact a member of the Club, they must contact a member of the Club Executive who will bring the two-parties together.

8.3 Viewing Your Private Information

Any member of HNC (including but not limited to players, coaches, team managers, and committee members) has the right to visit a member of our Executive Committee and see all of the information that has been provided by that individual.

9. Communication & Social Media

9.1 Different Media

The club will engage in online communications, including but not limited to Facebook, TeamStuff, club website and email. Clear rules for engagement will be outlined for Hartwell Netball Club members.

Hartwell Netball Club expects those who are a part of the community, when using Social Media, to show courtesy and respect to others. Social Media should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for the Hartwell Netball Club. The purpose of this policy is to set standards of behavior for the use of Social Media that are consistent with the broader values and expectations of the netball community.

Facebook (including interaction on or with personal/private, corporate or club pages or accounts):

- We treat all social media postings, blogs, and status updates as public 'comment'. Postings (written, photos or videos) will be family-friendly and feature positive club news and events
- Postings will only feature positive club news and events
- Personal information about members will not be disclosed

- No statements will be about the club or any players, parent, coach, umpire or anyone associated with the Hartwell Netball Club that are false or likely to injure the reputation of another person/club member. This will not be tolerated
- No statements will be made that could bring the club into disrepute
- Members will not engage in negative or destructive content
- Offenders of the above will be deleted and blocked from engaging with any club page(s) or group(s)
- Permission will be sought from parents/guardians of players under the age of 18 to upload photos during the current season.

Website:

- Information regarding our competition, latest news, policies, upcoming events, forms, rules or anything deemed fit by the committee will be placed on the club website
- No offensive content or pictures will be uploaded
- Permission will be sought from parents/guardians of players under the age of 18 to upload photos during the current season.

Email:

Committee members, representative team coaches and team managers may use SMS and email to provide information about Competition, training, club-sanctioned social events and other club business.

- All information sent via email or SMS concerning club or team matters must keep in mind it is representative of Hartwell Netball Club and must ensure it is not defamatory in any respect
- Committee members can communicate with coaches, team managers, players and/or parents directly from their private email addresses
- Coaches and team managers can communicate with players and/or parents directly from their private email addresses
- Communication involving children under 18 years of age will be directed through their parents.

TeamStuff:

Committee members, representative team coaches and team managers may use TeamStuff to provide information about competition, training, club-sanctioned social events and other club business.

- All information sent via TeamStuff concerning club or team matters must keep in mind it is representative of Hartwell Netball Club and must ensure it is not defamatory in any respect
- Committee members can communicate with coaches, team managers, players and/or parents directly through TeamStuff
- Coaches and team managers can communicate with players and/or parents directly through TeamStuff
- Communication involving children under 18 years of age will be directed through their parents.

9.2 Breach of Policy

All players, parents, committee members and anyone involved in the club are expected to engage with online communications appropriately and abide by the above parameters.

Members may face disciplinary action or expulsion from the club for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our code of conduct. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

Anyone found to have sent inappropriate electronic communication, uploaded inappropriate social media or website content or engaged in discussions that could be conceived as harassment, offensive, intimidating or humiliating will be disciplined against the following:

First Offence	Second Offence
<ul style="list-style-type: none"> • Written warning to player/parent if the player is under 18 years of age. • Copy forwarded to coach and noted in club records. • Player is benched for next full game – irrespective of player availability. If this causes the team to be down players and not be able to take the court, the committee will arrange for fill in players. 	<ul style="list-style-type: none"> • Written advice to offending player informing them of their permanent cessation of club membership. • Copy forwarded to coach and noted in club records • The player will be asked to leave the club with no option of fee refund.

Please note: for any offence that is deemed continued bullying/offensive - parents and/or authorities may be asked to come in and mediation undertaken.