

# CARLINGFORD NETBALL CLUB INCORPORATED



---

## POLICIES AND PROCEDURES

---

## Contents

1. Policy and Procedures	3
2. Registration Policy	4
3. Age Groups Policy	6
4. Grading	7
5. Grading Process	9
6. Club Uniform Policy	10
7. Playing Regulations	11
8. Borrowing Players	12
9. Forfeiting	13
10. Umpires Policy	15
11. Payment of Umpires Policy	16
12. Coaches Policy	17
13. Codes of Behaviour Policy *	18
14. Member Privacy Policy *	19
15. Photography Policy	20
16. Communications Policy	21
17. Social Media Communication Policy *	22
18. Member Protection Policy *	23
19. Child Protection Policy *	24
20. Anti-Discrimination and Harassment Policy *	25
21. Gender Identity Policy *	26
22. Pregnancy Policy *	27
23. Sexual Relationships Policy *	28
24. Sun Safety Policy	29
25. Complaint Handling Policy *	30
26. Reporting Forms *	31
27. Recognition and Awards Policy	32

*Note: Policies marked with asterix (\*) are sub policies of the Member Protection Policy written and governed by the NSW Netball Association Limited. Carlingford Netball Club have adopted these policies as recommended by the NSW Netball Association Ltd. Further policy information can be found on their website [www.netballnsw.com](http://www.netballnsw.com).*

## 1. Policy and Procedures

- a) Carlingford Netball Club Policies and Procedures have been developed by the Club's Committee and are guided by the Policies and By-laws of NSW Netball Association and the Hills District Netball Association (HDNA).
- b) Any amendments to the Carlingford Netball Club Policies and Procedures will be voted upon at a Club Committee meetings and actioned accordingly.
- c) All Club members, both playing and non-playing, must agree to abide by the Club policies and procedures and the Club Constitution.

## 2. Registration Policy

### *Policy Statement*

*Carlingford Netball Club provides the opportunity for members to register with the Club prior to the commencement of the Hills District Netball Association's registration day, on a day nominated by the Club.*

- a) Carlingford Netball Club has an on-line registration process via the Club's website [www.carlingfordnetball.com.au](http://www.carlingfordnetball.com.au), and undertake a formal "registration day."
- b) The Club's registration day is nominated and facilitated by the Carlingford Netball Club Committee and is held at Murray Farm Public School Hall.
- c) The Club's on-line registration process will be opened at a date nominated by the Committee and will close midnight on the formal registration day.
- d) The Committee shall endeavour to contact members from the previous year to inform them of the fees, date, time and venue for registration day.
- e) Notification of registration day will be displayed no less than two weeks prior to registration day on banners in the area of Carlingford and surrounding suburbs and will be in accordance with the regulations of Hills Shire Council.
- f) Notification will also be published on the Club's website, via emails to previous members, local school newsletters, community announcement boards and flyers issued to key local schools.
- g) Players wishing to be considered for registration must complete either the on-line registration or attend registration day or contact the Club Registration prior to registration day.
- h) No registration will be accepted unless accompanied by full payment. The Executive Committee may consider individual applications for financial hardship.
- i) New junior members to the Club must provide a certified copy of a birth certificate or passport.
- j) Junior Teams: A minimum of seven players and a maximum of nine players per team may be registered with the Club and HDNA at the commencement of each season.
- k) Cadet and Senior Teams: A minimum of seven players and a maximum of ten players per team may be registered with the Club and HDNA at the commencement of each season.

- l) Late registrations will only be accepted at the discretion of the Club's Committee.
- m) Upon the close of registrations (midnight on registration day), players will be allocated into teams, by a Registration Sub-Committee, consisting of Registrar, President, and Coaching Convenor. Other individuals may be invited at the request of the Executive Committee.
- n) In the event of a conflict of interest where a committee member declares or is deemed to have a conflict of interest in player allocation – that committee member will revoke their voting rights on that occasion, and if necessary the Club Registrar will call for a replacement committee member to vote if a decision cannot be made.
- o) As stated on the Club's Registration Form "although every effort is made to accommodate players who register with the Club, registration does not guarantee a position in a team."
- p) Carlingford Netball Club will comply with the HDNA Registration process to ensure all players and teams are submitted and registered appropriately, including on-line register, registration forms and signature cards
- q) A minimum of five (5) signatures are required on the signature card. All players must sign the card before they can play their first game of the season.
- r) Two (2) only players may be deregistered from any one team in all competitions conducted by HDNA providing that a minimum of 7 players remain.
- s) Any player who withdraws from a team after the Club has registered all players with HDNA will not be entitled to a refund of registration fees, unless there are extenuating circumstances. The Executive Committee will then consider whether the whole or any part of the registration fee will be refunded.
- t) All registering members must be available to assist the Club with minor Club duties during the competition season, such as scoring, match reports, team manager duties, coaching or umpiring. In the case of a junior playing member, a nominated adult shall fulfil this duty.
- u) A Club Registrar shall be appointed each year, at the Club's Annual General Meeting and will be responsible for the registration process for the Club and the liaison with HDNA fulfilling the Clubs registration requirements.

## 3. Age Groups Policy

### *Policy Statement*

*Carlingford Netball Club Inc. provides the opportunity for its members to be placed in a team with other players of appropriate age and registers all members with the Hills District Netball Association, providing there are enough players to make a team for their age division.*

The Hills District Netball Association (HDNA) has competitions across the following age groups:

NetSetGo! – Modified Netball 5yrs – 9yrs

- Under 8's
- Under 9's

Juniors

- Under 10's
- Under 11's
- Under 12's
- Under 13's
- Under 14's
- Under 15's

Cadets – 16 yrs. – 18yrs

Seniors

### Juniors

A player's age on the 31<sup>st</sup> December in any year will determine their age group. E.g. If a player has already turned 8 before 1<sup>st</sup> January then they cannot play in the under 8's but instead are under 9's.

### Cadets

Players turning 16, 17 or 18 years on or before the 31<sup>st</sup> December of their playing year shall be entitled to register in the cadets' division, and will be recognised as a senior team.

### Seniors

Players aged 18 years and over will be registered as seniors.

## 4. Grading

### *Policy Statement:*

*Carlingford Netball Club supports Grading of individuals and teams to ensure that our players are in the most appropriate grade to reflect their skills and create opportunity to learn and develop. This grading policy has been formed in accordance with the Netball NSW Member Protection Policy Part D Code of Behaviour.*

- a) The Club Registrar will coordinate the Grading process of the Club, in consultation with the Executive Committee.
- b) A small Grading Committee will be established prior to the commencement of each season, consisting of Registrar, Coaching Convenor and President and other impartial selectors as appropriate for each age group.
- c) No parent is to participate in the grading of his/her own child (excepting the Coach's report). No coach/ potential coach is to participate in the grading of the age group in which they are/may be involved.
- d) Where an age group does not have more than one team, then that team will be formed and submitted to HDNA, requesting a particular grade for that team based on the skills, prior experience and prior year success of that team (should there be at least 5 of the original players). There is no guarantee that HDNA will accept the requested grade and their decision is final.
- e) Where an age group has players registered for more than one team and there have been new players registered for that age group, then a formal Grading process will be established for that age group.
- f) The Club will attempt to give a minimum of two weeks' written notice of the planned grading day and location to ensure everyone can attend.
- g) If a player is unable to attend pre-season grading, a letter must be forwarded to the Grading Co-ordinator c/- The Secretary via mail or email prior to this day, and the player will be placed according to paper grading and the player's prior experience.
- h) Decisions that are made by the Grading Committee will be final. No further correspondence will be entered into unless there is evidence to support a breach of the Grading Policy or process. This will be addressed by the Club President through a formal Complaint procedure.

- i) Special requests will only be considered in exceptional circumstances, by the Grading Co-ordinator with the support of the Executive Committee. There is no guarantee that the request will be met.
- j) Any correspondence regarding grading, either pre or post, shall be in writing and forwarded to the Grading Co-ordinator c/- The Secretary via mail or email.

#### *Final Team Placement:*

All players will be advised of team placement 1-2 weeks after grading has taken place. In some circumstances due to team numbers, needs or individual player's abilities, a player may be advised via email by the Grading Co-ordinator they may be placed in a team outside their age group.

#### *NetSetGo! And Juniors:*

All players will be registered and graded in the age group appropriate to their date of birth, regardless of whether they have played in the older age group the previous year, excepting players turning 15 years old, who may register as part of a pre-formed cadet team. They may not, however, register as an individual for the Cadet competition. Any 15 year old registering in a cadet team must have a skill level appropriate for that team.

#### *Cadets (16 - 18years):*

Cadet players will either register as part of a pre-formed team (with 7 players) or as an individual. New players to this age (without registering as part of a team) will be graded on previous netball experience in consultation with the Grading Co-ordinator and the team to be placed in. Grading across the entire cadet age group will take place ONLY if it is necessary.

#### *Seniors:*

No grading is offered unless a new team entering would like to be assessed for appropriate placement into the HDNA competition. Individuals registering for a senior team need to provide the Grading Co-ordinator with previous netball experience and may be asked to be assessed in a practical game situation for appropriate placement into a team.



## 5. Grading Process

Grading is done in 3 ways, all of which result in the final placing of a player within a team.

These three methods are:

**1. *Paper Grading:***

All players have been assessed in the last half of the season by independent graders, reviewing their core skills and team work and positions best suited to their skills. This paper grading gives a general overview of a player's ability and groups together children of similar capability.

**2. *Coaches' Report:***

At the end of each season each coach will provide to the Grading Co-ordinator a confidential report targeting each player and their specific abilities and development seen throughout the season.

**3. *Pre-Season Practical Grading Day:***

Grading will take into account both individual talents and team needs. All age groups will firstly be viewed performing set drills that incorporate catching throwing and footwork skills. Game performance will then be assessed with each player being given the opportunity to play at least once in each of their two nominated positions.

## 6. Club Uniform Policy

### *Policy Statement*

*The Carlingford Netball Club shall ensure that the correct uniform is available, both new and second hand for purchase by the player.*

- a) The complete uniform for players will be available by the Club for sale to all its members and at the players' expense.
- b) The Club's uniform colours are Navy, Jade Green and White.
- c) The complete Club uniform for playing competition games will be a Navy skirt with jade, green and white trim, a white top with a collar and green panels with navy piping.
- d) Black full briefs are to be worn under the Clubs skirt.
- e) White socks, clearly visible above the shoe and covering the ankle are to be worn.
- f) Appropriate footwear for playing netball is to be worn. Under no circumstances will the Club tolerate the wearing of volley shoes, casual slip on shoes or shoes that do not offer the appropriate support whilst playing netball.
- g) It is the player's responsibility to ensure they are wearing the correct uniform and no player will be permitted to compete in an Association game unless the complete registered uniform of the Club is worn.
- h) Other apparel such as jackets, jerseys, caps, scarves and scrunchies, although not compulsory items will be made available to all club members as an optional extra and at the expense of the individual player.

## 7. Playing Regulations

### *Policy Statement:*

*Carlingford Netball Club is part of the Hills District Netball Association (HDNA) and abides by the playing regulations and policies of this Association. Further information regarding playing regulations can be obtained from the HDNA website under policies [www.hdna.netball.asn.au](http://www.hdna.netball.asn.au).*

In addition:

- a) All players must be registered and membership fees paid before playing.
- b) All players to purchase and wear the Club Uniform (as outlined in policy 6).
- c) Additions to the complete registered uniform of a club for an individual player for medical reasons will be considered annually upon written application to the HDNA Executive by the club, with supporting medical documentation.
- d) Each team to be allocated/supply a Manager and a Coach.
- e) All players to attend a team training session as arranged by their coach.
- f) The team fielded each week is at the discretion of the coach provided that the coach gives each player equal court time in the rounds leading up to semi-finals.
- g) In semi-finals, finals and grand finals, the team fielded is at the discretion of the coach.
- h) All players must sign the scoresheet prior to taking the court.
- i) Each team must supply a scorer for the match, who must be over 16 years of age.
- j) All players and umpires must abide by the Carlingford Netball Club, HDNA and NSW Netball Association Constitution, By-laws and Policies.
- k) A player may only take part in two (2) Association Competition matches in one (1) day on two (2) occasions in one (1) season. One of those games must be in the team in which they are registered
- l) A minimum of 5 players is required for a team to take the court and a competition game to commence. This can consist of a minimum of 3 original team members and a maximum of 2 borrowed players.

PENALTY FOR NOT COMPLYING WITH THE ABOVE PARAGRAPHS IS THE LOSS OF TWO COMPETITION POINTS (TO BE DEDUCTED FROM THE TOTAL POINT SCORE) AND NO GOALS TO BE RECORDED TO THE OFFENDING TEAM FOR THE MATCH CONCERNED.

## 8. Borrowing Players

### *Policy Statement:*

*Carlingford Netball Club provides the opportunity for its players to be available to play as a "borrowed" player for a team in a higher division in compliance with the Hills District Netball Association's rules for borrowing players.*

- a) A team may borrow players from any lower age division or grade each week.
- b) A player may only play two (2) games in a higher grade in the whole season.
- c) A player may only play two (2) games on the same day twice in the season. One (1) of which must be in her own team.
- d) If the player plays three (3) games in a higher grade, the player will be regarded to be in this higher grade and ineligible to play in the original team they are registered in.
- e) If an original player is available, you may NOT borrow from another team.
- f) If an original team player becomes ill or injured and is unable to continue to play and there is no other member available from that team to take to the court, then a player from a lower age division or grade may be borrowed. (I.e. if a team has 8 players and one becomes injured or ill then the reserve must take the court. If there are only 7 players available and one becomes injured or ill then a player may be borrowed from a lower age division or grade.)
- g) In the event the player recovers and is able to play, the borrowed player must be replaced and the borrowed player must leave the court.
- h) The penalty for not complying with the above rules is loss of two competition points (to be deducted from total point score) and no goals recorded to the offending team for the match concerned, in accordance with Hills District Netball Association Ltd By-Laws [www.hdna.netball.asn.au](http://www.hdna.netball.asn.au).
- i) Junior players aged 14 years and above may be used as a substitute in a Senior team provided the grade is higher than the team in which they are registered. Junior players aged 13 years and below may not be borrowed by a senior or Cadet team.

## 9. Forfeiting

- a) Any team forfeiting three (3) matches shall be withdrawn from the competition, unless special permission for such forfeits has been granted by the HDNA Executive.
- b) If a team intends forfeiting a game, the Manager or Coach must notify the Carlingford Club Secretary and Umpires Convenor by 5pm on the day preceding the game to be forfeited. Failure to notify the Secretary and the Umpires Convenor may result in a fine being imposed upon the team as determined by the Executive at the commencement of the season.
- c) Our Club Secretary will then advise HDNA and the competing club Secretary and Umpires Convenor of our intention to forfeit.
- d) If, as a result of registration withdrawals, a team is left with less than seven (7) players, a player from a lower team may be transferred to the team with the shortage of players. The lower team must not be left with less than seven (7) players. The player being transferred is to be selected by the relevant graders, who will be cognisant to all of the circumstances.
- e) Teams commencing a match and then forfeiting that game due to insufficient players resulting from an injury in that game will not be fined. However, the scoresheet, fully signed, must be returned to Control by the offending team. The result will be determined by the relevant registrar after taking all circumstances into consideration.
- f) All players in a team who receives a win by forfeit will be considered as having played in the forfeited game. When calculating a goal average a forfeited game will count as a game played for the forfeiting team, but not count as a game played for a team receiving a forfeit.
- g) A team receiving a win by forfeit at their scheduled game, shall have the completed and signed scoresheet returned to the official at the court. Players involved in a forfeit of this nature and having signed the scoresheet shall be considered as having played in a competition match.
- h) If a game is forfeited and subsequently abandoned due to wet weather the forfeit will stand if the wet weather games are played.
- i) In the event of wet weather, if a team chooses to forfeit a game after the Executive Committee has made a decision to continue play, they will not be fined.

- j) Teams who forfeit games during and towards the end of the season (generally considered to be the last three rounds of the competition) and including Semi Finals, Finals and Grand Finals, will be ineligible for registration in competitions conducted by The HDNA for the following seasons (i.e. Summer to Summer, Winter to Winter, Spring to Spring). Extenuating circumstances will be considered if submitted in writing to the Association Secretary within 10 days of the forfeit, particularly for individual players.
- k) Once a forfeit has been submitted officially by a club during the season or any final series game, regardless of circumstances, such forfeit will stand.
- l) Any team withdrawing or withdrawn by the Executive for any specific reason from the competition after grading has been completed or after the commencement of competition will be liable to non-refund of registration fees and will be ineligible for team registrations for the following twelve months.
- m) All requests for withdrawal must be given by the Club secretary with a credible explanation in writing to the Association Secretary. Extenuating circumstances for individual players will be considered by the Executive Committee.

## 10. Umpires Policy

### *Policy Statement*

*The Carlingford Netball Club shall provide their members the opportunity to umpire games should they wish to do so. Any member aged 13 years and over at 31<sup>st</sup> December of that calendar year, that show interest in wanting to umpire shall be encouraged and have the Club's full support.*

- a) For games played with the Hills District Netball Association, Carlingford Netball Club will be responsible to supply one umpire for each team registered, including NetSetGo modified games played on Friday evening.
- b) All umpires controlling competition games in the Hills District Netball Association must be at least thirteen (13) years of age by 31<sup>st</sup> December of that calendar year.
- c) An umpire must be sixteen (16) years of age by 31<sup>st</sup> December of that calendar year in order to umpire a senior game, except in the case of exceptional ability.
- d) Umpires to wear a white or cream dress, skirts and tops, or slacks and tops shall be worn by female umpires and shorts/trousers by male umpires.
- e) Or Club uniform, including Club jumper/jacket (where approved), is permitted
- f) Carlingford Netball Club will encourage umpires to attempt their Encouragement and HDNA Badge (where appropriate).
- g) All umpires of Carlingford Netball Club will be expected to adhere to NSW Netball Code of Conduct for Umpires, which can be found on their website at [www.netballnsw.com](http://www.netballnsw.com).
- h) An Umpire Convenor shall be appointed each year at the Club's Annual General Meeting, who will be responsible for the coordination of umpiring activities for the Carlingford Netball Club.

## 11. Payment of Umpires Policy

### Policy Statement:

*Carlingford Netball Club shall provide payment to their Umpires for games umpired throughout the season.*

#### *Junior Umpires*

All Junior Umpires shall receive payment from the Club for games umpired throughout the season. This payment will be made at the conclusion of each season and at the Club's Annual General Meeting.

Payment amount to the Junior Umpires will depend on the set amount made by the Committee each year.

#### *Cadet and Senior Umpires*

All Cadet and Senior Umpires shall receive payment from the Club for games umpired throughout the season. This payment will be made at the conclusion of each season and at the Club's Annual General Meeting.

#### *Mentoring*

A mentor is a person who has been nominated to help train and provide assistance to a Junior Umpire throughout the year. This payment will be made at the conclusion of each season and at the Club's Annual General Meeting.

#### *Payments @ November 2013*

Junior Umpire – 1 <sup>st</sup> Year	\$7.50 / Game
Junior Umpire – 2 <sup>nd</sup> Year and above	\$10.00 / Game
Umpire Certificate Accredited	\$15.00 / Game
Cadet / Senior Umpire “Unbadged”	\$20.00/Game
Cadet / Senior Umpire “Badged”	\$25.00 / Game
Mentor	\$5.00 / Game



## 12. Coaches Policy

### Policy Statement:

*The Carlingford Netball Club will help to develop confident, enthusiastic coaches who will help with the development of good netball skills and good sportsmanship for all of the Club's registered players.*

- a) The minimum age for the primary coach of a team shall be 15. Coaches under 15 must coach in conjunction with an adult or under the supervision of the Club Coaching Convenor.
- b) Coaches without any qualifications should complete the Australian Sports Commission "Beginning Coaching General Principles" which is an on-line course and is a prerequisite for the Foundation Coaching Course. Should there be any fee for this on-line course the cost will be borne by the Club once completion has been confirmed.
- c) Any interested Junior players will be encouraged to develop their confidence and skills, through training sessions, to become involved as a co-coach or junior coach of a team.
- d) Carlingford Netball Club will encourage all coaches in the development of their skills, to help them to obtain their Foundation Course Certificate and to keep updating their qualifications should they wish to do so.
- e) Coaches will be reimbursed on completion of Foundation, Development, Intermediate, Advanced, Elite and High Coaching qualifications, for one examination at each tier level.
- f) Coaches of NetSetGo! Modified teams will be encouraged to educate their young players on the importance of participation and not competition and to develop their skills rather than the need to win.
- g) All coaches of Carlingford Netball Club will be expected to adhere to the NSW Netball Association Ltd Code of Conduct for Coaches. These codes can be found on their website [www.netballnsw.com](http://www.netballnsw.com).
- h) A Coaches Convenor shall be appointed each year at the Club's Annual General Meeting and will be responsible for coordinating our coaching requirements for the season and developing and supporting our club coaches.

## 13. Codes of Behaviour Policy

### Policy Statement:

*Carlingford Netball Club endorses and is governed by the NSW Netball Association Ltd, Codes of Behaviour Policy. Carlingford Netball Club expects and will encourage all its members including players, coaches, managers, umpires, committee members and spectators to follow these relevant codes of behaviour to ensure the sport of netball is safe and enjoyable for all.*

The Code of Behaviour Policy includes:

- I. General Code of Behaviour
- II. Administrator Code of Behaviour
- III. Coach Code of Behaviour
- IV. Junior Player Code of Behaviour
- V. Senior Player Code of Behaviour
- VI. Umpire Code of Behaviour
- VII. Parent/Guardian Code of Behaviour
- VIII. Spectator Code of Behaviour
- IX. Media Code of Behaviour

Failure to comply with the Code of Behaviour will result in appropriate action being taken in accordance with the Member Protection Policy.

The complete code of Behaviour Policy and Member Protection Policy can be found on the NSW Netball Association Ltd website [www.netballnsw.com](http://www.netballnsw.com).

## 14. Member Privacy Policy

### Policy Statement

*The purpose of this policy is to advise all members that any personal information that is collected by Carlingford Netball Club is used for the purpose of fulfilling our role as a provider of netball competition and training.*

- a) Carlingford Netball Club recognises the importance of the privacy of all its registered members and all members have the right to control their own personal information.
- b) Carlingford Netball Club's role as a sporting club may also involve providing data to a peak body or other third party related to the Club, which provides services to us in connection with the operation of our Club. In these circumstances, the personal information will always be under a duty of confidentiality to us.
- c) Otherwise, we will not pass any information you provide to us to persons outside the Club.
- d) All members and parents should be aware that personal details are available for you to review or update at any time.

## 15. Photography Policy

### Policy Statement:

*Carlingford Netball Club recognises the importance of the privacy of all its registered members and is aware of the potential risks linked to the use of photographs and other images of young people in sport.*

### *Photography for Club use:*

As a Club we also acknowledge that the appropriate steps must be taken to ensure the acquisition or display of images containing young people are not misused or accessed by unauthorised personnel.

During the course of the season photos of player/teams may be used for the Club's web page or other promotional/advertising reasons. These photos that may be used will not display any other identifying information such as names, email or home address.

Should for any reason members or parents not approve of the publication of this material you must advise the Club prior to the commencement of the season by indicating on the registration form.

Should an image be placed on the Internet that members or parents are not happy with, parents should request the removal of the said image by advising a member of the committee.

### *Photography for Private Use:*

There are no restrictions on parents, guardians and/or family members taking photos or video footage of their children participating in netball games provided the images are for personal use and do not encroach on the limitations as specified in law.

### *Inappropriate Photography:*

Where an individual is believed to be inappropriately photographing any Club member then Carlingford Netball Club can ask the individual to stop. If the individual refuses, the policy may be called to deal with the matter.

## 16. Communications Policy

### Policy Statement:

*Carlingford Netball Club will provide clear, distinct communications between all of its members and Committee through both formal and informal correspondence.*

### *External Communications:*

- a) All formal communication is to be sent on Carlingford Netball Club letterhead with the President or Secretary's signature. Copies of this correspondence will be kept with the President or Secretary.
- b) Should another Committee Member be requested to send any formal written correspondence then a copy must be forwarded to either the President or Secretary for keeping with their records.
- c) Any correspondence that is forwarded on to other Committee Members must be redirected onto the President.
- d) Advertising of the Club or upcoming events will be advertised on the Club's Web page. The Club's web page is maintained by the Club's Web Site Convenor.
- e) The Club will also advertise its registration information via community banners, school newsletters, community notice boards and flyers distributed to local schools.

### *Internal Communications:*

- a) Where possible all communication from the President will also be sent through the Secretary for keeping with their records.
- b) A record of all Committee Meetings must be kept in the form of Agenda, Minutes and Financial Report. Copies will be kept with the President and Secretary. A copy of these will also be sent through to other Committee Members.
- c) Notification of Committee Meetings will be advertised through email to ALL Committee Members no later than 2 weeks prior to the scheduled meeting date.
- d) Communication with all members of the Club will be through weekly newsletters, email, direct post or advertising flyers.
- e) These newsletters are the responsibility of the Newsletter Editor, who will email them to all club members once a week during the season. Copies will also be placed on our club website for member access.

## 17. Social Media Communication Policy

### Policy Statement:

*Carlingford Netball Club recognises the important of Social Media in communicating information and encourages the use of different social media tools to assist in the effective dissemination of information and relationship building for our Club and its members.*

- a) Carlingford Netball Club will not tolerate any misuse of social media tools which may be inconsistent with our Club Codes of Behaviour.
- b) All use of Social Media platforms which are directly governed by, or relate to the operations of, Carlingford Netball Club, will be regulated by our Member Protection Policy and relevant Codes of Behaviour/conduct.
- c) Examples of inappropriate behaviour may include, but is not limited to, uploading of inappropriate website content including comments and photographs and engaging in blogs that harass, bully, offend, intimidate or humiliate.

## 18. Member Protection Policy

### Policy Statement:

*Carlingford Netball Club values the rights of all its members to enjoy a safe and healthy environment whilst respecting dignity and fairness to everyone and will adopt and be governed by the NSW Netball Association Ltd. Member Protection Policy.*

Carlingford Netball Club ensures all our Coaches and Managers sign the Working With Children Form each year and keep a record of this information with the Club Secretary.

The complete Member Protection Policy can be found on the NSW Netball Association Ltd website [www.netballnsw.com](http://www.netballnsw.com).

## 19. Child Protection Policy

### Policy Statement:

*Carlingford Netball Club respects the rights and protection of the children in their care, and understands that Child Protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children and will adopt and be governed by the NSW Netball Association Ltd. Child Protection Policy, to be read in conjunction with the Member Protection Policy.*

The complete Child Protection Policy and Member Protection Policy can be found on the NSW Netball Association Ltd website [www.netballnsw.com](http://www.netballnsw.com).



## 20. Anti-Discrimination and Harassment Policy

### Policy Statement:

*Carlingford Netball Club is committed to providing a sporting environment where those involved in activities supported by the Club are treated with dignity and respect and without harassment or discrimination of any sort. Carlingford Netball Club will adopt and be governed by the NSW Netball Association Ltd. Anti-Discrimination and Harassment Policy, to be read in conjunction with the member Protection Policy.*

The complete Anti-Discrimination and Harassment Policy and Member protection Policy can be found on the NSW Netball Association Ltd. Website [www.netballnsw.com](http://www.netballnsw.com).

## 21. Gender Identity Policy

### Policy Statement:

*Carlingford Netball Club is committed to providing an inclusive sporting environment where transgender or transsexual people involved in netball activities associated with the club are given the opportunity to contribute and participate. Carlingford Netball Club will adopt and be governed by the NSW Netball Association Ltd. Member Identity Policy to be read in conjunction with the Member Protection Policy.*

The complete member Identity Policy and Member Protection Policy can be found at the NSW Netball Association Ltd. Website [www.netballnsw.com](http://www.netballnsw.com).

## 22. Pregnancy Policy

### Policy Statement:

*Carlingford Netball Club is committed to providing an inclusive sporting environment for pregnant women involved in netball and will adopt and be governed by the NSW Netball Association Ltd. Pregnancy Policy, to be read in conjunction with the Member Protection Policy.*

The complete Pregnancy Policy and Member Protection Policy can be found at the NSW Netball Association Ltd, website [www.netballnsw.com](http://www.netballnsw.com).

## 23. Sexual Relationships Policy

### Policy Statement:

*Carlingford Netball Club takes the view that intimate relationships between coaches and players, whilst not necessarily constituting harassment, can have harmful effects on individual players, other players and on the sport in general.*

Carlingford Netball Club will adopt and be governed by the NSW Netball Association Ltd. Sexual Relationship Policy, to be read in conjunction with the Member Protection Policy.

The complete Sexual Relationship Policy and Member Protection Policy can be found at the NSW Netball Association Ltd, website [www.netballnsw.com](http://www.netballnsw.com).

## 24. Sun Safety Policy

### Policy Statement:

*The Carlingford Netball Club shall ensure that the players registered with the Club are informed about the possible causes of skin damage caused by the ultra violet rays of the sun and the importance of wearing proper protection to help prevent damage.*

- a) Parents will be informed when registering their children about the Club's Sun Policy.
- b) Coaches and Managers are informed on the importance of wearing the proper protection of sunscreen.
- c) All players will be asked to provide their own SPF30+ broad-spectrum water resistant sunscreen.
- d) Coaches, managers and Committee Members will be asked to act as good role models and wear appropriate SPF30+ sunscreen, hats, sunglasses etc. when training and at games.
- e) Coaches, Managers and Committee Members will remind players of the importance of drinking water and staying cool under shade where and when possible.

## 25. Complaint Handling Policy

### Policy Statement

*The Carlingford Netball Club understands the importance of ensuring due process, consistency and the principles of natural justice are followed correctly during the handling of complaints of any nature and will adopt and be governed by the NSW Netball Association Ltd. Complaint Handling Policy, to be read in conjunction with the Member Protection Policy.*

The general procedures that will be adopted by Carlingford Netball Club are as follows:

- Complaints Procedure
- Mediation Procedure
- Investigation Procedure
- Investigation Procedure – Child Abuse
- Tribunal Policies and Procedures
- Disciplinary Measures

The complete Complaint Handling Policy and Member Protection Policy and be found at the NSW Netball Association Ltd, website [www.netballnsw.com](http://www.netballnsw.com).

## 26. Reporting Forms

### Policy Statement:

*The Carlingford Netball Club understands the importance of treating all complaints seriously, confidentially and promptly and will adopt and be governed by the NSW Netball Association Ltd. Suggested Reporting Forms to be read in conjunction with the Member Protection Policy.*

The Reporting Forms that will be adopted by Carlingford Netball Club are as follows:

- Record of Complaint form
- Confidential Record of Complaint Form
- Confidential Record of Child Abuse Allegation Form
- Record of Mediation Form
- Record of Tribunal Decision Form
- Incident Report Form
- Application to Appeal Form

The complete set of Reporting Forms and Member Protection Policy can be found at the NSW Netball Association Ltd, website [www.netballnsw.com](http://www.netballnsw.com).

## 27. Recognition and Awards Policy

### Policy Statement:

*This policy recognises the significant contributions made by individuals as members and volunteers of the Carlingford Netball Club. The purpose of this policy is to provide insight into the manner in which significant awards within our Club are awarded including the processes utilised.*

The awards recognised by Carlingford Netball Club are:

- 5 Year Club Playing or Umpiring Tenure
- 10 Year Club Playing or Umpiring Tenure
- Life Membership
- Volunteer Recognition Certificate
- Tiffany Hartnell Award
- Umpires Whistle Award

### *Club Tenure*

- i. A medal is awarded to a player/umpire recognising their tenure with the Club for a period of 5 or 10 years.
- ii. Tenure may only be broken by one year and is calculated accordingly.
- iii. This is presented at the Club Presentation Day

### *Life Membership*

- i. Any person may be elected a Life Member of the Club in recognition of outstanding service to the Club for a period of at least ten (10) years.
- ii. Candidates for election as Life Members shall be unanimously recommended by the Executive Committee and duly confirmed at the Annual General Meeting.
- iii. An active Life Member, shall be entitled to attend all Club Meetings and shall have full voting rights.
- iv. The Club will pay the annual membership subscription for each Life Member while they are affiliated with the Club.
- v. The Executive Committee shall determine from time to time which Life Members are to be regarded as active and the criteria to be applied in making that determination.
- vi. By resolution of a Special General Meeting, following upon unanimous recommendations by the Executive, Life Membership may be cancelled.



### *Volunteer Recognition Certificates*

Carlingford Netball Club volunteers are vital to the successful organisation, management and enjoyment of our sport. Recognition of our volunteers is provided as a demonstration of our appreciation of their work, an expression of the value in which they are held and as an incentive to maintain our high level of active participation.

#### *Coaches and Managers*

- Certificates and a small gift are awarded to Coaches and Managers at Presentation Day for their time and effort throughout the netball season

#### *Committee Members*

- Certificates of Recognition will be provided to Committee members who have provided 5, 10, 15, 20, 25, 30 + years of completed service to the Carlingford Netball Club. Service may be broken. Certificates will be presented at the Clubs Annual Presentation Day.

### *Tiffany Hartnell Award*

- Each year Carlingford Netball Club recognises one of our players with the Tiffany Hartnell Award.
- Tiffany Hartnell was a young girl who died in 1991 from a severe asthma attack when she was 11. In 1993 her family donated a perpetual trophy in memory of Tiffany, as she played netball for our club. The trophy is awarded every year to a 13 year old girl who has been voted for by other 13 year old girls in the club.
- The recipient of the award is an individual who tries the hardest, is consistent in attendance, supportive and encouraging towards all others in the team and/or supportive of the club overall. The recipient must also be turning 13 in this calendar year.
- This award is presented at our Club Presentation Day.

### *Umpires Whistle Award*

- Each year Carlingford Netball Club recognises one of our umpires with the Umpires Whistle Award.
- The recipient of the award is an umpire who is dedicated to the field of umpiring, has improved their skills throughout the season and has shown dedication and support to the Club in his/her umpiring.
- The recipient is nominated by the Club's Umpire Convenor and endorsed by the Club's Executive Committee and is presented at our Club Presentation Day.