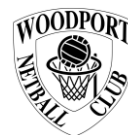




Woodport Netball Club Incorporated Policy Document



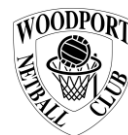
WNC POLICY DOCUMENT

Version Control

| Version | Date | Author | Reason for Issue / Changes Included |
|---------|------------|----------------------------|---|
| 1.0 | 14.08.2017 | Constitution Sub-Committee | First issue |
| 2.0 | 2.10.2019 | Committee | Revised document format, revisions throughout |
| | | | |

Endorsement

| Name | Role | Date |
|----------------|-----------|------------|
| Jo Caisley | President | 14.08.2017 |
| Amanda Cashion | President | 2.10.2019 |
| | | |



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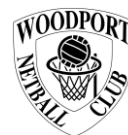
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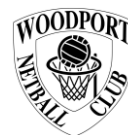
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WNC POLICY DOCUMENT

1 Introduction

Woodport Netball Club (WNC) is a participating club of Gosford Netball Association. WNC is a fun, family friendly club that promotes enjoyment and participation in all areas of netball.

1.1 Purpose and Context

The purpose of the Policy Document is to provide the Committee and Members with guidelines to assist in the operation of the Club. This document is supplementary to the policies of [NSW Netball](#) and [Gosford Netball Association](#) and to WNC's Constitution.

The Policy Document has been developed in the best interests of Members however decisions on all matters shall remain at the discretion of the Committee.

1.2 Definitions

Affiliation means the Gosford Netball Association Affiliation Day. The date is determined by GNA each year and is normally in late February.

Club means Woodport Netball Club.

Committee means the Woodport Netball Club Committee

GNA means Gosford Netball Association.

Graded team means a team containing players who have undergone a specific grading process as determined by the Executive and is formed through independent assessment of player ability. Graded teams consist of players who have been assessed on their playing ability and commitment, with the highest graded teams in each age/division consisting of the players who demonstrate the level of ability and commitment required to compete in that age/division.

MPIO means Member Protection Information Officer.

NNSW means Netball NSW.

Pre-formed team means a team that is generally a team of individuals who whilst wishing to be competitive, have a more significant focus on friendship and enjoyment. In most cases this is a team of friends who have been together for several years and wish to remain that way. As such these teams may elect not to be graded and to remain together.

WNC means Woodport Netball Club.

2 Membership

2.1 Membership fees

Membership fees include fees paid to NNSW, GNA and WNC.

The committee shall determine the annual membership fees to be charged to members at a committee meeting after the annual fees for NNSW and GNA are known. Determination of the WNC portion of the membership fee shall consider the anticipated costs of equipment, umpires, annual awards, end of year gifts, administration and other expenses that may be incurred throughout the year ahead.

Members must pay the membership fee at the time of registration or prior to Affiliation in order to guarantee inclusion in a team.

In the case of financial hardship, members may apply to the Committee for alternative payment terms for the Club portion of the membership fee.



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In all cases, players must not take the court until adequately covered by insurance provided as part of the NSW portion of the membership fee.

Membership fees for Net Set Go participants must be paid in full, online, at the time of registration as welcome kits are dispatched by NSW at the time of registration.

2.1.1 Cancellation

If a player registers and pays the membership fee and later cancels the registration:

- i. If the cancellation occurs prior to Affiliation, the membership fee will be refunded in full less a non-refundable administration fee of \$10.
- ii. If the cancellation occurs after Affiliation but before Round 1, the WNC portion of the membership fee will be refunded in full less a non-refundable administration fee of \$10. The NSW and GNA fees are non-refundable after Affiliation.
- iii. If the cancellation occurs at or after Round 1 and up to and including Round 7, no refund will be given except in extenuating circumstances that are out of the control of the Member. This will be determined at the discretion of the Executive Committee. In this case, a pro-rata refund of the WNC portion of the membership fee less a non-refundable administration fee of \$10 will apply.
- iv. If the cancellation occurs after Round 7, no refund will be given in any circumstance.

If a player registers and pays the membership fee and the Club is unable to place the member in a team prior to Affiliation, the membership fee will be refunded in full.

2.1.2 Late registration

If a player registers in Round 10 or later, the membership fee payable will comprise of a 50% discount of the WNC fee and the applicable NSW and GNA fees.

2.1.3 GNA representative player fees

The committee may at its discretion offer to contribute towards fees payable by Members that have been selected as GNA representative players.

The financial contribution shall be up to \$100 per member representative player, capped at a maximum total contribution of \$500 per year, equally distributed amongst the member representative players.

2.2 Life membership

Life membership shall be awarded in accordance with Clause 5.2 of the Constitution.

Distinguished service to the Club shall mean service to the Club for a minimum period of ten (10) years as either a Committee member, coach, manager and/or umpire.

Life Members shall have any registration fees paid for them by the Club.

The Committee may elect to fix the total number of persons who may be Life Members at any one time and the maximum number of Members who may be awarded Life Membership in any year.

To acknowledge Life Membership, a plaque will be awarded to the Member at the annual Club presentation.

3 Member protection

This Policy aims to ensure that WNC's core values, reputation and positive behaviours are maintained. This Policy assists with ensuring every person involved in the sport is treated with dignity, respect and are protected from abuse or harm.



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This Policy assists to ensure persons involved in the sport are aware of their legal and ethical rights and responsibilities.

WNC reserves the right to investigate a breach of this policy and take disciplinary action against any person or organisation that is bound to this Policy and in breach of it.

The WNC Member Protection Policy directly adopts, complies with and is bound by the following policy documents of our umbrella organisations:

- [Netball NSW Member Protection Policy](#)
- [Netball NSW Member Protection Policy Attachment A: Employment/Screening/Working with Children Check Requiements](#)
- [Netball NSW Codes of Behaviour Policy](#)

3.1 Member protection procedures

As part of the WNC Member Protection Policy, all volunteers, committee members and officials will be provided with a copy of the Netball NSW Codes of Behaviour Policy clause(s) relevant to their position within the club.

All volunteers, committee members and officials of the club over the age of 18 years will be asked to obtain and maintain a Working with Children Check. Exemptions will be documented in line with NSW Legislation. The WNC MPIO or other official with maintain a register of these documents and will carry out verification checks as required by NSW Legislation with the Office of the Children's Guardian (OCG).

All volunteers, committee members and officials of the club over the age of 18 years will be asked to provide photo identification documents.

All volunteers, committee members and officials of the club over the age of 18 years will be asked to complete and sign the WNC's Member Protection and Codes of Behaviour Declaration (refer **Attachment A**) to this Policy document. The Declaration will be renewed annually.

3.2 Child safety commitment statement

WNC is strongly committed to a sporting environment that is safe, supportive and friendly for children and young people. Our focus is on skill development, physical activity and building the confidence of our young members through fun, positive learning.

Woodport Netball Club's core values include being welcoming, transparent and inclusive. We strive to create and maintain a safe culture for children and young people through our committee, coaches and managers.

We are committed to building an environment in which children feel respected, valued and encouraged to reach their full potential.

4 Committee

The Committee positions and a list of duties expected of each role are included as **Attachment B**. The expected duties may vary from year to year at the discretion of the Committee.

Nominations and election of committee shall be in accordance with the WNC Constitution.

5 Teams

5.1 Formation of teams

Teams shall be assembled by the Committee prior to Affiliation.



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WNC allows both pre-formed and graded teams to exist within the club and the Committee shall strive to place all players in a team that is suitable to them. Having regard to GNA and WNC policies.

Whilst the Club wishes to retain players and encourage more players to join our club, we recognise that this may not always suit both the player/family and the club. Where a player cannot be placed in a suitable team we will support that player/family to find a club that has a more suitable team.

The Committee may adjust team placement having regard to player availability for training as set by Coaches.

Notwithstanding any clause within this policy, howsoever intended, WNC has the right to deny or approve any request under this policy with consideration to the best outcome for the club.

5.2 Pre-formed teams

New or existing teams wishing to nominate as a pre-formed team must do so in writing to the Club Secretary prior to the Club's registration closing date, which will be advertised on the Club's website.

Prior to submitting a request, the team's coach or manager must consult all players/families in the team and seek individual commitment. Failure to do so may result in the request being denied.

The coach or manager must submit a list of players, who having been consulted, wish to remain in that team for the next season. Failure to do so may result in the request being denied.

Where vacancies in pre-formed teams exist, Woodport Netball Club reserves the right to place additional players in the team, which will generally be done in consultation with team management.

5.3 Grading

5.3.1 Purpose

Grading is for players not in "pre-formed" teams. This will allow for a review and positioning of players:

- moving from Netta's into Junior division or from Junior into Senior division.
- to ensure all new players to the club have been assessed.
- to ensure that all graded players have the opportunity to play at the highest grade for their ability.

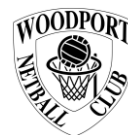
Grading shall be held if there are enough registered players for more than one team in the age group or division, taking into consideration GNA Grading policy and any nomination for pre-formed teams submitted to WNC.

5.3.2 Grading process

If it is deemed necessary to grade players the following process shall be followed:

Prior to Grading Day

- A Grading panel shall be selected from within the Club and across the netball community in accordance with Section 5.3.3 Grading panel.
- A date and time of grading shall be selected. Grading shall preferably be held prior to Affiliation.
- All players to be graded shall be provided with sufficient notice of the date and time of grading.
- Umpires shall be arranged to assist with the Grading process. Grading provides an opportunity for accredited training umpires to train new umpires.
- Players shall pre-nominate two positions they prefer to play.



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- Scoring sheets shall be prepared for the Panel members and the expectations of the Grading panel shall be explained to Panel members.

On Grading Day

- Grading shall consist of a round robin event which will allow for players in the age group to play off against one another i.e. the Grading panel shall assess individual player's abilities and also in comparison to other players.
- The Grading panel shall be located away from others including committee, players and player's families.
- The Grading panel shall score each player in accordance with a pre-defined process to facilitate later review and discussion.
- During grading, all discussions shall be held quietly amongst the Grading panel members.

Following Grading

- Coaches may be called upon for input into each player at an independent meeting with the Grading panel and/or Committee. This will assist the Grading panel and Committee with the correct team balance.

All coach's reports, grading sheets and Grading panel discussions are strictly confidential. Parents and guardians must not approach members of the Grading panel for information.

Placement of extra players in graded teams, where vacancies exist, will occur only where the player is deemed of suitable playing ability for that grade/team.

5.3.3 Grading panel

The Panel shall consist of a minimum of three (3) people selected by the Committee.

No person on the Grading panel shall be permitted to be involved in the grading of players if they are deemed to have a conflict of interest with the team, players or any other conflict of interest that may arise.

Members of the Grading panel shall have the following qualifications:

- [Netball NSW Select for Netball Success;](#)
- Netball NSW Rules of Netball Theory; and
- Netball Australia Development Coaching Accreditation.

If insufficient Panel members are available with these qualifications, the Committee shall select the next most suitable Panel members available.

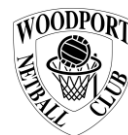
5.4 Team names

All WNC teams shall be named after a native Australian tree. Pre-formed teams may continue to utilise the same team name each year. The name given to new teams shall be determined by the Committee.

5.5 Training

Training will be organised based on the most suitable day/time for coach and players. Players are required to attend training. Players/parents must contact coach/manager if unable to attend training.

Penalties in relation to court playing time during the season may apply at the coaches discretion for players with non or low attendance at training.



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5.6 Player health and safety

Where a player appears unwell or injured, the Coach has a duty of care to the player's health and safety and may require that the player cease play for part or the remainder of the training session or game.

In the case of serious injuries or illnesses, the coach may request a medical clearance before allowing the player to return to play.

5.7 Player time on court

Coaches shall give all players equal time on court as is practical and possible during the rounds (excluding the finals series). This does not take into consideration player absence due to holidays, work, illness, injury or other absences outside of the Club's control. For example, if the Coach had scheduled for Player X to have a full game in Round 7 but the player was unable to attend Round 7 due to work, there is no requirement for the Coach to adjust team schedules so that the player can then have a full game in Round 8 instead.

During the finals series, all players shall play a minimum of one (1) quarter in each game.

Coaches shall keep records of training attendance and game time for each game and player throughout the season.

6 Umpires

6.1 Minimum requirements

All teams shall be encouraged to supply a minimum of two (2) umpires.

Notwithstanding any GNA minimum requirements, prospective umpires shall be:

- Players in the Junior Division with a minimum of two (2) years' competition playing experience
- Players in the Senior Division
- Any other adult.

Prospective umpires must complete the following process:

- Obtain a pass in the Netball NSW Rules of Netball Theory Exam
- Complete the GNA Beginner Umpire Course or as otherwise determined by GNA.
- Undertake a minimum of four (4) training sessions with a WNC training umpire or additional sessions as deemed to be required until the umpire is able to confidently umpire a game without assistance.

6.2 Umpire allocations

The Umpires Convenor shall allocate umpires to games as assigned by GNA each week in consultation with WNC umpires' availability. Where insufficient umpires are available to fill WNC allocations, umpires shall be sought from other clubs to avoid the team having to forfeit or pay a fee to GNA.

The Umpires Convenor shall keep records of WNC allocated games, the umpire, the umpire award level and the amount to be paid. These details shall be provided to the Club Treasurer when umpire payments are due.

6.3 Umpire Payments

Umpires shall be paid on the basis of the umpiring level they have attained and in accordance with **Attachment C**.



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The Club shall pay Woodport umpires as soon as possible after rounds five (5), ten (10) and fifteen (15) and after the Grand Final.

6.4 Provision of umpires to other Clubs

WNC may assist other Association clubs by providing umpires to cover requested allocations if available. The Umpires Convenor shall keep details of such games and provide to the Club Treasurer so that an invoice can be issued when suitable.

WNC shall charge the other Club the maximum rate for that type of game in accordance with **Attachment C**.

7 General policies

7.1 Club colours

The colours of the club shall be Black, Gold and White.

7.2 Club logo

The Logo of the Club shall only be used with the approval of the Committee.

7.3 Club uniform

The Club uniform is comprised of:

- A-line dress in Club colours with flame design around the base and Club logo on the front left. Sponsor logos may be printed on the back and front right.
- Black bike pants/scungies.
- White socks.
- Visor in Club colours (optional)

Uniform items ordered by the Club for sale to members include:

- A-line dresses
- Visors
- Hoodies[#]
- Training shirts[#]
- Spray jackets[#]
- Scrunchies[#]

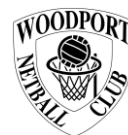
[#] These items may be offered for ordering from time to time.

The Uniform Officer shall, in consultation with the Committee:

- Maintain adequate stock of dresses in all children's and adult's sizes.
- Arrange non-compulsory uniform items from time to time by seeking orders amongst members.

The Uniform officer shall keep accurate records of any uniform and supplementary uniform items ordered and liaise with the Club Treasurer to ensure payment is made by the member prior to release of the uniform item.

The Uniform officer shall keep records of any stock on hand and provide to the Committee at the Annual General Meeting.



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7.4 Publicity & Communication

The Club Publicity Officer shall provide accountability and control over material published on the Club's website and social media platforms. The Club Secretary is responsible for the majority of club related communications.

7.4.1 Website

The Club's website shall be kept up to date for the benefit of members and prospective members and shall include:

- Current information on competitions, social events, committees, policies, constitution, sponsors etc.
- No offensive content
- No photos unless permission is obtained from the player's parents. Care shall be taken not to provide identifying information.

7.4.2 Social media

The Club may post information on Social media platforms including Facebook and Instagram.

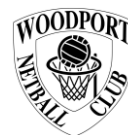
- All social media posts, blogs, status updates and tweets shall be treated as public comment.
- Posts (written, photos or videos) shall be family-friendly and feature positive Club news and events.
- No personal information about members shall be disclosed.
- No statements shall be made that are misleading, false or likely to injure a person's reputation.
- No statements shall be made that might bring the Club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

7.4.3 Communication

Club communication channels shall protect members privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

Committee members, coaches and team managers may use SMS, email or messaging apps to provide information about competition, training, club-sanctioned social events and other Club business, however:

- SMS messages shall be short and about club matters
- Email communication shall be used when more information is required.
- Communication involving children will be directed through their parents unless prior approval is provided.
- Electronic communication:
 - Shall be restricted to club matters
 - Must not offend, intimidate, humiliate or bully another person
 - Must not be misleading, false or injure the reputation of another person
 - Shall respect and maintain the privacy of members
 - Must not bring the club into disrepute.



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8 Sponsorship and Grants

8.1 Sponsorship

Sponsors shall be sought by the Committee in order to bolster the financial resources of the Club and provide additional opportunities to members.

Sponsorships shall be mutually beneficial to both the Club and its members and to the Sponsor organisation. Sponsorships shall take the form of a financial or in-kind contribution. Proposed sponsorship packages are included in **Attachment D**. Sponsorship packages may be varied at the discretion of the Committee.

Any new Sponsorship opportunities shall be brought to the Committee for approval prior to entering into any sponsorship agreement.

The Club Secretary shall keep a register of the details of any Sponsorship Agreements that the club has entered into. The Executive Committee shall ensure that all conditions of any agreements are met annually.

8.2 Grants

Any grant opportunities shall be brought to the Committee for agreement prior to preparing an application. All grants that are received by the Club shall be advised to the Committee at the first available opportunity.

The Grants officer or Club Secretary shall keep a register of all grants received and any conditions that may apply to receipt of the grant. It is the responsibility of the Executive Committee and the Grants officer to ensure that any conditions of grants are complied with.

9 Awards and Gifts

Club awards and gifts shall be presented at the annual Club Presentation, held 1-2 months after the end of the season. The Club may also nominate members for annual GNA awards, presented following the March Past at the commencement of the season.

9.1 Club perpetual awards

The following Club perpetual awards may be awarded on an annual basis:

- Umpire of the Year
- Junior Clubperson of the Year
- Senior Clubperson of the Year
- Coach of the Year
- Player of the Year

The Umpire of the Year award shall be determined by the Umpires Convenor.

All other perpetual awards shall be determined by assessing nominations. Nominations shall be sought from members on the provided nomination form. The Committee shall assess nominations on the basis of the criteria included in **Attachment E**. Any committee member with a conflict of interest with any nomination (eg. if the nomination is for the committee member or a relative of the committee member) shall be excluded from assessing the corresponding perpetual award.

Perpetual awards shall consist of:

- Engraved name on a perpetual trophy that the award winner shall take care of for one (1) year.
- Small engraved trophy for the award winner to keep.



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9.2 Team awards

Each Coach may present three (3) awards to selected team members based on their performance throughout the season. One of these shall be a Player's Player award. The other two shall be selected by the Coach.

9.3 End of year gifts and trophies

Gifts and trophies shall be awarded to members at the end of year presentation to acknowledge the efforts and achievements attained throughout the season.

End of year gifts and trophies shall be in accordance with **Attachment F**. Gifts shall be of a value determined by the Committee each year depending on the financial state of the Club.

9.4 GNA perpetual awards

GNA call for nominations for perpetual awards prior to the start of the season to acknowledge outstanding commitment and achievements of club members in the previous year.

The Committee may identify members to nominate for GNA perpetual awards and submit nominations in accordance with GNA requirements.



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Attachment A – Member Protection and Codes of Behaviour Declaration

Woodport Netball Club and Affiliates have a duty of care to all those associated with netball. It is a requirement of the Member Protection Policy, that Woodport Netball Club check the background of each person who works, coaches or has regular unsupervised contact (paid or voluntary) with people under the age of 18 years. WNC also has a duty of care to ensure that volunteers, coaches and other officials have access to and an understanding of their obligations with regards to the Codes Of Behaviour Policy of the club.

I _____ born _____ / _____ / _____ of
(Full Name) (DOB)

(Address, Suburb, Postcode)

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. I am not currently serving a sanction for an anti-doping rule violation under an Australian Sports Anti-Doping Authority (ASADA) approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti- Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that Woodport Netball Club or Affiliates may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify Woodport Netball Club immediately upon becoming aware that any of the matters set out above has changed.
8. I have been given access to a digital or printed copy of the Netball NSW Codes of Behaviour Policy and understand my obligations as laid out therein.

Declared in the State of New South Wales on _____ / _____ / _____ (date)

Signature _____

OFFICE USE: Photo ID Sighted by _____ (name)



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Attachment B – Committee Position Descriptions

All Positions

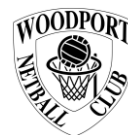
- Attend Woodport Registration day
- Attend committee meetings and Annual General Meeting
- Provide report for newsletters as required
- Be familiar with Woodport Netball Club Policies
- Participate in roster for GNA Council meetings
- Assist in researching ideas and co-ordinating the end of year presentation day with entire committee
- Make and receive phone calls, emails, etc, as required.

President

- Chair monthly committee meetings
- Approve all expenditure
- Follow up any business arising from GNA council meetings
- Oversee registrations with Registrar
- Ensure registration processes are being undertaken
- Oversee grading, in conjunction with coaches and committee
- Form a grading committee if required to assist in grading teams
- Ensure coaches have been allocated teams
- Liaise with Coaching Co-ordinator to ensure development and training is undertaken when required
- Liaise with Umpires Convenor to ensure the continued recruitment of new umpires and progression of umpires to next level awards
- Ensure purchase of equipment has been approved and purchased, liaising with Equipment Officer
- Ensure all committee members fulfill their duties
- Problem solving and conflict resolution when required
- Keep up to date on all teams progress
- Liaison with GNA as required
- Be familiar with the constitution and rules of our club and GNA
- Prepare and provide an end of year report for GNA / Newsletter
- MC of presentation day]
- Chair AGM each year, following protocols for nominations and selections of committee members

Registrar

- Attend GNA registration training if required
- Issue registration email reminder to all members
- Receive completed registration information, photos and birth certificates and update records with Gosford Netball Association
- Point of contact for new registrations at the beginning of each year
- Maintain complete and ongoing records of all registered members
- Liaise with Treasurer on payments received and assist Treasurer when required to maintain sound financial records
- Provide comprehensive age group listings/records to assist Grading if required
- Provide information of registered members interested in umpiring, coaching or managing for the season to the committee



WNC POLICY DOCUMENT

- Ensure all players have been placed in a team
- Register all players with GNA in conjunction with their requirements
- Ensure photos are all up to date with GNA
- Responsible for any de-registrations or late registrations and complete appropriate paperwork for submission to GNA at start of season and ongoing
- If not enough players to make up a team, actively work with Woodport Public School and/or other schools, ensuring flyers, advertising in school newsletter or other options to try and recruit new players.

Vice-President

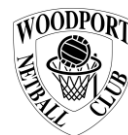
- Undertake Presidents role in absence
- Book and co-ordinate team photos if required
- Work with Fundraising Officer to ensure fundraising opportunities are followed up and organised
- Chair meetings in Presidents absence
- Assist with rostering volunteers and participate in any club duties
- Work closely with other committee members when required
- Receive all end of year award nominations

Treasurer

- Organise and monitor Club's finances
- Promptly collect, receipt and bank any monies received
- Responsible for issuing cheques or processing online banking transfers
- Monitoring bank accounts
- Keep accounting books and player accounts up to date
- Reconcile accounts with bank statements monthly
- Report monthly to committee meeting
- Prepare annual accounts and provide copies of all documents to the Executive Committee and Secretary for review
- Forecast any issues that may affect the club finances

Secretary

- Organise agenda if required for meeting and distribute, remind members of meetings
- Take and distribute minutes to meetings
- Receive and distribute all correspondence to the club including all GNA correspondence and any other relevant information throughout the season
- Produce and maintain contact lists for Coaches/Managers, Executive & Committee Members and Life Members
- Clear mailbox/pigeon hole at GNA on Saturdays
- Gala Days or Carnivals, assist with registration process
- Receive forfeits from GNA and notify any Woodport teams involved as soon as possible
- Organise Awards from relevant suppliers for weekly team awards (Encouragement Awards, Player of the Week awards, Ribbons)
- Point of contact with Erina Leagues Club, ensuring meeting rooms are booked for monthly meetings and presentation evening
- Liaise with Department of Fair Trading each year providing copies of Financial Reports and other relevant information



WNC POLICY DOCUMENT

Publicity Officer (can be merged with Secretary)

- Work with Registrar at beginning of year if players are needed to be recruited to make up teams, also working with Woodport Public School providing information for newsletter or flyers if necessary
- If required, seek sponsorship from local business, ie. advertising in newsletter, providing free goods or services, etc.
- Promotion of any fundraising activities within the community
- Produce monthly newsletter, collecting information from all Coaches, Managers and Committee members for reports and distribute
- Update Facebook page weekly to ensure communication to members and answer questions
- Investigate and if feasible, create and maintain a Website for the club

Member Protection Information Officer

- Be first point of contact within the club for any persons considering making a complaint under the Member Protection Policy
- Remain confidential, impartial and provide timely information and support
- Act as a sounding board and provide information about resolution options available to address the individuals concerns
- Ensure our clubs standards of behaviour and code of conduct is adhered to
- Treat all complaints seriously
- Investigate all complaints including relevant history and information
- Liaise closely with the President and Executive Members regarding any complaints
- Liaise with GNA regarding any complaints or issues and be first point of contact for these
- Ensure knowledge of and commitment to Netball NSW Member Protection Policy
- Ensure correct complaints process is followed
- Ensure Working with Children checks are obtained for all Committee Members, Coaches and Managers as required. Keep a register of all details including expiry date of the checks and date checked on NSW Kids guardian website. <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>.
- Provide a copy of this register to the club Secretary annually and keep the Executive Committee informed of completion.

Fundraising Officer (working with Assistants if necessary)

- Organise a fundraising schedule at the start of each season
- Point of contact for liaison with Bunnings, Cadbury or other fundraising contacts regarding major fundraising throughout the year
- If selling chocolates, ensure they are ordered and distributed to all teams, via team managers, producing relevant documentation to be returned
- Collection and banking of fundraising monies in conjunction with Treasurer
- Researching and providing relevant information to committee on other fundraising opportunities throughout the season
- Investigate GNA fundraising options, ie. Saturday BBQ
- Investigate opportunities for fundraising functions, ie. disco, bingo, trivia night, raffle. etc.
- Co-ordination of end of year presentation and function for kids

Umpires Convenor (working with Umpire Administrator)

- Ensure each team has at least one nominated person as their Umpire for the season



WNC POLICY DOCUMENT

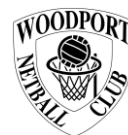
- Ensure teams participating in gala days have a suitably qualified umpire
- Encourage the development of umpires within the club, ensuring all are aware of upcoming courses, training sessions and programs
- Educate and develop umpires within the club in accordance with GNA and Netball NSW guidelines, including following procedures for White Awards, Gosford Badge, etc.
- Allocate umpires as required by GNA ensuring that umpires are appropriately assigned to games at their level
- Distribute allocations each week to umpires and executive committee
- Create, maintain and update complete register of umpires available for duties each season, including qualifications and contact details, provide copies of exam results to GNA
- Ensure we have a base of umpiring runners or coaches/mentors for new umpires
- Liaise with GNA on all umpiring related matters including attending umpires convenor meetings as required
- Be available to handle enquiries on Saturdays, or ensure a substitute is available to handle any queries, concerns that may arise during the day
- Nominations for end of year Umpiring awards
- Keep a detailed spreadsheet of fees owing to umpires, updated weekly
- Provide the Treasurer with a spreadsheet detailing money owed to each umpire and ensure all umpires are paid in 5 week blocks (paid Round 6, 11 and following last round)
- Ensure umpires are allocated to semi-finals, finals and grand finals as requested by GNA
- Liaise with Treasurer regarding payment of semi-finals, finals and grand finals

Coaching Co-ordinator

- Assist in organising coaches for teams at the beginning of each season
- First point of contact for all Coaches
- Liaise with coaches regularly regarding training and development
- Assist coaches with information relating to training programs, online systems available, development of players
- Co-ordinate with committee coaching training sessions, including external providers
- Provide guidance and assistance when needed
- Ensure all coaches have appropriate training, tools and equipment
- Liaise with GNA regarding coaches training sessions.

Uniform Officer

- Attend registration day and assist with fittings of new uniforms
- Liaise with supplier for any new uniform orders
- Liaise with Treasurer regarding payment and deposits
- Collect orders and payments, ensuring all monies are receipted for all club items
- Distribution and money collection/receipting of any orders from members
- Process orders as required with manufacturers
- Liaise with registered members to organise non-compulsory uniform item orders each year if required
- Review uniform and supplier pricing in consultation with committee and arrange viewing of samples
- Keep true and accurate records of all payments and expenses.



WNC POLICY DOCUMENT

Equipment Officer

- Purchase of all new equipment, sourcing best price available
- All teams need to receive 1 new match ball and use previous season's ball for training
- Coaching kits to consist of: 1 new match ball; old match ball and cheaper balls for training purposes, net bag, training bibs, match bibs/patches, first aid kit, dots and other relevant training material or equipment as approved by the Committee
- Obtain approval from the President prior to purchasing all new equipment
- Organise stocktake of all equipment from Coaches
- Liaise with Committee regarding end of year gifts
- Annual stocktake and replenishing of all kits
- Storage of equipment year round
- Keep true and accurate records of all payments and expenses.

Grants Officer

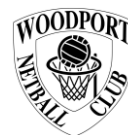
- Investigate any Grants offered to sporting clubs throughout the year
- Advise Committee of any Grants you intend to apply for
- Apply for Grants & keep accurate records of any grants obtained and terms and conditions
- Follow up; finalise and update committee on progress
- Attend any grant training if required.

Publicity Officer

- Read and adhere to WNC's social media policy
- Post information on WNC's social media platforms Maintain WNC's website
- Keep passwords in a safe and secure place
- Provide two executive officers with access and passwords to the website and all social media platforms.
- Ensure that permission is obtained from player or parent of player if a minor before publishing any photo.

Executive Committee

- The Executive Committee shall exercise the functions and powers of the Committee between meetings of the Committee and its decisions shall be subject to ratification by the Committee at the next meeting.
- Ensure the presentation of a financial report to all Committee meetings and make recommendations to Committee on matters of finance and policy.
- The Executive Committee is empowered by the Committee to take appropriate action under the Member Protection Policy pursuant to WNC's Constitution against any Registered Member of the Club. Any decision taken under the Member Protection Policy is not subject to ratification by the Committee.



WNC POLICY DOCUMENT

Attachment C – Umpiring Rates

| Game Type | Rate per Game |
|---------------------------|---------------|
| No Award / Level 0 | |
| Trainee (first 4 weeks) | \$ 5.00 |
| Junior | \$ 10.00 |
| Senior (incl 17's) | \$ 12.50 |
| White | |
| Netta 7/8/9 | \$ 15.00 |
| Junior | \$ 15.00 |
| Senior (incl 17's) | \$ 17.50 |
| Gosford | |
| Netta 7/8/9 | \$ 15.00 |
| Junior | \$ 17.50 |
| Senior (incl 17's) | \$ 20.00 |
| National C | |
| Netta 7/8/9 | \$ 15.00 |
| Junior | \$ 20.00 |
| Senior (incl 17's) | \$ 25.00 |
| National B | |
| Netta 7/8/9 | \$ 15.00 |
| Junior | \$ 25.00 |
| Senior (incl 17's) | \$ 30.00 |
| Runners Trainers | |
| All games | \$ 15.00 |



WNC POLICY DOCUMENT

Attachment D – Sponsorship Packages

Gold Sponsor - \$2000 / year

- Logo on back of uniforms, coach's shirts, umpire shirts
- Logo on back of Premier winning shirts
- Logo displayed on Club website and Facebook Page
- Monthly Advert spot available on Club Facebook page during netball season
- Naming rights to Junior and Senior Club person of the Year awards
- Presentation of Junior and Senior Club person of the Year awards
- Sponsor signage displayed at End of Year Presentation (Sponsor to provide)

Silver Sponsor - \$1000 / year

- Logo on the front of dresses
- Logo on the sleeve of coaches and umpire shirts
- Logo on Club website and Facebook Page
- Bi-monthly advert spot available on Club Facebook page during netball season
- Naming rights to Player of the Year Award
- Presentation of Player of the Year Award
- Sponsor Signage displayed at End of Year Presentation (Sponsor to provide)

Bronze Sponsor - \$500 / year

- Logo on the sleeve of coaches and umpire shirts
- Logo on Club Website and Facebook Page
- One advert spot on Club Facebook page during season
- Sponsor Signage displayed at End of Year Presentation (Sponsor to provide)



WNC POLICY DOCUMENT

Attachment E – Club Perpetual Award Criteria

Umpire of the Year Award

Purpose

The purpose of this award is to acknowledge and encourage outstanding skills and sportsmanship in umpires. The award can be presented annually.

Eligibility

To be eligible for this award, the umpire:

- must be a registered member of WNC;
- must have been consistently available and regularly attended umpire allocations for WNC throughout the current year; and
- must have successfully completed the Netball Australia Level 1 Umpiring course and attended the GNA Beginners Umpire course in the current or previous years.

Other factors that will be considered:

- displays consistent outstanding skills and/or consistent improvement in skills throughout the current season;
- strives for excellence whilst involved in activities related to umpiring;
- demonstrated achievement in umpiring eg. attainment of next level award or badge.
- responds positively to all officials of the game;
- displays a willingness to learn and improve their skills relating to:
 - umpiring fairly;
 - coping with difficult situations; and
 - working with others in a team environment, including team officials, players and umpires;
- mentors and supports junior umpires where applicable;
- displays a strong knowledge of the rules, etiquette and tradition of the game;
- willingness to umpire additional games for WNC and other affiliated GNA Clubs when requested; and
- in achieving these outcomes, the player becomes a role model for all umpires.

Any umpire who has faced disciplinary action in any form is NOT eligible for the award.

Selection

The Umpires Convenor will select the recipient that most closely meets the above criteria. The selection shall be endorsed by the Committee. If no umpire is deemed eligible, the award does not have to be granted.

Decisions made by the Committee are final and no appeals will be entered into.

Allocation

The winning nominee will be announced at the annual presentation of WNC. The successful recipient will receive a trophy and have their name engraved on a perpetual trophy.



WNC POLICY DOCUMENT

Junior Club Person of the Year Award

Purpose

The purpose of this award is to acknowledge the efforts, achievements and commitment of junior members who have made a significant contribution to netball in our Club. The award can be presented annually.

Eligibility

To be eligible for this award the member:

- must be a junior member of WNC; and
- must have volunteered in any capacity in the current season.

Other factors that will be considered:

- has made a significant contribution to WNC during the current season;
- has made a significant cumulative contribution to WNC including previous years;
- is an outstanding member of WNC;
- responds positively to all officials of the game;
- acts in the best interests of all Club members;
- encourages good sportsmanship and equity;
- demonstrates a passion for netball that deserves both recognition and further encouragement
- works honestly with all Club members in a team environment for the advancement of our club and netball in our local area;
- displays a commitment to Netball NSW, Gosford Netball Association and Club Policies and Codes of Behaviour; and
- shows a good knowledge of the rules, etiquette and tradition of the game.

Any individual who has faced disciplinary action in any form is NOT eligible for the award.

Selection

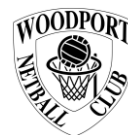
Nominations addressing the above criteria must be in writing on the supplied form and submitted to WNC Secretary no later than the date specified (normally the day following the Grand Final).

The Committee will evaluate all submissions and select the nomination which most closely exemplifies the above criteria. If no such nominations are received, the award does not have to be granted.

Decisions made by the Committee are final and no appeals will be entered into.

Allocation

The winning nominee will be announced at the annual presentation of WNC. The successful recipient will receive a suitable gift as decided by the Committee and have their name engraved on a perpetual trophy.



WNC POLICY DOCUMENT

Senior Club Person of the Year Award

Purpose

The purpose of this award is to acknowledge the efforts, achievements and commitment of senior members who have made a significant contribution to netball in our Club. The award can be presented annually.

Eligibility

To be eligible for this award, the member:

- must be a senior member of WNC; and
- must have volunteered in any capacity in the current season.

Other factors that will be considered:

- has made a significant contribution to WNC during the current season;
- has made a significant cumulative contribution to WNC including previous years;
- is an outstanding member of WNC;
- responds positively to all officials of the game;
- acts in the best interests of all Club members;
- encourages good sportsmanship and equity;
- demonstrates a passion for netball that deserves both recognition and further encouragement
- works honestly with all Club members in a team environment for the advancement of our club and netball in our local area;
- displays a commitment to Netball NSW, Gosford Netball Association and Club Policies and Codes of Behaviour; and
- shows a good knowledge of the rules, etiquette and tradition of the game.

Any individual who has faced disciplinary action in any form is NOT eligible for the award.

Selection

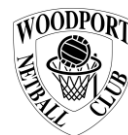
Nominations addressing the above criteria must be in writing on the supplied form and submitted to WNC Secretary no later than the date specified (normally the day following the Grand Final).

The Committee will evaluate all submissions and select the nomination which most closely exemplifies the above criteria. If no such nominations are received, the award does not have to be granted.

Decisions made by the Committee are final and no appeals will be entered into.

Allocation

The winning nominee will be announced at the annual presentation of WNC. The successful recipient will receive a suitable gift as decided by the Committee and have their name engraved on a perpetual trophy.



WNC POLICY DOCUMENT

Coach of the Year Award

Purpose

The purpose of this award is to acknowledge the efforts, achievements and commitment of coaches who significantly contribute to our game. The award can be presented annually.

Eligibility

To be eligible for this award, the coach:

- must be a registered member of WNC;
- must have coached a WNC team in the current competition; and
- must have minimum Foundation Level Netball Australia Coaching Accreditation.

Other factors that will be considered:

- demonstrates a willingness to improve and learn new skills eg. attainment of next level of accreditation, attendance at coach development workshop/clinic;
- strives for excellence both for themselves and their team;
- demonstrated achievement in competition aspects of the game in the current year and/or in relation to the previous year;
- coaches their team with fairness, fosters a positive team environment and acts in the best interest of the players;
- responds positively to all officials of the game;
- interacts fairly and respectfully with all players and parents/guardians;
- encourages and mentors junior coaches where applicable;
- displays an excellent knowledge of the rules, etiquette and tradition of the game eg. completion of Netball Australia Level 1 Umpiring course;
- displays a commitment to Netball NSW, Gosford Netball Association and Club Policies and Codes of Behaviour eg. member protection, Coaching Code of Behaviour; and
- in achieving these outcomes, the coach becomes a role model for other coaches.

Any coach who has faced disciplinary action in any form is NOT eligible for the award.

Selection

Nominations addressing the above criteria must be in writing on the supplied form and submitted to WNC Secretary no later than the date specified (normally the day following the Grand Final).

The Committee will evaluate all submissions and select the nomination which most closely exemplifies the above criteria. If no such nominations are received, the award does not have to be granted.

Decisions made by the Committee are final and no appeals will be entered into.

Allocation

The winning nominee will be announced at the annual presentation of WNC. The successful recipient will receive a trophy and have their name engraved on a perpetual trophy.



WNC POLICY DOCUMENT

Player of the Year Award

Purpose

The purpose of this award is to acknowledge and encourage excellence, achievement and sportsmanship in players.

Eligibility

To be eligible for this award, the player:

- must be a registered member of WNC; and
- must have consistently attended training sessions and games for their WNC team in the current competition.

Other factors that will be considered:

- has shown consistent outstanding skills and sportsmanship and/or consistent improvement in skills throughout the current season;
- strives for excellence both on and off the court;
- attends all training sessions and games with a positive, encouraging and willing attitude.
- demonstrated achievement in netball eg. selection in a development or representative squad;
- responds positively to all officials of the game;
- displays a willingness to work with others in a team environment, including team officials and other players;
- displays a good knowledge of the rules, etiquette and tradition of the game; and
- in achieving these outcomes, the player becomes a role model for all players.

Any player who has faced disciplinary action in any form is NOT eligible for the award.

Selection

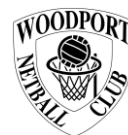
Nominations addressing the above criteria must be in writing on the supplied form and submitted to WNC Secretary no later than the date specified (normally the day following the Grand Final).

The Committee will evaluate all submissions and select the nomination which most closely exemplifies the above criteria. If no such nominations are received, the award does not have to be granted.

Decisions made by the Committee are final and no appeals will be entered into.

Allocation

The winning nominee will be announced at the annual presentation of WNC. The successful recipient will receive a trophy and have their name engraved on a perpetual trophy.



WNC POLICY DOCUMENT

Attachment F – End of Year Gifts and Trophies

| | |
|----------------------------------|--|
| Non-competition players | Trophy/medallion & small gift |
| Under 10's | Training shirt |
| Junior and senior players | Gift |
| Coaches | Gift |
| Umpires | Year 1: White cap Year 2: Whistle Year 3: Carry pouch/small backpack Year 4: White spray jacket Year 5 (and every 5 years thereafter): \$50 NSW Netball Clothing voucher Year 6 (and thereafter): Umpire's choice of Year 1-4 gifts |
| Committee members | Gift |
| Team awards | Trophy |
| Grand final winning teams | Embroidered training hoodie or similar |
| 10 years' service awards | Keyring |
| New life member | Plaque |
| Sponsors | Framed certificate/photo |