

**Established 1987**

**Incorporated 2011**

**Regn No. A0055505L**



**Blackburn Lake  
Netball Club Inc.**

**Handbook  
V5**

## **Table Of Contents**

1. Introduction.....	4
2. Aims and Values.....	4
3. Privacy.....	4
4. BLNC Committee.....	5
5. Club structure.....	5
5.1 BLNC history.....	5
5.2 Melbourne East Netball Association (MENA).....	5
5.2.1 Background.....	5
5.2.2 MENA Canteen.....	6
5.2.3 Representative Teams.....	6
5.3 Netball Victoria.....	6
6. Club Membership.....	6
6.1 Membership application and renewal:.....	6
6.2 Membership categories.....	6
6.3 Membership Benefits.....	7
7. Team composition.....	7
7.1 Age Groups and player development.....	7
7.2 Team Selection.....	9
8. Competition Information.....	9
8.1 Netball Season.....	9
8.2 Venue.....	9
8.3 Team Grades.....	10
8.2.1 Grading of Teams.....	10
8.2.2 Playing Up Grades.....	10
8.3 Match Day.....	10
8.3.1 Length of Games.....	10
8.3.2 Time of Games.....	10
8.3.3 Point system for match results.....	10
8.3.4 Injuries.....	11
8.3.5 Fixture and Results.....	11
8.3.6 Arrival Time.....	11
8.3.7 Inability to Play.....	11
8.3.8 Scoring.....	11
8.4 Forfeiting policy (taken from MENA policies).....	11
8.5 Uniform.....	11

8.6	Weather Policy.....	12
8.7	Team Roles .....	13
8.7.1	Team Manager .....	13
8.7.2	Role of the Captain .....	13
9.	Training.....	13
10.	Umpires.....	14
11.	Coaches.....	14
12.	Fees .....	14
12.1	Fee periods.....	14
12.2	Invoicing.....	15
12.3	Discounts .....	15
12.3.1	Early Bird Dates & Discount.....	15
12.3.2	More than one player .....	15
12.4	Unpaid Fees .....	15
12.5	Dropping out Fees.....	15
12.6	Starting Late Fees .....	15
12.7	Financial Hardship.....	15
12.8	Coaches and Umpires NM Fees .....	15
13.	Codes of Behaviour .....	15
13.1	General Code of Behaviour (from Netball Victoria).....	15
14.	Resolving Issues .....	17
14.1	Complaints resolution procedure.....	17
14.2	Complaints Code of Conduct.....	18

**Please Note:** BLNC aims to ensure that all information in this Handbook is current at the time of writing. We apologise for any errors or omissions and will correct these in future editions of the Handbook. If you do find any errors or inconsistencies within this Handbook, please bring these to the attention of one of the committee members.

## 1. Introduction

Please take the time to read this handbook as it contains important information that you may need during the netball season. If you have any queries, please do not hesitate to contact the Blackburn Lake Netball Club (BLNC). BLNC provides an opportunity for children living in the local community to play competitive netball from 9 years old through to Open (16+years of age).

BLNC is a member of the Melbourne East Netball Association (MENA) and plays at H.E. Parker Reserve in Heathmont on Saturdays throughout the season.

Training for most teams is held at Blackburn Lake Primary School in Florence St, Blackburn (Melway Ref 48 C12).

## 2. Aims and Values

The purpose of the BLNC is to provide an environment where participants from beginners to advanced players, coaches, umpires and administrators can develop their skills and knowledge of the game of netball whilst maintaining a sense of fun and enjoyment. Specifically, the Club aims to:

- *encourage and promote netball within our community;*
- *encourage participation and enjoyment of netball as a means of improving health, fitness and quality of life and making enduring friendships;*
- *support its players, coaches, umpires and administrators to achieve their full potential;*
- *Encourage players to learn from the team environment of netball including skills of mutual support, team cohesion, cooperation and combined effort to achieve a common goal;*
- *Foster a supportive community;*

Netball is one of Australia's largest participation sports.

We hope that you enjoy your involvement with the BLNC and encourage your support of the Committee to ensure the fun and safety of all members and their families.

## 3. Privacy

Your personal information will only be used in accordance with the purposes of the BLNC. If you have any privacy concerns or would like to vary information held about you, please contact the Secretary.

## 4. BLNC Committee

BLNC is managed by a volunteer Committee, usually parents of current and past players. Key positions on the Committee are:

**President /Vice President** – *Ensures that each Committee member is undertaking their role; chairs meetings; resolves issues.*

**Secretary** – *organises minutes and agenda of meetings; sends out and receives communication for Club members; organises AGM.*

**Treasurer** – *oversees all financial matters of the Club; sends out and receives invoices and payments; reimburses petty cash; prepares financial statements; organises audit of finances, as required.*

**Registrar** – *receives new player registrations; organises re-registration for Autumn and Spring seasons of existing players; maintains database of current and past players.*

**Umpiring Coordinator** – *oversees BLNC umpire development and recruitment , supports and mentors existing umpires, coordinates Twilight Competition; ensures BLNC umpires are rostered to games as required by MENA.*

**Coaching Coordinator** – *assists coaches to participate in coaching development programs; collects coaching materials and distributes to coaches; provides support and advice to coaches when required.*

**Team Manager Coordinator** – *maintains equipment register for all teams; purchases new equipment as required; replaces old or faulty equipment as required; communicates with team managers*

**Uniform Coordinator** - *responsible for ordering and maintaining stock of uniforms.*

**Fundraising Coordinator** – *organises fundraising activities for the Club.*

**General Committee Member** – *assists with other Club tasks as required such as newsletter writing, organising trophies, assistance with registration.*

**Team selection committee** – *composed of committee members responsible for allocating players to appropriate teams.*

**MENA Coordinator** - *represents BLNC at MENA meetings and performs duties as required by MENA. Reports developments and policy change back to BLNC.*

## 5. Club structure

Your membership with BLNC automatically provides you with affiliation with Melbourne East Netball Association (MENA) and Netball Victoria membership.

### 5.1 BLNC history

BLNC was founded by Susan Hopkins and Sue Swan in 1987 with an Under 10 (U10) team formed from students from the Blackburn Lake Primary School to compete in the MENA competition. Much has changed over the years and the club now has many teams across all age divisions and in 2011, became incorporated. The Blackburn Lake Primary School continues to be the main source of new players however the club welcomes all comers.

### 5.2 Melbourne East Netball Association (MENA)

#### 5.2.1 Background

BLNC is registered as an Affiliate Club with the Melbourne East Netball Association, or MENA. MENA was established in 1952-3 and has been providing netball competitions in the outer eastern suburbs ever since. The Association is based at H.E. Parker Reserve in Heathmont. MENA organises the competition and sets the

rules by which BLNC follows.

There are approximately 17 Affiliate Clubs and 20 independent teams based with MENA. Competition ranges from U9 to Open, including mixed and boys competitions on Wednesday night and Saturdays. A Twilight Tournament is usually held during Autumn season.

### **5.2.2 MENA Canteen**

BLNC is required by MENA to help staff the canteen at HE Parker Reserve twice a season. It is an expectation of club membership that parents share the responsibility for volunteering their time to this roster.

### **5.2.3 Representative Teams**

MENA offers players the opportunity to play a more advanced level of netball than the club level through representative (rep) teams. Entry into rep teams is by tryouts announced on the MENA website. MENA develops players' skills on representative teams made up of players from many clubs. There is a Development Squad for U11 that trains and participates in tournaments. Three Rep teams are selected for each of the levels at U13 and U15, and one team is selected for U17. These teams play in a weekly competition at the Waverley Netball Centre and participate in a number of tournaments during the year. A large part of representative netball is to teach commitment, dedication, fairness and respect.

Deakin-MENA Open is for players over 17 years of age who wish to continue to play netball at a representative level. There are two teams selected.

For further information about MENA and the representative program visit the MENA website at [www.mena.sportingpulse.net](http://www.mena.sportingpulse.net).

## **5.3 Netball Victoria**

Netball Victoria is a not-for-profit organisation that has operated for over 75 years and is responsible for the management and development of netball across Victoria. The organisation's core function is to identify and meet the needs of netball players, coaches, umpires, administrators, associations and clubs and in doing so enhance participation experiences and encourage the uptake of the sport. Netball Victoria provides quality competitions, events, educational clinics and courses, resources, support and advice.

In order to participate in a Netball Victoria affiliated Association (e.g. MENA), you must be a member of Netball Victoria.

## **6. Club Membership**

### **6.1 Membership application and renewal:**

Netball Victoria Membership is included in your BLNC Autumn fees. It is important to note that a player must have a current membership before s/he takes the court. Fees must be paid prior to the first match of the season. During the year new players pay Netball Victoria fees directly to MENA.

You will be considered a current Netball Victoria Member as soon as MENA receives your payment from BLNC.

### **6.2 Membership categories**

BLNC players are allocated to one of the following categories for membership. Each category attracts a different fee structure:

Senior	18 years and over
Junior	10- 17 years
Net Set Go	Under 10 years

### 6.3 Membership Benefits

Shortly after payment of your membership you will receive a Netball Victoria Membership card and number.

Membership entitles you to:

- A range of discounts and benefits – *Personal accident and public liability insurance*
- *Professional indemnity insurance for coaches and umpires*
- *Access to an electronic newsletter*
- *National affiliation (VNA number: please provide your number to the Registrar).*
- *Opportunities to access services and programs offered by Netball Victoria.*

See MyNetball website ([www.mynetball.asn.au](http://www.mynetball.asn.au)) for further details.

## 7. Team composition

BLNC encourages all players to develop to their full potential and continue their involvement in netball.

### 7.1 Age Groups and player development

The skill of players is developed according to the age groups\* in which they play.

<b>Net Set Go</b>	<ul style="list-style-type: none"> <li>• children aged under 10 as of 1st Jan that year;</li> <li>• under 9 players receive a pack containing a netball, T shirt and medallion</li> <li>• focus on basic skill development, team play and fun</li> <li>• players are rotated through the different court positions</li> <li>• team composition is based on friendship groups</li> <li>• some modified rules allowing for development</li> <li>• no ladders or sections</li> <li>• boys permitted**</li> <li>• end of the season round robin</li> </ul>
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<b>U11</b>	<ul style="list-style-type: none"> <li>• premiership points, ladders and finals apply.</li> <li>• skill development, rotation through positions and team play continued.</li> <li>• friendship groups are considered when teams compiled</li> <li>• boys permitted**</li> </ul>
<b>U13</b>	<ul style="list-style-type: none"> <li>• premiership points, ladders and finals apply</li> <li>• skill development and team play continued</li> <li>• friendship groups are considered but increased focus on player ability and team balance when allocating players to teams</li> <li>• there may be less rotation of positions</li> <li>• boys permitted</li> </ul>
<b>U15</b>	<ul style="list-style-type: none"> <li>• premiership points, ladders and finals apply.</li> <li>• skill development and improvements fostered.</li> <li>• less rotation of positions</li> <li>• friendship groups and requests are considered but with less emphasis when teams compiled.</li> </ul>
<b>Open</b>	<ul style="list-style-type: none"> <li>• Premiership points, ladders and finals apply.</li> <li>• skill development and improvement continued.</li> <li>• Expanded number of sections to ensure teams of similar ability compete against each other.</li> </ul>
<b>Fast &amp; Furious</b>	<ul style="list-style-type: none"> <li>• Junior boys competition in under 14 and under 17 age groups (numbers permitting)</li> <li>• Girls permitted** in this division as well as playing in a female team within MENA</li> <li>• Premiership points, ladders and finals apply.</li> </ul>
*	Ages are calculated as the age at 31st December of the year of competition. (eg, if Mary is to turn 12 on the 31/12/2012 she must play U13 or above in the 2012 calendar year). Within each age group, there are a number of possible sections and teams will be allocated to a section by MENA depending on the overall ability level of the team. Section 1 is the highest level within an age division with subsequent sections being denoted with consecutive numbers. Notation for levels is Age Group/ Section, for example, an U15 team in Section 3 is denoted by U15/3.
**	MENA have restrictions on numbers allowed on court at any one time.



## 7.2 Team Selection

Players are selected according to their skill level, age and friendship requests. Attempts are made to keep players of like experience levels together (eg. first year players on same team). Friendship groups are also considered. Teams may change from season to season as some players move up an age group and/or there is an inappropriate number of players on teams. In that event the Committee does its best to accommodate the player and team involved.

The following guidelines apply to the team selection process:

- *The Committee will allocate teams with input from other club members such as coaches and team managers where appropriate.*
- *Parents/carers are required to register players by a specified date to be advised either in the BLNC newsletter or by separate communication to enable the Committee to allocate players to teams (this includes payment of fees).*
- *If players are registered after this date they will be placed in the next available team. The Committee will endeavour to accommodate parent/player requests.*
- *The Registrar will maintain a waiting list of players who register very late if they cannot be accommodated in a team. Players on the waiting list will be invited to join a suitable team for training until they can be placed in a team.*
- *If two players wish to play in the same team, this must be made known to the Registrar prior to the beginning of the selection process. If the players are playing in different sections, they may both be placed in the lowest section.*
- *This information should be forwarded to coaches or placed on the Registration Form.*
- *Movement of players through the teams may be done dependent on BLNC's needs at the time.*

All enquiries regarding team selection process (pre and post selection) should be made to the Club President in writing.

## 8. Competition Information

### 8.1 Netball Season

The calendar year is divided into 2 seasons- autumn and spring. Each season consists of approximately 13 games plus finals.

Autumn runs from end of February to the beginning of July.

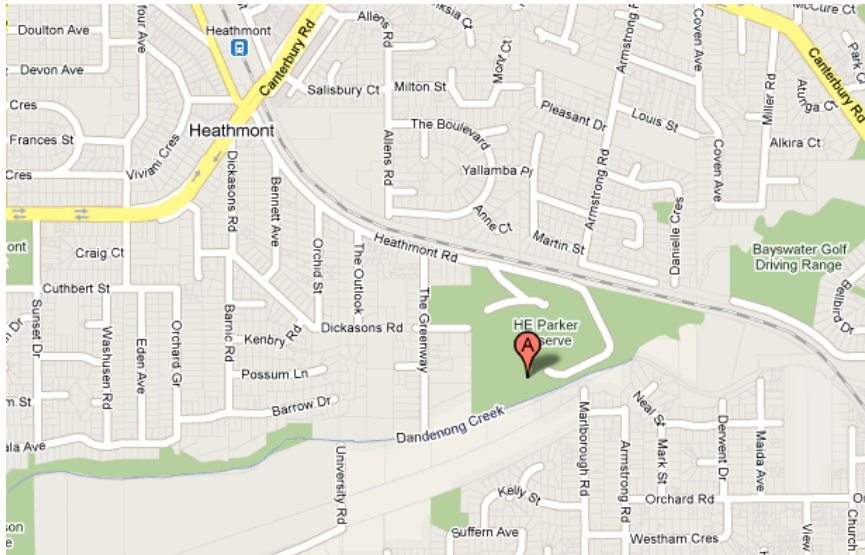
The spring season runs from the end of July to early December.

No games are scheduled on public holiday weekends.

In school holidays, games are usually scheduled for the first Saturday of school holidays with a two-week break after that (the exception is the September school holidays).

### 8.2 Venue

All inter club games are played at HE Parker Reserve, Heathmont Road, Heathmont, (Melway Ref 64 C2)



Parking is available at the reserve. It is advisable to reverse into your car space to allow for a safer and easier exit.

### 8.3 Team Grades

#### 8.2.1 Grading of Teams

There are a number of "sections" for each age group with Section 1 being the highest standard. The Club enters teams into a section based on their knowledge of the players' abilities and standard of play. MENA may re-grade these teams either before the season starts or in the first couple of weeks, depending on their performance. It is better for like teams to be in the same section to ensure a reasonable standard of competition between teams.

#### 8.2.2 Playing Up Grades

A player must play a minimum of 4 games each season in order to qualify to play in any finals played that season. Players can play 3 games in a higher age/ section or ranked side, however, once they have played 4 games they will be regarded as a member of the higher side for the remainder of that particular netball season.

### 8.3 Match Day

#### 8.3.1 Length of Games

U9 games are divided into 4 x 8 minute quarters. Older age groups play 4 x 10 minute quarters. Including breaks, play lasts for approximately 45 minutes. All games are centrally timed by MENA. An announcer/alarm will advise when each quarter will start.

#### 8.3.2 Time of Games

Most U9 teams start at 8.10am, Saturdays. Most U11 teams start at 9 or 9.50am. The last game time for the day commences at 2.50pm. Please note that game times are controlled by MENA. Games start at 50-minute intervals depending on the team age group and section. Once determined, the start time will remain for the season.

#### 8.3.3 Point system for match results

The standard match results are: four (4) points shall be awarded for a win, two (2) points for a draw and four (4) points for a bye. A team receiving a forfeit (see page x) shall be awarded four (4) points and 10 goals to nil.

### **8.3.4 Injuries**

A first aid station is staffed during game days at HE Parker Reserve. If injuries occur during the game it is best to seek specialist attention from First Aid. All players have insurance for injuries received during a game as part of their Netball Victoria Membership. It is important that the appropriate forms are completed when the injury occurs.

### **8.3.5 Fixture and Results**

The Team Manager will provide a fixture to each child at the start of each season. Fixture and results can be downloaded from the BLNC website [www.blnc.org.au](http://www.blnc.org.au). Note that fixtures may change slightly in the first few weeks of the season due to teams being regraded.

### **8.3.6 Arrival Time**

Coaches and Team Managers in the specific Age groups and section grades will agree and advise specific times that players are required to arrive prior to the matches as this may differ depending on the level of warm up and briefing required before the actual match commences.

It is encouraged that all players arrive at netball each week ready to play, i.e. hair should be tied or clipped back off face, all jewellery removed and nails length checked and covered if necessary.

### **8.3.7 Inability to Play**

If your child is unable to play please contact your Team Manager or Coach as soon as possible. In some cases it will be necessary to organise a fill in player so it is important to give as much notice as possible.

### **8.3.8 Scoring**

The first listed team is considered the home team. This is the team that scores. The score sheet is to be signed off by both umpires and both team captains. Parents in the team share scoring. Usually the parent of the player who was captain the week before takes a turn to score and should stand with the away team to correlate the scores. The Team Manager will organise a roster for scoring.

## **8.4 Forfeiting policy (taken from MENA policies)**

In the event that a team does not have five (5) players present at the commencement of the game, the opposing team shall receive one (1) goal for each minute that the play is delayed. The umpire shall determine the number of penalty goals allowed, making a note on the score sheet. Should the offending team not have five (5) players by 1/4 time, they will forfeit the game.

The club or team forfeiting must advise MENAs Competition Convenor by phone as soon as possible. The opposing team may submit a score sheet in order to qualify players. In the event that both teams forfeit the result is nil-nil with neither team receiving any premiership points. In the event of a team withdrawing from a competition after fixtures have been distributed, all future matches involving that team will be deemed forfeits, until a new fixture is distributed. In the event of a team forfeiting two (2) consecutive matches, the team shall show cause to MENA why it shall not be disqualified. In the event of a forfeit, the Team Manager needs to notify Blackburn Lake's Umpire Coordinator.

## **8.5 Uniform**

The Club uniform (*ordered via your Team Manager or directly with the Uniform Coordinator*), consists of:

- *For girls:*
  - *BLNC netball skort (skirt and shorts combined) and BLNC shirt*
- *For boys **only**:*
  - *Bottle green sports shorts without pockets (purchased at large department stores)*
  - *Red polo shirt (BLPS) or any other red t shirt*

We recommend white socks and proper runners (volleys or other casual shoes may be dangerous on the court). BLNC branded white socks are available from the club for \$10 a pair. These can be ordered through your Team Manager or the Uniform Coordinator.

No leggings are allowed except for Under 9's during autumn season when the temperature falls below 10 degrees Celsius. Due to safety considerations, only tight fitting black tights, leggings, or skins can be worn under the standard uniform when the weather is below 10 degrees. A normal netball skort or shorts must still be worn over the tights/leggings/skins.

No other types of long pants including tracksuit pants or pants with pockets can be worn.

BLNC provides netball bibs. These are kept as part of the team kit.

Other uniform requirements:

- *No jewellery is to be worn during games. This includes earrings and any items worn on the wrist, ankle or around the neck.*
- *Jewellery that cannot be removed may be taped with white tape or band-aids. You must ensure the complete earring (including the backing) is covered.*
- *Fingernails must be kept short and will be inspected by an umpire before the start of play. The nail must not be seen when looking at the inside of the hand. Alternatively nails may be taped. Please note that BLNC does not provide tape for nail coverage and this is to come out of the player's own expenses.*
- *Basic hair accessories are allowed to secure hair away from the face. It is preferable for these to be firmly fixed.*
- *Hard headbands are not allowed.*

## **8.6 Weather Policy**

In extreme weather situations the netball game may be cancelled. This is determined by MENA and their weather policy. Players and parents should always assume the game will be played unless their team manager formally notifies them otherwise. MENA will contact the Secretary or President of the Club to cancel games. They will then notify team managers. You are required to attend the game unless you have been notified.

Please check the MENA website for up to the minute news on weather conditions/game cancellations.

Netball is an outdoor sport and will be played if it is safe to do so in all weather conditions.

In very wet weather the game may be cancelled by MENA due to slippery and unsafe conditions on the court.

MENA also has a heat policy which states "at the start of any match, if the ambient air temperature exceeds 28 degrees, each quarter will be reduced to 8 minutes, quarter time breaks increased to 3 minutes and the half time break increased to 5 minutes. At the start of any 9U, 11U, 13U, 15U match, if the ambient air temperature exceeds 34 degrees, the match will be postponed. In hot conditions, we recommend every player should apply sunscreen at least 20 minutes before attending games. Each team kit contains sunscreen. Please ensure your child has a full water bottle during the game and drinks plenty of water before and after every game."

Alternatively, on cold days, players should be dressed warmly before and after playing and warm up appropriately before and after every game.

## **8.7 Team Roles**

### **8.7.1 Team Manager**

The Team Manager is responsible for:

- Preparing a roster for the captain's role;
- Organising voting (including providing a slip of paper with the date of the game and space for the captain's parent to record their voting details and an envelope);
- Scoring for the match;
- Acting as a key communication conduit between the club and players;
- Organising and distributing the training roster.

### **8.7.2 Role of the Captain**

It is BLNC policy that each team rotates the role of captain weekly to ensure every child has the opportunity to take on the leadership role.

As captain, the player will be responsible for:

- Signing the score sheet and ensuring all bibs are returned to the coach.

The parent of the captain is responsible for

- Providing fruit for the team to share at half time (e.g. about 3 oranges divided into quarters or eighths or watermelon, grapes, and strawberries).

Under 11's + parents/guardians are also required to vote for the team's best performing players on that day. Three names, numbered from 3 to 1 (3 represents 3 votes etc.). The parent votes for players who play fairly and well on the day and have contributed the most to the game. The votes should be sealed in the envelope provided and returned to the Team Manager.

## **9. Training**

Most teams train at Blackburn Lake Primary School after school hours on a Wednesday or Monday. The address is Florence Street, Blackburn. (Melway Ref 48 C12). The coach or team manager will advise of the training day and time.

If training is held outside, training will depend on weather suitability. In extreme heat or heavy rain training may be cancelled. Parents should be available to collect children in this case or have suitable other arrangements in place.

At least one parent from the team is required to assist with training supervision. The team manager will draw up a roster of parents for this purpose. For U9s to U13s, supervising parents should stay with players until they are collected from training when it finishes.

The coaches, team managers and Committee will determine a training schedule for all teams so that court time is shared.

Under 9, 11, 13 & 15 teams train at least once per week for 1 hour.

Players are expected to attend training sessions unless injured. If players are not able to attend they must contact their coach or team manager to notify them.

## **10. Umpires**

Each club is required to provide an umpire per game. Each game will have two umpires, one provided by each club.

## **11. Coaches**

BLNC supports and funds its volunteer coaches to attend coaching courses. Coaches report to the Coaching Coordinator. BLNC encourages all coaches to complete the basic Netball Victoria Coaching Course.

All coaches and assistant coaches over 18 years old are required to have a Working with Children check as required by the Victorian Government Legislation.

MENA supports coaches in the Association's Clubs through providing "Coaches in the Field" courses throughout the year.

## **12. Fees**

Fees are determined by the Committee prior to registration for the following calendar year. The Club is a not-for-profit organisation and will keep fees as low as possible based on the costs of entering teams and running BLNC.

### **12.1 Fee periods**

The two fee periods are:-

- Autumn (starting in February approx.)
- Spring (starting in July/August approx.)

Club fees for both seasons are set by The Committee and cover the following:-

- Coaching (Netball Victoria Membership and training)
- Umpiring (Netball Victoria Membership, training and game payments)
- Team registration
- Court hire (competition)
- Court hire (practice)
- Equipment (balls, bibs, first aid kits, sunscreen etc)
- Trophies and administration costs (postage, printing, stationery, bank charges etc)

Netball Membership (NM) fees are set by MENA and are only payable once per year and are generally included in your invoice for your autumn fees. These fees cover the following:-

- insurance

- first aid levy

## **12.2 Invoicing**

- Autumn season - November of prior year and includes Club fees and NM fees.
- Spring season - June of the same year and consists only Club fees.

## **12.3 Discounts**

### **12.3.1 Early Bird Dates & Discount**

\$10.00 per invoice, for early payment by the due date on the invoice.

**Autumn season** - End of December

**Spring season** – End of June

### **12.3.2 More than one player**

Families with more than one child player will receive a \$10.00 discount for each of the 2nd & 3rd (and so on) child.

## **12.4 Unpaid Fees**

Should Club fees remain unpaid the Team Manager and Coaches will be informed. The Treasurer and President will enforce the policy. Players are not permitted to take court if fees have not been paid.

## **12.5 Dropping out Fees**

Players who drop out after the start of the season are not due a refund. Individual case exemptions can be made via application to the Committee. Special cases may include medical reasons or moving away from the area etc. Only the Club Fee is divided by the number of games remaining in the season.

## **12.6 Starting Late Fees**

Players starting late in the season may have a reduced Club Fee applied. Club Fee divided by the number of games left in the season. However, Netball Membership fees need to be paid in full to MENA and cannot be refunded.

## **12.7 Financial Hardship**

If there is a case of Financial Hardship the Club Fees may be waived on application to the Treasurer/Committee.

It may be suggested that parents offer voluntary service as a committee member or a repayment plan could be negotiated.

## **12.8 Coaches and Umpires NM Fees**

The Club pays the Coaches and Umpires' yearly Netball Membership fees.

# **13. Codes of Behaviour**

## **13.1 General Code of Behaviour (from Netball Victoria)**

Any activity held or sanctioned by Netball Victoria, a Region, an Affiliated Association or an Affiliated Club requires the following conduct:

- a) Respect the rights, dignity and worth of others.
- b) Be fair, considerate and honest in all dealings with others.

- c) Be professional in, and accept responsibility for your actions.
- d) Make a commitment to providing quality service.
- e) Be aware of, and maintain an uncompromising adherence to Netball Victoria's standards, rules, regulations and policies.
- f) Operate within the rules of the sport including state guidelines which govern Netball Victoria, the Regions, the Affiliated Associations and the Affiliated Clubs.
- g) Do not use your involvement with Netball Victoria, a Region, an Affiliated Association or an Affiliated Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Netball Victoria, a Region, an Affiliated Association or an Affiliated Club.
- h) Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- i) Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- j) Refrain from any behaviour that may bring Netball Victoria, a Region, an Affiliated Association or an Affiliated Club.
- k) Provide a safe environment for the conduct of the activity.
- l) Show concern and caution towards others who may be sick or injured.
- m) Be a positive role model.
- n) Understand the repercussions if you breach, or are aware of any breaches of this Code of Behaviour.

### **Please Note**

There are several other specific Codes of Conduct published on the MENA website.

As an affiliated club of MENA, BLNC members agree to abide by all of these Codes as per the signature on the playing registration forms. Details of these other Codes of Conduct can be accessed from the following website:

[www.mena.sportingpulse.net](http://www.mena.sportingpulse.net)

The other Codes relate specifically to Administrators, Coaches, Umpires, Junior Players, Senior Players, Parents / Guardians and Spectators. Spectator Code of Behaviour (from MENA)

In addition to Netball Victoria's General Code of Behaviour, as a spectator in any activity held by or under the auspices of Netball Victoria, a Region, an Affiliated Association or an Affiliated Club, you must meet the following requirements in regard to your conduct during any such activity or event:

- a) Most players (in particular children) participate in netball activities for fun. They are not participating for entertainment of spectators only.
- b) Applaud good performance and efforts by all players. When watching a game congratulate both teams on their performance regardless of the game's outcome.
- c) Respect the umpires' and coaches decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach children to do likewise.
- d) Never ridicule or scold a player for making a mistake during a competition. Positive comments are motivational.
- e) Condemn the use of violence in any form, be it by administrators, coaches, players, umpires or parents/guardians.



- f) Show respect for your team's coach, the umpire and opponents. Without them there would be no game.
- g) Encourage players to play according to the rules and the official decisions, and develop your own knowledge of the rules.
- h) Demonstrate appropriate social behaviour by not using foul language, and not harassing administrators, coaches, players or umpires.
- i) Support the use of age appropriate development activities and modified rules.

All coaches and on field staff are volunteers but coaches and team managers can act as appointed officials of BLNC if no Executive Committee are present at games or training.

Should any player / parent / family / coaching staff or Committee member act in a manner that reflects negatively upon BLNC, the issue will be discussed between the Executive members of the Committee and the President will act upon their agreed course of action. This may result in various actions such as apologies etc, however it could lead to a player / official being temporarily suspended through to being requested to formally leave the BLNC.

In this instance, members do have the right to appeal decisions of the Committee. BLNC has a full grievance and dispute process outlined in the "Rules" of the Club. The rules are sent to all members after Registration.

## **14. Resolving Issues**

All members of BLNC are entitled to the right to raise issues with the club and affiliated organizations. The Committee asks that members consider at all times in this complaints process that all positions held in the club are voluntary. All care is taken to ensure the equitable treatment of all members and for processes to be appropriately transparent. However, it is understood that sometimes, despite the best intentions, an issue may arise between various parties. This includes players, parents, families, coaching staff and committee members within or outside the club. There is an official process through which issues should be resolved and an associated code of conduct in lodging any complaints.

### **14.1 Complaints resolution procedure**

Should anyone have an issue within their team or with a BLNC decision, please see your team manager or coach in the first instance. If they are unable to adequately explain/ assist or you don't wish to raise the issue with them and the issue remains unresolved, please contact the Secretary, in writing, who will direct your enquiry to the appropriate Committee member.

The Secretary will notify the President of any such complaints brought to the Committee. The President (or in their absence, Vice President), may be required to act as a conveyor to mediate in an effort to resolve the issue.

Should multiple issues be experienced in a short period of time, the President may delegate resolution to another suitable committee member, at the President's discretion.

The President and Committee have an obligation to all of the players, officials and fellow committee members so please be assured they will be objective, impartial and unbiased on whatever the dispute or issue happens to be. Often the resolution or solution may involve some type of compromise.

It is very important that all issues are reported as soon as practicable to ease and simplify the resolution process. Phone calls to committee members should be limited to business hours. Otherwise email contact may be made at any time.

## **14.2 Complaints Code of Conduct**

The following is adapted from MENA's Code of Conduct for parents and guardians:

- a) Recognise and respect the value and importance of volunteer administrators, coaches and umpires. They give up their time and resources to provide recreational activities for players and deserve your support.
- b) Be a model of good sports behaviour for children to copy.
- c) Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.
- d) Support all efforts to remove verbal and physical abuse.
- e) Please respect the privacy and hard work put in by the volunteer members of BLNC.
- f) Noncompliance with this Code of Conduct may result in membership suspension.

- END -