

# **ST CLARE'S COLLEGE NETBALL CLUB**



## **POLICY AND INFORMATION HANDBOOK**

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## **1. INTRODUCTION**

The St Clare's Netball Policy and Information Handbook provides information on the operation and management of weekend netball at St Clare's College. The handbook is available to all of those who are involved in weekend netball at St Clare's College. Note that the operation of St Clare's representative netball teams is separate from weekend netball.

The St Clare's Netball Committee will recommend any updates to the handbook as required and the Leader of Learning Health and Physical Education will present them to the Principal for endorsement and approval in consultation with the College Leadership Team.

### **1.1. ST CLARE'S COLLEGE WEEKEND SPORT**

Policy development for the conduct of weekend sport comes under the direction of Catholic Education Canberra Goulburn (CECG) who delegates their responsibility to the St Clare's College Principal and the College Leadership Team. The school appointed Leader of Learning Health and Physical Education will represent the St Clare's Netball Committee in any dealings with the St Clare's College Leadership Team.

Relevant policy will be made available to the St Clare's College Netball Committee, including the CECG Weekend Sport Policy [Intranet access for staff -

<https://cecg.sharepoint.com/sites/CECGPolicy/Lists/Policies/Attachments/351/Weekend%20Sports%20Roles%20and%20Responsibilities.pdf> ] and the CECG Sports Policy [https://cgsport.schoolzineplus.com/file/media/328/school\\_sports\\_policy.pdf](https://cgsport.schoolzineplus.com/file/media/328/school_sports_policy.pdf)

## **2. ST CLARE'S NETBALL CLUB PHILOSOPHY AND GOALS**

The St Clare's Netball Committee is formally established in 2024, as a parent volunteer Working Party of the Community Council, to support the College in the planning and delivery of a collaborative, inclusive, highly organised and cohesive weekend netball program. St Clare's College is considered a successful and respected school with a well-run Netball program. The broad aim is to support and enhance the overall standing of netball within and outside the College.

### **2.1. OUR MISSION:**

To provide an effective support infrastructure for the St Clare's College netball program such that our students can participate in all aspects of netball while developing their skills and interest for the game in a safe and enjoyable environment.

### **2.2. OUR VISION**

To provide the necessary support and opportunities to every participating young person so they can reach their desired goals and maximise their enjoyment.

## **2.3. GOALS**

The St Clare's Netball Club's aim is to ensure:

- All St Clare's students have access to the sport of netball to promote friendships, teamwork and a healthy and active lifestyle.
- St Clare's netball teams receive high quality coaching and support to participate at their best in both school and community-based netball competitions.
- Every student is part of a team matched to their ability and desire.
- Pathways are open for students to gain umpiring accreditation and opportunities to use skills in paid and volunteering capacity.
- Students have opportunities to coach younger teams and are supported with training session plans, drills to enhance player skill development, fitness development, game understanding and tactics.
- St Clare's College teams are well-respected in the netball community for their sportsmanship, camaraderie, teamwork, commitment and competitiveness.

To achieve this, the Club seeks to provide advice and support to the College regarding the development and management of the netball program, while providing support to the Leader of Learning Health and Physical Education as they implement the program. This will be through:

### Operational Activities

- Manage and provide resources for game day setup
- Manage catering for functions (canteen/BBQ)
- Assist with managing player registrations
- Skill and Technical Development for players
- Provide appropriate quality netball equipment
- Provide and support coaches and player managers to develop the players' netball and personal skills

### Cultural and Philosophy

- Develop the 'spirit of the game'
- Support the ethos of the school within the way netball is administered
- Effective annual planning

## **3. ADMINISTRATION**

The Club is not incorporated and therefore operates under the auspices of the Catholic Education Canberra Goulburn (CECG) and St Clare's College policies and procedures.

### **3.1. COMMITTEE**

The Committee shall be nominated and elected to positions by the parent members at the Annual General Meeting each year. The committee members individually and collectively are responsible for representing the views of St Clare's College and its members to the community. The Netball committee

shall be comprised of office bearers (executive) and general committee members. Additional members may be appointed to the Committee at any time, by a resolution of the Committee.

### **3.2. OFFICE BEARERS**

Office bearers shall be: Executive Committee

- Netball Coordinator (appointed by the school, being the Leader of Learning Health and Physical Education, Sports Facilitator or nominated delegate)
- President
- Vice-President
- Secretary

General Committee

- Coaching Coordinator
- Manager's Coordinator
- Umpire Coordinator
- Volunteer Coordinator
- Equipment Coordinator
- Uniform Coordinator
- Events and Awards Coordinator
- Player Representative

The Office Bearers of the St Clare's Netball Committee for any given season are recorded officially in the Committee minutes and are normally listed in netball materials and on the St Clare's College Netball webpage.

Office Bearers are normally elected at the St Clare's Netball Committee Annual General Meeting (AGM), which is held at the completion of the season. In the first year only of the committee, the President will be appointed by the College and volunteers for positions sought from an initial cohort of interest parents before being opened to the wider community.

The executive committee is made up of the Netball Coordinator, President, Vice President and Secretary.

The term of appointment is for one season only, which is usually determined by the period between consecutive AGMs of the St Clare's Netball Club.

### **3.3. MEMBERSHIP AND ELECTION OF OFFICE BEARERS**

Any current Parent/Carer, student or teacher is eligible to nominate for a position on the executive committee and election is by a show of hands at the AGM. The selection of Office Bearers will be approved by the College Principal.

The school appointed Netball Coordinator of the College is always a member of the executive committee. The general committee is open to any members of the community and will be approved by the College Principal.

### **3.4. NETBALL COMMITTEE MEETINGS**

Netball committee meetings are held on a regular basis (usually once a month) and/or at other times when specifically called. For the meetings to be an effective forum, all Committee members are requested to attend. The Secretary is to give prior notice of all meetings and members are to advise the Secretary if they are unable to attend.

Meetings can be attended by current players, parents and teachers, however, voting is restricted to current committee members. The Committee will distribute meeting minutes (including recommendations, actions and outcomes) via email.

### **3.5. RECOMMENDATIONS BY THE COMMITTEE**

The netball committee may make recommendations on actions relating to the operation of St Clare's weekend netball. Recommendations must be endorsed by the Principal or their delegated staff member. The netball committee cannot of it's own accord make decisions about the operation of weekend netball.

### **3.6. NETBALL ASSOCIATIONS**

St Clare's College may operate weekend netball teams at various netball associations located within the ACT or Queanbeyan. Council meetings are held on a regular basis and at other times when especially called. St Clare's Netball is represented by the Netball Coordinator who represents the interests of the College and the Club and reports to the Committee on proceedings. If the Netball Coordinator is unavailable they may ask a member of the executive committee to attend on behalf of St Clare's.

### **3.7. PROVISION OF INFORMATION**

The Club will communicate primarily to Parents/Carers through emails. Other communication platforms may be used (e.g. newsletters). Parent/Carer email address/es used will be those provided as part of the player registration process (as provided by the Parent/Carer). Student email addresses will not be provided to the netball committee. It is understood that the committee may utilise other media, such as Whatsapp, but it is expected that all communication through committee channels remain consistent at all times with the positive promotion of St Clare's College.



### **3.8. PRIVACY POLICY**

The Catholic Education Canberra and Goulburn Privacy Policy details how we protect your privacy and how we comply with the requirements of the Privacy Act and the 13 Australian Privacy Principles. It confirms our commitment to respect the privacy rights of families (parent/students), employees, and all individuals in the workplace, and those interacting with the CE and our Schools.

This policy describes:

- Who we collect information from.
- The types of personal information collected and held by us.
- How this information is collected and held.
- The purposes for which your personal information is collected and used.
- How we store your personal information.
- Disclosure of your personal information, including to overseas recipients.
- How you can gain access to your personal information and seek its correction; and
- How you may complain or inquire about our collection

Full details of the policy can be found at: [Intranet access for staff -

<https://cecg.sharepoint.com/sites/CECGPolicy/Lists/Policies/Attachments/47/Privacy%20Policy.pdf>]

and also on our website <https://cg.catholic.edu.au/wp-content/uploads/2020/10/Privacy-Policy.pdf>.

### **3.9. COMPLAINTS AND QUERIES**

If there are any concerns or issues that any member would like addressed, direct the inquiry to:

- President: for issues regarding St Clare's Netball administration, or
- Netball Coordinator: for issues regarding a team and/or player
- The College Principal: for issues related to all CECG workers and people interacting with CECG workplaces and activities.

The CECG complaints policy can be found on their website and outlines how CECG manages complaints:

<https://cg.catholic.edu.au/wp-content/uploads/2023/05/Complaints-Policy.pdf>. If in doubt as to who should be contacted, please consult with the Netball Coordinator in the first instance who will assist by directing you to the most appropriate person to deal with your inquiry.

## **4. CODES OF BEHAVIOUR AND STANDARDS**

St Clare's College requires our community to adhere to the highest standards of conduct and ethical behaviour. Our goal is to promote and support a culture of honest and ethical behaviour both on and off the netball court.

The St Clare's Netball's Code of behaviour and standards guide covers:

- Administrators
- Managers
- Coaches
- Players

- Parents / Caregivers; and
- Spectators

This guide is designed:

- To maintain the element of enjoyment and satisfaction in netball
- To ensure adults aware that young people play to satisfy themselves, and not necessarily to satisfy adults or members of their own peer group
- To improve the physical fitness of young people by making organised sport attractive, safe, and enjoyable
- To consistently remind administrators, coaches, parents, that netball must be administered, taught, and provided, for the good of those young people who wish to play the game. It is their game!

#### **4.1. WORKING WITH VULNERABLE PEOPLE CHECK**

In the ACT, any volunteer who works with vulnerable people (children and vulnerable adults) while engaging in certain regulated activities (including coaching or administration of junior sport programs) is required to undergo a Working with Vulnerable People Check (WWVP).

It is St Clare's Netball, CECG and College policy that all coaches, managers, and other people who may be in a position of close involvement with players must complete the working with children check for a volunteer. Please print off or email a copy of your WWVP card to the Netball coordinator (it will be held by the Principal) **PRIOR to assuming any responsibility for working with teams.**

#### **4.2. STAKEHOLDERS**

##### **4.2.1. ADMINISTRATORS**

- Ensure that equal opportunities for participation in netball are made available to all irrespective of ability
- Equipment must be appropriate to the sport
- Distribute the code of conduct to spectators, coaches, players, parents, and staff
- Ensure that parents, coaches, sponsors, and participants understand their authority and their responsibility for fair play
- Behave in a manner to set an example for all participants

##### **4.2.2. MANAGERS**

- Encourage parents to take an active interest in the team
- Encourage supporters to praise good play by both teams
- Provide administrative assistance to the Coach
- Be fully informed of netball requirements and matters affecting your team
- Notify parents of any injury sustained by their player
- Insist on an appropriate standard of team behaviour both on and off the field
- Set an example in terms of behaviour

Follow the guidelines and rules of the Association at which you are playing in relation to approaching an umpire to seek clarification. If required to approach an umpire, umpire mentor or

official at any stage during or immediately after a game, do so politely and respectfully

#### **4.2.3. COACHES**

- You have responsibility for the behaviour of your team
- Be reasonable in your demands on the player's time, energy, and enthusiasm. Remember that they have other interests and demands on their time
- Teach your players the Rules and that they are mutual agreements, which no one should evade or break. Keep your own knowledge of coaching and the developments of the game up to date
- Ensure that all players get equivalent game time across the season
- Remember that young people play for fun and enjoyment and that winning is only part of the game. Never ridicule or berate players for making mistakes or losing a game
- The scheduling and length of practice times and games should be taken into consideration, depending on the maturity level of the players
- Develop team respect for the ability of opponents, as well as the judgment of umpires and opposing coaches
- Follow the advice of a Parent/Carer or first-aid officer in determining when an injured player is ready to play again. Parents/Carers have responsibility for seeking medical advice to determine their child's suitability to play or train.
- Remember that young people need a coach they can respect. Be generous with your praise when it is deserved and set a good example
- Make a personal commitment to keep yourself informed on sound coaching principles
- Encourage young people to develop basic skills and breadth of experience in positional play during their formative years
- Create opportunities to teach sportsmanship, just as you would in teaching the basic skills
- Ensure that efforts for both skill improvement and good sportsmanship are rewarded by praise
- **INSIST ON FAIR PLAY.** Do not tolerate foul play, aggression, or foul language. Be prepared to remove an offending player from the field of play
- Set a good example by personal good behaviour
- Follow the guidelines and rules of the association at which you are playing in relation to approaching an umpire to seek clarification. If required to approach an umpire, umpire mentor or official at any stage during or immediately after a game, do so politely and respectfully.

#### **4.2.4. PLAYERS**

- Play for the 'enjoyment', not just to please your parents or coach
- Play to the rules of the game as laid out by the association at which you are playing
- Respect all umpiring decisions, regardless of your opinion. Accept all decisions without argument or bad temper. Let your Captain ask any necessary questions
- Control your temper - no swearing
- Work equally hard for yourself and your team - your team's performance will benefit and so will your own
- Be a good sport. Acknowledge/applaud all good play, whether by your team or by your opponent
- Treat all players as you yourself would like to be treated. Do not interfere with, bully, or take unfair advantage of any player
- Remember that the goals of the game are to have fun, improve your skills and feel good
- Co-operate with your coach, manager, teammates, umpire, and opponents, as without them you do not have a game

- Commit to attend every training session; notifying if you are unable to attend due to illness
- Commit to attend every game, except when ill
- Show support and loyalty to St Clare's College netball, which includes supporting our other teams in finals
- Follow the guidelines and rules of the association at which you are playing in relation to approaching an umpire to seek clarification. If required to approach an umpire, umpire mentor or official at any stage during or immediately after a game, do so politely and respectfully. Failure to consistently adhere to the code of behaviour may lead to a warning and/or removal from the St Clare's College netball program.

#### **4.2.5. PARENTS / CAREGIVERS**

- All Parents and St Clare's netball supporters are expected to abide by St Clare's netball's code of behaviour and standards, and promote the best interests of St Clare's netball and the College
- Parents/Carers have duty of care for their children while at netball. If for any reason parents are unavailable to attend matches, this responsibility should be delegated to another suitable Parent or Caregiver who can take on responsibility for their daughter.
- Our expectation is that parents and/or carers will reinforce the above behaviour expectations and support our volunteer coaches, managers, and officials to make the St Clare's College netball program a successful and rewarding experience for all players
- Players are graded and selected into teams and divisions by a panel of suitable staff appointed by the Netball Coordinator. Selections are made with the entire cohort in mind. Parents are able to seek feedback on their child's grading, but must do so in a way that respects staff, other players and the netball committee.
- It is unacceptable for parents or players to take it upon themselves to provide feedback or make derogatory comments to team members about their skills or how an individual is playing
- Encourage your daughter to always play by the rules
- Teach young people that honest effort is as important as victory, so the result of each game is accepted without undue disappointment
- Help young people work towards skill improvement and good sportsmanship. Never ridicule or yell at your daughter for making a mistake or losing a game
- Remember that young people learn best by example. Applaud good play by your team and by members of the opposing team
- Recognise the value and importance of volunteer coaches, managers, and umpires. They give of their time and resources to provide recreational activities for your daughter
- Respect the decisions of umpires at all times. Do not approach a umpire at any stage during or immediately after a game (except to thank them for their time and effort – they are volunteers too!)
- Failure to adhere to the code of behaviour may lead to a warning and/or banning from attendance at any activities associated with St Clare's College netball
- Parents are to be advised of the guidelines of the association for spectators, including comments from the sidelines. Breaches could result in parent removal from the courts.

#### **Parent Concerns**

Parents may raise with the coach or manager any concerns or issues they may have with the approach or conduct of the team management. Any approach must always be polite, courteous and constructive in its intent and dealings. This must not be done in front of players. Parents may also raise such concerns with the Netball Coordinator or Committee.

#### **4.2.6. SPECTATORS**

- Remember that young people play organised sports for their own fun. They are not there to entertain you and they are not elite netball players
- Do not use offensive language, or harass players, coaches, umpires, or other spectators
- Applaud good play by your own team and the opposition team
- Show respect for your team's opponents. Without them there would be no games
- Never ridicule or scold a player for making a mistake during the game
- Respect the umpire's decisions at all times
- Encourage players to play according to the rules
- Do not approach an umpire at any stage during or immediately after a game (except to thank them for their time and effort – they are volunteers too!).

#### **4.3. BREACH OF CODE OF BEHAVIOUR**

Any breach of the Code of Conduct by a St Clare's netball player, team official, parent/caregiver or Club supporter should be referred to the Netball coordinator for consideration and appropriate action.

Players who breach the code of conduct will generally be referred to the Netball coordinator, who will determine the appropriate sanction.

General player behaviour breaches will result in:

1. Formal notice of the breach
2. 2<sup>nd</sup> formal notice of a breach
3. Notification of suspension from team
4. Notification of termination from team

Players may appeal a breach of the code of conduct. This is done in written form to the Netball coordinator. The player will then be invited to present their case to an appeals panel consisting of the Assistant Principal Administration and the Netball coordinator.

A suspended player (either by the Club/school or from sanctions of the netball association) may not play in any match for the Club during the period of the suspension.

Serious breaches of this Code may result in a player's registration to play for the College being withdrawn by the Principal.

Team officials: Serious or repeated breaches by a team official may result in the official being removed from their position with the team.

The Netball coordinator may ask a parent or supporter who breaches the Code of conduct to be absent from future games.

Any person reported to the Netball coordinator shall be invited to present their case to the appeals panel (Assistant Principal Staff Support and Development and Netball coordinator) prior to them coming to a decision on the matter.

Any breach of the Code reported to the Committee shall be passed on to the College through the Netball coordinator.

Any sanction applied by the Committee shall be referred to the College through the Netball Coordinator.

#### **4.4. NO SMOKING, VAPING OR DRINKING ALCOHOL**

Coaches, managers, players and umpires must not smoke, vape or drink alcohol at games or during training. Parents/spectators must not drink alcohol while at netball. St Clare's College, including its grounds, are a smoke-free environment at all times.

#### **4.5. UNDERTAKING BY COMMITTEE AND COACHES/MANAGERS**

All St Clare's netball office bearers will abide by the St Clare's netball's Code of behaviour and standards and work to promote the best interests of the Club and College. Committee members, coaches and managers will sign an undertaking to this effect at the beginning of each season.

### **5. GENERAL POLICIES/INFORMATION**

#### **5.1. SELECTION OF COACHES / MANAGERS**

Nominations for coaching and managing positions for all levels will be invited before the commencement of each season through an application process. Nominations received will be considered by the Netball coordinator and be endorsed by the College Principal.

In making appointments, they will consider:

- the nominee's experience and qualifications in netball
- the nominee's past involvement with the College and St Clare's netball, if any
- the capacity and willingness of the nominee to abide by St Clare's netball and CECG Weekend Sport policies and its Code of behaviour and standards; and
- the overall contribution the nominee can make to St Clare's netball and its players.

#### **5.2. PLAYER PARTICIPATION**

Players must be currently enrolled students at St Clare's College to be eligible to play for a St Clare's College team. Exceptions may be made for students who cease enrolment at the College close to the end of the season at the discretion of the Principal. All players regardless of ability are to be encouraged to actively participate in the game. Every player must be given equivalent game time over the course of the season.

Coaches and managers should ensure player participation in the game and off the court as well. Players should be involved in assisting where possible, such as running drills.

NOTE: All players must remain at the courts for the duration of the match and trainings unless given permission to leave by the coach/manager.

### **5.3. FAILURE TO ATTEND TRAINING OR MATCHES**

Any player who fails to notify in advance her coach or manager that she is unable to attend training or a match, without a reasonable excuse, may be stood down from part, or all, of that or a subsequent match with the endorsement of the Netball coordinator. Any decision to stand a player down should be referred to the St Clare's netball executive.

### **5.4. PLAYER REGISTRATION**

#### **5.4.1. REGISTRATION**

Registration for weekend netball is arranged by the Netball Coordinator. By registering, participants and their parents/guardians are agreeing to the policies of St Clare's College, Netball Australia, Netball ACT/NSW and the netball association at which they will be playing. Information about weekend netball will be provided to all students and parents/carers of the College, including information about how to register. Registration generally requires completion of the following steps:

1. Parents/players to complete online expression of interest form with intention to play weekend netball and provision of previous netball experience, preferred playing positions, nominated friends etc
2. Players attend and participate in grading sessions
3. Parents complete online player registration and payment of registration fees (currently via PlayHQ)
4. Parents agree to the Code of Conduct and provide permission for any sports trainer services that may be provided at netball, distribution of parent/carer email addresses for communication by the netball committee (currently via Compass)
5. Parents order and pay for any uniform items required (via PlayHQ and other online ordering/payment platforms endorsed by the College)
6. Interested parents/carers, students, staff and supporters can also complete an online expression of interest form to be a coach, manager, umpire and/or netball committee member.

#### **5.4.2. REGISTRATION FEES**

Registration fees must be paid at the time of registration via 'PlayHQ' prior to players participating in training, trial matches, and competition matches as they are not covered by insurance unless they are registered.

Registration fees will be set by the Netball Coordinator in consultation with the College Business Manager prior to the registration period and will be restricted to a level which, together with other fundraising, enables the St Clare's netball Committee to meet its commitments in running netball at the College.

The registration fee usually contains the following components:

1. Netball Australia component (disbursed to Netball Australia)
2. Netball ACT or Netball NSW component (disbursed to Netball ACT or Netball NSW)
3. Levy set by the local netball association (disbursed to the local netball association)
4. St Clare's netball levy (disbursed to St Clare's College)

#### **5.4.3. ST CLARE'S NETBALL LEVY**

The St Clare's levy covers the cost of umpires, coaches, equipment, presentation materials and any other items relating to the weekend netball program. At the end of the season any unused money will be reallocated for the ongoing development of St Clare's netball. Late registration of players

It is likely that in each season late registrations will be received. The Netball Coordinator will consider the inclusion of late players having regard to the existing team arrangements and how much of the competition remains to be completed. As a general rule, the Netball Coordinator will make every endeavour to include late registration players in a team, but will consider the impact on other players.

### **5.5. GRADING OF PLAYERS**

St Clare's netball has a formal process for the grading of players. At the commencement of each season the following arrangements will take place:

- All players are to be graded in their correct division
- The Leader of Learning Health and Physical Education will appoint a grading panel for each year group. No parents of players will be involved in selections
- The Grading panel may have access, on request from the Netball coordinator, to the previous season's statistics and coaches' assessments of players (if they are available)
- A minimum of two grading trials will be scheduled and all players must attend these trials. These grading trials may consist of games, training sessions or both

The Netball coordinator will submit the recommended St Clare's team arrangements (number of teams and recommended division) to the netball association at which they will be playing; and the Netball coordinator will ensure that the team lists (including division) are circulated to parents and players as soon as practically possible.



### **5.5.1. MOVEMENT OF PLAYERS BETWEEN DIVISIONS AND USE AS RESERVES**

From time to time, players may need to be moved between teams or divisions depending on circumstances such as pastoral care considerations, personal circumstances, team balance, player numbers across teams and divisional grading by the netball association at which the team will be playing. The Netball Coordinator will communicate with parents and relevant St Clare's staff throughout this process.

## **5.6. REQUIREMENT TO PLAY NETBALL FOR ST CLARE'S**

All current St Clare's students are encouraged to play for an available St Clare's Netball Club team. While this is encouraged, there is no discrimination or commentary at games where St Clare's students play for an opposition team.

## **5.7. UNIFORM**

All players who take the court to represent St Clare's netball teams should be correctly attired in the netball uniform listed below. The purchase and management of a netball uniform is the responsibility of each player.

It is expected that all players:

- remove jewellery and other ornaments
- ensure long fingernails are cut
- be advised to secure long hair if it is likely to impair vision or impede performance
- wear footwear appropriate to the playing surface.

All coaches, managers and club officials are encouraged to wear the St Clare's Hoodie to games.

|                  |  |
|------------------|--|
| Compulsory items | <ul style="list-style-type: none"><li>• STCC netball dress (purchased via PlayHQ at the time of registration)</li><li>• Black or navy boyleg tights (provide your own)</li></ul>   |
| Optional items   | <ul style="list-style-type: none"><li>• STCC hoodie</li><li>• STCC tracksuit pants</li><li>• STCC long-sleeved warm-up top</li></ul> <p>These items can be purchased through online ordering as advised by the Netball Coordinator</p> |

## **5.8. EQUIPMENT**

Netball kits will be made available to coaches of all teams. Each kit should contain a supply of items for the season including balls, bibs and first aid kit etc. These kits are to be managed by the team coach/manager for the entire season and returned to the club at the conclusion of each season to be reused the following year. An inventory of equipment will be provided with each kit. Coaches/managers should ensure all items listed are contained in the kit and should regularly check and maintain their

equipment. Coaches who require additional items or repair and maintenance of equipment during the season should notify the Netball Coordinator. Also, any losses of equipment should be notified to the Netball Coordinator. The Equipment Coordinator will assist the Netball Coordinator with the coordination, maintenance, collection and distribution of equipment.

Equipment is expensive to purchase and maintain, and everybody (players, coaches, managers, helpers etc) is asked to look after items provided in the kits as well as returning all borrowed items at the end of the season.

## **5.9. SAFETY - GENERAL**

Safety is an important issue in Netball. The College and netball committee recognise the potential dangers in netball and aims to provide equipment and access to education to maintain a high standard of safety. Coaches have a duty to take reasonable care of all students and should ensure that all players are instructed about correct training procedures.

It is important that coaches adequately meet safety responsibilities and coaches and managers should be mindful of the potential dangers both while training and playing the game of Netball. They should provide basic first aid, not acting outside their scope of training.

If a player is injured either in the game or at training, especially for more serious injuries, the player should ensure they inform their coach/manager of their injury.

When an injury is sustained, the coach or manager should contact the parent where necessary. At courtside for games, the parent assumes the primary care for their daughter and all attempts will be made by the coach or manager to make contact if they are not onsite. First aid officers at the association can also assist. Coaches and/or managers should inform the Netball Coordinator via email of any injuries sustained during the game. This may be a cumulative email and is to be received by Monday morning of each week following games.

### **5.9.1. INSURANCE**

The College has an insurance policy (to be announced) that covers Coaches and Managers if negligence is found to be the cause of an accident. This applies at matches, training, and approved netball related activities. The College has an Accident policy covering all current students who train or play with a St Clare's team. If you need additional details or to make a claim contact the College Student Administration office.

Private medical coverage and ambulance cover however is not a feature of the Schools' policy, so parents are advised to consult their own health and ambulance fund for details of medical, dental and ambulance cover.

Injuries occurring on the netball court during games are covered by the netball association insurance provided through Netball Australia. Injuries should be reported to a netball association official on the day of the injury or as soon as is practical afterward. The official will complete an injury form. Ongoing

injuries should also be reported to the netball association, with investigations to occur regarding coverage of existing injuries aggravated by an injury in the game

[Netball Australia Insurance Centre | Howden Australia \(howdengroup.com\)](https://www.howdengroup.com)

### **5.10. PRESENTATION NIGHT**

St Clare's netball players will be acknowledged at the College Celebration of Sport event at the end of the year and to exceptional achievements by individual players will be recognised.

Each team will have awarded:

- Most Valuable Player (determined by the coach)
- Coach's Award (determined by the coach)
- Player's Player (voted by the players)

## **6. TEAM ADMINISTRATION**

### **6.1. HEALTH AND SAFETY**

The SCNA, CECG and St Clare's Netball considers player health and safety paramount.

Coaches and managers must ensure that the safety of players is carefully considered in both training and playing.

Coaches should make sure that players are not left at grounds by themselves after the completion of the game or training. The coach or manager should ensure that all players have been collected by parents or guardians, or by another authorised responsible person. Equally parents have a responsibility to ensure players are picked up on time, taking into account possible early finishes and wet weather, so that players and coaches/managers are not left waiting for long periods for parents to arrive. They have other commitments including to their family to consider outside of Netball.

### **6.2. ST CLARE'S NETBALL NEWSLETTER**

The netball committee may wish to create a newsletter for parents to share information and celebrate achievements. Parents will give permission at registration for the committee to access their email address to distribute the newsletter. Student email addresses will not be shared with the committee outside of St Clare's staff members. Any newsletter or other form of communication by the netball committee must be appropriate and meet the expectations of the Code of Conduct.

### **6.3. COMPETITION DRAW**

The netball association provides a competition draw. The coaches and managers will be provided with a copy or online link to the draw once it is made available to the Netball club. If it is possible St Clare's Netball will send an email to all members if any last-minute changes occur. The playing times are specified by the netball association and will be included in their draw.

### **6.4. COMPETITION RULES AND REGULATIONS**

All St Clare's Netball teams compete in the local weekend competition run by the netball association at which the team competes. The season details, rules and regulations for the year of competition can be found on the association's website. Coaches, managers, parents, and players are encouraged to make themselves familiar with the association's rules and regulations, as well as their policies and procedures.

#### **6.4.1. COMPETITION COMPLAINTS**

Anyone who has any queries, concerns, or complaints regarding the rules should first contact and discuss it with the College Netball Coordinator.

## **7. TRAINING AND COACHING**

### **7.1. INVOLVEMENT OF PARENTS**

St Clare's Netball is a volunteer based committee and relies on parents and families of players to assist as coaches, managers or committee members and attend matches on a regular basis to support players and provide encouragement.

### **7.2. PARENT COMMUNICATIONS**

Parents give permission at the time of registration for their contact details to be shared with coaches and managers. Parents can also opt to share their email address with the netball committee for distribution of a newsletter. Student email addresses will not be shared outside of St Clare's staff. Each coach/manager will set up an agreed form of communication with their team members and parents/carers for exchange of team information.

### **7.3. INDUCTION AND TRAINING FOR TEAM MANAGEMENT (COACH AND MANAGER)**

All Team Management, including coaches and managers are required to undertake an induction at the beginning of each season.

- The Induction will include but is not limited to: Basic principles of coaching and managing a netball team

- Codes of Conduct
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- Basic principles of safety and injury management

#### **7.4. COACHING COURSES AND ACCREDITATION OF COACHES**

While it is not a requirement to have specialist coaching qualifications for netball (CECG School Sports Policy; <https://sport.cg.catholic.edu.au/policies-procedures> ), it would be desirable for coaches to undertake any relevant and available training.

#### **7.5. COACHES AND TEAM MANAGERS HANDBOOK**

The St Clare's Netball Committee will produce documents for coaches and managers that sets out their role and responsibilities and other information to assist them in running the team over the course of the season. This will be updated for each season.

#### **7.6. TEAM TRAINING**

A training time and location at St Clare's College will be allocated to each team, in collaboration with coaches for their team, once teams are announced each season. The St Clare's Sports Facilitator will ensure teams are granted permission to use school grounds in writing (e.g. email to Team Manager) including:

- Training schedules
- Any requirements for accessing or using school property out of school hours
- A short summary of the process to manage complaints or incidents on school grounds
- Other information schools consider necessary for teams training on school grounds

Refer CECG Weekend Sport Policy (12.1&12.2).

### **8. DUTY STATEMENTS**

#### **8.1. CLUB EXECUTIVE COMMITTEE**

The club executive committee and office bearers act under the College appointed Leader of Learning Health and Physical Education and agrees to the expectations of the office as set out in the St Clare's Netball Club philosophies and goals. A key objective is to ensure future student and parent cohorts commitment to St Clare's Netball and to continue developing the netball program.

### **8.1.1. NETBALL COORDINATOR**

(The Leader of Learning Health and Physical Education and their delegate, the Sports Facilitator collectively assume the role of Netball Coordinator)

Key functions of the Netball Coordinator include:

- Provision of updates to the Principal with regard to Netball significant sporting achievements at the College
- Establishing and collecting fees/registration and relevant documentation
- Development and distribution of policies, code of conduct and procedures
- Coordination of administrative requirements including liaising with Assistant Principal Staff Support and Development with regard to calendar, negotiated staffing, permission notes.
- Maintain a database of details of players, coaches, managers, and teams
- Selection and appointment of coaches and managers for teams within policy guidelines
- Distribute team information to committee members and teams
- Coordination of training schedules and venues as required
- Coordination of selection of competitors/teams
- Collation of results and creation of certificates / Medals; acknowledging and celebrating student achievement at Celebration of Sports and assemblies, as required
- Ensure any expenditure for the Netball Club follows CECG and College policies
- Pay promptly any accounts or remuneration as authorised and following CECG policy for the St Clare's Netball (e.g. umpires, uniform, other equipment).

### **8.1.2. PRESIDENT**

- Principle leader charged with the overall running of the St Clare's Netball on game days and is the key contact person
- Supports St Clare's Netball by prioritising its goals and works in accordance with the St Clare's guidelines in the policies and procedures handbook
- Effectively chair / facilitate all meetings of St Clare's Netball and ensure a clear agenda representing all current issues
- Attend meetings if requested by the Netball Coordinator and effectively disseminate information to the Netball Coordinator, committee and members
- Maintain communication with parent committee members and the Netball Coordinator
- Act as a facilitator to coordinate development of a parent duty roster, including a roster of parents to be identified as the key contact person (as a member of the St Clare's College Netball Committee) for each scheduled game.
- Mentor and support other members of St Clare's Netball committee to support clear and successful future of St Clare's Netball.

### **8.1.3. VICE PRESIDENT**

- Assist the President and understudy all roles and hence carry out all the normal duties of President in their absence.

#### **8.1.4. SECRETARY**

- Prepare an agenda for each meeting in consultation with the President and ensure all members are notified of meeting dates, times, and location. This will include checking availability of meeting places at St Clare's, as required.
- Ensure adequate notice of each meeting
- Collect any relevant reports or documentation as required prior to a meeting
- Implement policies as laid down by the St Clare's Netball Committee
- Keep account of all correspondence sent to or received by the St Clare's Netball
- Maintain a correct record of minutes of the St Clare's Netball Committee meetings and distribute to members and the Principal as soon as possible after meetings
- Maintain contact register of all club members. Supply these details as required to those permitted to have the information.

### **8.2. GENERAL COMMITTEE MEMBERS**

General Committee Members will be active participants within St Clare's Netball and support those volunteers who have been elected to take on one of the roles listed below.

The role of General Members will include (but are not limited to):

- Actively supporting the President, Vice-President, Secretary
- Attending meetings of the Club regularly and taking a positive role in planning, discussion and ensuring the smooth running of St Clare's Netball for the benefit of the players
- Projecting and promoting of St Clare's College Sports within the local sporting community
- Assisting with planned events and weekly sporting activities
- Supporting Coaches and Managers of teams

#### **8.2.1. COACHING COORDINATOR**

The Coaching Coordinator is responsible for supporting Coaches within St Clare's Netball.

- Maintain communication with coaches throughout the season
- Ensure Coaches are aware of association disputes processes for on-court issues
- Ensure Coaches are aware of St Clare's Netball Club expectations for on-court and spectator behaviours
- Work with the Netball Coordinator and netball associations to provide opportunities for coach development
- Develop and/or make available coaching resources.

#### **8.2.2. TEAM MANAGER COORDINATOR**

The Manager's Coordinator is responsible for support Team Managers within St Clare's Netball.

- Maintain communication with Team Managers throughout the season
- Be in contact with the Netball Coordinator with any safety concerns regarding St Clare's Netball
- Ensure Team Managers are aware of association disputes processes for on-court issues
- Ensure Team Managers are aware of St Clare's Netball Club expectations for on-court and spectator

behaviours

- Develop and/or make available Team Manager's resources.

### **8.2.3. UMPIRE COORDINATOR**

The Umpire Coordinator is responsible for recruiting, mentoring and developing umpires within St Clare's Netball.

- Recruit any potential umpires within St Clare's Netball
- Organise weekly umpiring roster and distribute to umpires
- Assist umpires in finding replacements where needed
- Maintain records of games umpired each week
- Liaise with the Netball Coordinator and association regarding any umpire training and education opportunities
- Oversee programs for umpire development involving shadowing of and mentoring by experienced umpires
- Develop and/or make available umpiring resources

### **8.2.4. VOLUNTEER COORDINATOR**

The Volunteer Coordinator is responsible for recruiting of volunteers that suit their skills and interests, supporting required training and recognition of volunteers.

- Coordinate the St Clare's Netball Club responsibilities for the Canteen and Court Support Roster
- Coordinate with the Events and Awards Coordinator on potential fundraising activities and assess the human resource needs for special events e.g. ad-hoc BBQ duties.
- Support the orientation and induction of volunteers with the President.
- Coordinating and rallying support for and working with the Events and Awards Coordinator on potential fundraising activities.

### **8.2.5. EQUIPMENT COORDINATOR**

The Equipment Coordinator is responsible for teams having access to necessary equipment.

- Maintain a register of netball equipment (e.g. bibs, cones, balls)
- Communicate with Netball Coordinator about any equipment requirements
- Collection of netball kits at the end of the season and reconcile against register.

### **8.2.6. UNIFORM COORDINATOR**

The Uniform Coordinator is responsible for teams being aware of and assisting in the provision of St Clare's College Netball uniforms.

- Liaise with the Netball Coordinator to collect uniform sizing and assist with distribution of uniforms
- Communicate with the Netball Coordinator about any uniform requirements
- Raise player awareness of sporting clothes options that increase awareness of the St Clare's Netball Club



- Plan requirements for the next season.

#### **8.2.7. EVENTS AND AWARDS COORDINATOR**

The Events and Awards Coordinator is responsible for supporting the social and acknowledgement aspects of the Club.

- Assist with the planning and coordination of end-of-season celebrations
  - Assist with the planning and coordination of other events throughout the season, as needed
- Coordinate weekly team awards, as required.

Actively promote St Clare's Netball within the College and local community such as collating results, team/player statistics, and match reports/articles from team coaches/managers and forward them to the Netball Coordinator for promotion within the College via the St Clare's Facebook page, Tidings and College yearbook.

*Please note that all publicity, advertising and promotion for St Clare's Netball must be vetted and approved by the St Clare's Publications Manager prior to publication on social media.*

#### **8.2.8. PLAYER REPRESENTATIVE**

A player can be nominated by the student players to represent their views to the Netball Committee. This would normally be one of the Weekend Netball Captains who have been appointed by the College.

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