

POLICIES AND PROCEDURES

Padbury NC Inc

ABN 93 435 903 168



1. Purpose of Policies

These policies aim to ensure Padbury NC Inc and its members maintain a good reputation, positive behaviour and a fun attitude. They are enforced to ensure that every person involved is treated with respect and is protected from all forms of inappropriate behaviour.

Padbury NC Inc mirrors the Members Protection Policies outlined by Netball Australia, and the Policies and Procedures set by Wanneroo Districts Netball Association (WDNA). Our policies are accompanied by the National Complaint Handling regulations, National Child Protection Regulations and basic Codes of Behaviour. Such resources provide the procedure to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviours.

Padbury NC Inc will take disciplinary action against any person bound by these policies if they breach them. Club policies apply to:

- Committee members
- Affiliated Club members – Senior and Junior
- Coaches, Managers, Captains and Umpires
- Guardians, Parents and supporters of affiliated Club members
- Sponsors
- Life Members

Padbury NC Inc must adapt, implement and comply with these policies and procedures, ensure the Constitution is kept up to date, always promote appropriate standards of conduct, deal promptly and fairly with complaints and review all policies annually.

The Club's committee are responsible for setting these policies and procedures in line with the Club's Constitution.

The Club's members must make themselves aware of these policies and procedures, comply with all policies and procedures and understand the possible consequences of breaching such policies.

2. Registration Process and Payment of Fees

Registrations

All members must register via PlayHQ and will require a PlayHQ Player ID and password to access the site.

When members register, their registration will be sent directly to the Club. The PlayHQ registration system will automatically send an email confirming that the registration has been successfully received. Any decision to not accept a registration will be made by the committee and communicated as soon as possible and any monies paid refunded in accordance with the Club's refund policy as outlined in point 5.

Applications to register will be accepted during the registration period January to February of that year and Padbury NC Inc will register teams with no less than eight (8) members and no more than ten (10) members. This is subject to a final committee decision if the Club is approached by a team with any variation to the above criteria. NB if any team of 8 players is approved to register with the Club, that team shall be liable for the payment of any forfeiture fees to WDNA if they are unable to take the court. Any expressions of interest received after the registration period has concluded will be considered pending until such time that player numbers and positions have been finalised and this will be at the committee's discretion. A copy of junior birth certificates may be required for all players registering to play in the 13&Under age group or younger and if they have not previously played at WDNA, as these will be provided to WDNA to sight upon request.

No more than thirteen (13) teams will be registered to the Club during any playing season.

Fees

Padbury NC Inc player fees are determined by the current year's committee based on the costing of all governing bodies and the general running and operations of the Club. Fees are required to be paid in full immediately at time of member registration, including any outstanding payments from the previous playing season. The Club may deem a player's registration invalid if their registration fees and any outstandings are not paid by the cut-off date stipulated, unless special consideration of that player has been granted (i.e. approved payment plan in place) by the Treasurer.

If full fees cannot be paid upfront, a payment plan will need to be arranged with the Treasurer, using the email padburync treasurer@gmail.com for all correspondence in relation to this matter. Once the payment plan has been approved by the Treasurer, the player will be able to register in PlayHQ.

If a Member is eligible for a discount, they must contact the Treasurer using the email padburync treasurer@gmail.com for a discount code before being able to register.

Members must pay using PlayHQ's various payment options at the end of registering through the PlayHQ system and a 2.03% charge will apply to fees. It is only when a payment plan is approved, that members may be required to direct deposit to the Club's bank account. It is only by special arrangement approved by the Treasurer that cash will be accepted.

Acct Name: Padbury Netball Club
BSB:633000
Acct No:145358263
Ref: Name and description (example JSmith Fees)

Members must be aware that there is a non-refundable portion of player fees that includes association fees, namely WDNA, Netball WA registration and Netball WA (NWA).

Unfinancial members (outstanding payment of fees, uniform, or merchandise) will not be allowed to take the court until they are deemed to be financial by the Club Treasurer.

Fee discounts

A 10% discount on the club portion of player's fees will apply for the following:

- Committee members
- Senior and Junior Coaches (not including Open Team playing captains). If two coaches are allocated to a team and are both players, 10% discount will apply to each individual coach's player fees. This is not applicable to Assistant Coaches.
- Families that have multiple family members playing for Padbury NC Inc, the second and thereafter immediate family member will have a player's discount applied to the lower rate of fees (discount can only be applied if the family member is part of a financially dependent relationship).

Members cannot be eligible for multiple discounts.

3. KidSport Funding

KidSport enables eligible Western Australian children aged 5-18 years to participate in community sport and recreation by offering them financial assistance towards club fees. If your child qualifies for the funding, then maximum costs per child per calendar year will be determined and paid by the local government.

Parents can apply for KidSport online using the link below. Once the application is approved, then you must enter the unique code/voucher at the end of your registration in PlayHQ when paying the remainder of your fees.

<https://www.dsr.wa.gov.au/funding/individuals/kidsport>

4. Club Fines

Any member of the Club who incurs a fine will be deemed unfinancial until the fine has been paid in full. The unfinancial member will be deemed an inactive registered participant with Netball WA, WDNA, and Padbury NC Inc until the fine is paid in full. Failure to pay any fine by the due date will see the Club noted as unfinancial and no teams are permitted to further take the court competitively until the fine is paid in full and the Club's status is noted as financial.

Any team fines incurred throughout the season for incorrect scorecard completion or non-volunteer attendance etc. will be borne by that team. Failure to pay any fine by the due date will see the Club noted as unfinancial and no teams are permitted to further take the court competitively until the fine is paid in full and the Club's status is noted as financial. The team causing the fine must pay the fine to the Treasurer by Wednesday 11:59pm of the following week, otherwise they will not be permitted to take to the court.

5. Registration Refunds

All members wishing to transfer or withdraw from Padbury NC Inc should do so at their earliest convenience and in writing addressed to the Club President and Club Treasurer, via email padburync@gmail.com and padburynctreasurer@gmail.com for all correspondence. The email should include detailed reasons why the player is withdraw / transferring and include the players bank details.

. If the withdrawal is for medical reasons, a doctor's medical note is required to be attached to the email. All refund requests will be reviewed and decided on by the current Club committee as soon as possible.

A guide to the refund of Club Player fees is but not limited to the following:

- Up to and including Game 4 – 100% refund of Padbury NC Inc fee portion due to injury or at the discretion of the committee
- Game 5-8 – 50% refund of Padbury NC Inc due to injury only
- Game 8 onwards – no refund will be awarded
- Any Admin fee charged by WDNA will be withheld and the remainder of the applicable refund paid.

The Club can not guarantee the refund of the remainder of registration fees as this will be at the discretion of WDNA and Netball WA.

Please note that any fine incurred by WDNA for late withdrawals will be the responsibility of the player withdrawing their registration and may be withheld from the above club fees.

6. Grading and Team Allocations

Padbury NC Inc considers nominations for friends and family members to play together. These and team nominations will be allowed to stay together providing they fit within the Club's policies and procedures. All individual members nominating for membership with Padbury NC Inc will be graded into a team of similar ability based on the information obtained from the physical grading results.

All members registering to play with Padbury NC Inc will be required to attend a Grading evening which is usually held in February or March each year. The grading dates are determined by the current committee and are communicated to members during the registration period. The Club welcomes volunteers to assist with the grading process however please note no parent can be directly involved in the grading of their child's age group.

Dissatisfaction within a nominated team needs to be addressed to the current committee following the Club's grievance procedure.

The Club will make submissions to WDNA based upon the grading process with recommendations of team allocations to the most appropriate division.

7. Fill ins and Single Game Vouchers

All teams that may require a fill in will be encouraged to elevate players before obtaining outside players and all players when requested are encouraged to accept the opportunity to play up (given reasonable notice). It is the responsibility of the team coach to approach the Junior or Senior Coordinator when seeking players to play up during the season. The team coach must not go directly to a player when seeking a fill in. The approached Coach is obliged to provide the strongest player to fill the appropriate role when requested.

A Single Game Voucher (SGV) is a voucher that is used for a fill in player not already registered at WDNA for that season. This voucher is valid for one match only. For more details, see WDNAs Policies and Procedures. At no time, unless approved in writing by the President of Padbury NC Inc, is a team to organise the substitution of a player under the SGV allowance. If the absent person is unable to take the court for that game, payment of a SGV by the Club will be solely at the President's discretion, otherwise the absent player is solely liable for the payment.

On the fourth time a player plays up, WDNA will automatically move a player to the highest graded team list and then notify the club of the movement. The club is responsible for being aware of all player movements.

As a club we do not encourage teams to forfeit games. However, if all avenues to fill a team have been exhausted a forfeit will be organised by the Club President. In this situation, it is the responsibility of the teams Coach and Coordinators to liaise with the Club President.

8. Coaching Staff and Team Managers

All Junior teams within Padbury NC Inc will have an appointed Coach. All Team training Coaches (Junior and Opens) must have a minimum Foundation Accreditation from Netball Australia.

Coaches should organise a player/ parent team meeting to be held as soon as possible after team announcements or prior to the first training session taking place.

Coaches are encouraged to develop their coaching skills and pursue further accreditations. To assist with this the Club will reimburse costs of coach education using the following sliding scale. Prior to the season starting, the Coach must advise the Junior or Senior Coordinator of their development request and Committee approval will be requested. The Coordinator will advise the Coach as soon as possible on the outcome of their request.

Length of coaching service and associated reimbursement limit per annum

- 5 years \$250
- 3-5 years \$150
- 1-2 years \$ 75
- 0-1 years \$ 50
- (first season coaching with Padbury NC Inc) \$25

It is strongly recommended that each Junior team have a Team Manager who will work with the team's Coach and take care of such things as timing, scoring, parents roster, assisting to ensure the club's equipment is safe and in appropriate working order, and helping other parents ensure everyone is adhering to the club's policies and procedures and constitution.

A roster may be implemented to allocate Open team players to score / time for other Open teams.

9. Training

Padbury NC Inc operates as an optional Non-Training Club for Open teams. In the event that players wish to not train, this must be noted in their registration, so they can be allocated to a non-training team. If a team decides to train it must be a unanimous decision and will need to be organised by the Club. All Junior teams from 18 & Under and below age-groups will be required to attend weekly training.

Padbury NC Inc teams that are training will train on Wednesday nights between 4.30-9pm at Kingsway Sporting Complex.

Court allocations and training times will be communicated to members as soon as possible after team allocations. Any member absent from training may be penalised with a quarter or half off planned by the Coach. All absences must be reported to the Coach prior to the commencement of training or as early as practicable. All notifications must be by phone call or SMS on the day or prior to the day of absence. Failure to notify of absence may result in a full game time penalty.

All members are encouraged to leave training as a team. Members being collected by a parent/ guardian must wait within the compound with other members. All members wishing to use the toilet facilities are encouraged to do so with another member and the Coach must be made aware whenever you are leaving the training environment.

10. Game Management

All members are guaranteed equal court time opportunities and will be rotated as equally as possible by the Coach throughout the **regular** season. Any game time penalties incurred, e.g. for missing training, will be in addition to time spent rotated off court.

During the **Finals** series court time for open players is at the discretion of the Coach/ Team Captain. For all other age groups, players are guaranteed a minimum of one (1) quarter per game during the semi-finals and preliminary finals. For the Grand Final, court time is at the discretion of the Coach.

Players who have missed training sessions, are injured/ ill, or are subject to disciplinary issues, will not be guaranteed minimum court time.

Players not acting in accordance with the Club's Code of Conduct and Policies and Procedures during finals are not guaranteed any court time.

11. Uniforms and Use of Club Uniform outside of Competition

All members are required to wear the uniform approved by Padbury NC Inc. The Club uniform can be changed at the discretion of the Committee and approved at the AGM. The Club uniform is in alignment with WDNA Uniform policy and includes but is not limited to the following:

- Club polo
- A-line Club dress (from season 2022 onwards, dress must not contain any past sponsor logos) OR Shorts and singlet.
- Club Boy-leg shorts
- Sports shoes only shall be worn
- Plastic and or metal headbands are not permitted to be worn.
- Players are permitted to wear prescription glasses, including transition glasses, only if secured to the head via a padded band. A Medical certificate is supplied to the Association Manager prior to the commencement of the season and a permit must be carried to show umpires upon request.
- Players are not permitted to have any jewellery whilst training or playing. Players refusing to remove piercings will not be permitted to take the court and any missed game time for this reason will not be made up.

For further clarification of what is deemed acceptable, members should also familiarise themselves with the appropriate WDNA policy.

When members of the Club request to wear Club uniform for carnivals, courses, or any competitions outside WDNA, prior permission must be sought in writing to the current Committee. The committee will respond within ten (10) working days of their decision. Without prior consent, the Club's playing uniform and name is not permitted to be used outside of WDNA's competitions.

The Club logo is not permitted to be used on any products or merchandise outside of the approved Club uniform and merchandise for sale.

12. Uniform and Merchandise Refunds

In accordance with Australian Consumer Law, merchandise purchased and received will not be eligible for refund or exchange, unless the item is faulty. Compulsory uniform items may be returned if 'unused' for exchange/refund. Compulsory uniform items are defined as A line dress and undershort, or shorts and singlet, all other items are considered merchandise.

13. Nails

Fingernails must be cut short and be smooth. During the regular winter season, taping of nails and wearing of gloves is not permitted. Players with legitimate medical reasons for wearing gloves must supply a medical certificate stating the reason to the WDNA Association Manager or Director of Competitions prior to the commencement of the season, however the nails must still be cut short and be smooth under the gloves.

14. Jewellery

No jewellery or sharp adornments, including hair beads shall be worn at training or for games, with the exception of a medical alert item, which must be taped or worn under a sweatband. Holes from spacers are to be taped and the spacer jewellery to be removed. (Rule 5.1.1. (IV) Official Rules of Netball).

Should a player be found to be wearing prohibited jewellery after the commencement of the game, they shall be sent off the court and the jewellery removed. Play is to continue without that player. The position left vacant during the time the player is off the court must not be filled unless that position is Centre, in which case the team may move one player already on court to fill that position. The player may after inspection by the umpire, retake the court at the next centre pass.

15. Umpires

Padbury NC Inc will have at least one (1) Umpiring Coordinator who assists on a weekly basis with all matters relating to support and mentoring of the Club's umpire squad and liaise with WDNA on umpiring matters.

Umpires will be allocated by WDNA under their Green Shirt and Academy programs. Where Padbury NC teams have teams playing divisions not covered by WDNA programs, the Umpiring Coordinator will allocate umpires to their games. The Club will pay umpires in accordance with the Club's payment schedule determined by the current committee and in accordance with WDNA policy.

Club Umpires are encouraged to become a WDNA (Non-Squad) Umpire and continue umpiring at the Association by registering with their PlayHQ number and have a current Rules of Netball Theory Examination pass mark (over 70%). Please refer to WDNA [website](#).

Registration to receive umpiring allocations is FREE if playing or coaching in the current season, otherwise a nominal fee of \$30 is required. Umpires must wear a white top as per WDNA Procedures and Protocols, with shorts, skirt or pants in white, black or navy. Any jumpers or jackets worn over the top of a white shirt MUST also be predominantly white. Umpires that are umpiring for Padbury Netball Club will be provided with a white Club polo shirt.

Umpires are encouraged to develop their umpiring skills and pursue further accreditations. To assist with this the Club will reimburse costs of umpiring education using the following sliding scale. Umpires must be current playing or coaching members of Padbury NC Inc to be eligible for reimbursement. Prior to the season starting, Umpires must advise the Umpire Coordinator of their development request and Committee approval will be requested. The Umpire Coordinator will advise the Umpire as soon as possible on the outcome of their request.

Length of umpiring service and associated reimbursement limit per annum

- 5 years \$250
- 3-5 years \$150
- 1-2 years \$ 75
- 0-1 years \$ 50
- (first season with club) \$25

16. Court Orders and Restraining Orders

Padbury NC Inc will follow and acknowledge all court orders, restraining orders and legal documents when presented with a certified copy. Where a court order or restraining order involves two (2) or more affiliated members within the Club, the committee will assess the situation and act accordingly. When a member's membership is deemed to be cancelled due to such measures, the Club may offer a full refund unless there has been a breach of the Club policies procedures. The current Club committee will use its discretion in this matter.

17. Physical Violence

Padbury NC Inc does not condone or accept any form of physical violence either on or off the court. Physical violence does not adhere to the concept of social sport, regardless of the nature of the game. Any member seen to partake in any form of physical violence will have their membership suspended immediately forfeiting all refunds and the matter may be forwarded on to the police.

18. Social Media and Cyber Safety

All Padbury NC Inc members are subject to WDNA's Cyber Safety Policy. The Club may refer incidents to WDNA for further action under their policy. Sanctions may arise from investigations by WDNA including suspension from games or deregistration of players.

If a social media group is created or is already in existence for a specific team under Padbury NC Inc, then that group must have a recognised committee member, with no direct affiliation with that team, added as a moderator.

19. Injuries and Insurance

All financial members are covered by Netball WA Insurance. Claims need to be made via the Netball Australia insurer using the link <http://www.willisnetball.com/> or <https://wdna.net.au/wp-content/uploads/2014/03/Injury-insurance-claim-form.pdf>

Padbury NC Inc will endeavour to assist with all claims and any requests should be sent to the Club email padburync@gmail.com.

Lodging a claim form is made easier if the first aid record form is collected when first aid is administered from the delegated first aid officers at WDNA.

All members suffering an injury or recovering from an injury are required to obtain a written clearance before netball exercise (training or playing) can re-commence with the Club. Written clearance must be a signed letter or email (SMS is not accepted) from relevant medical professional or parent (if from parent/

guardian, they then take full responsibility for the returning athlete). Without a clearance, the committee and Club could potentially be held liable.

The biggest risk to any Club is players getting injured. All players, coaches, umpires and club officials are required to be registered with WDNA which ensures that these persons are covered by insurance on training nights and match days.

As part of the Club's risk management review to be approved by the committee, the following policy will be in place for our Club for the season.

- **Training nights** –the player injured needs to be treated correctly and if a Coach is unsure of correct first aid procedures, they should seek immediate assistance from other Coaches and/or committee members. Coaches should keep track of injured players at training and follow up that they are seeking professional advice before returning to training or match play.
- **Match Days** – any injured player should be taken to the first aid room at WDNA to be assessed immediately. The Coach must not leave their team unattended, so must have the Team Manager or a parent take the injured player to the first aid office. In the case of a serious injury the player should not be moved, and assistance sought from the First Aid office. Coaches should keep track of injured players at matches and follow up that they are seeking professional advice before returning to training or match play.

20. Working with Children Check (WWCC)

A Working with Children (WWCC) Check is required by a person if they engage in certain paid or unpaid work with children, described as “child-related work” under the WWC Act.

“Child-related work” has a specific definition which is found in section 6 of the WWC Act: Work is child related work if the usual duties of the work involve, or are likely to involve, contact with a child.
<https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work>

Padbury NC Inc policy is that all Umpires, Coaches and committee members will hold a valid WWC, or obtain one promptly once appointed or elected. A copy of each valid clearance will be held on file and maintained by the Club Secretary in accordance with legislative requirements.

If a Club Volunteer has a child under the age of 18 playing for the club and is therefore unable to obtain a WWC, they will be required to review the Members Protection Policy and sign the associated form. If applicable, the Club volunteer will be contacted by a committee member.

21. Videoing and Photography

All players will be asked to provide photographic consent during the registration process. This will then be notified to WDNA during team registration. Anyone wishing to video or take photographs during games must check the scorecard before the game. If there is a **large red dot sticker** on the scorecard ALL video or photography is prohibited during that game.

22. Pregnancy

Padbury NC Inc will follow the policy set in place by Netball Australia in regards to Pregnancy.

23. Sponsorship, Events and Fundraising

Padbury NC Inc endeavours to obtain various sponsorships each year in different monetary amounts and donations. Padbury NC Inc will operate as a not for profit club, with all monies allocated to Club development and operation. All sponsors will be recognised by the Club unless requested to remain anonymous.

The club will conduct several social activities per year. All events and activities are optional, however for

the successful running of the Club it is strongly encouraged that members participate at every opportunity. Non-members are also encouraged to attend and in doing so must adhere to the Club's policies and procedures.

24. Equipment and Club Property

Padbury NC Inc will provide equipment for each team. Teams will be allocated their own sporting bag which will become the responsibility of the delegated team Coach/ Manager. At the conclusion of the season, all equipment must be returned to the Equipment Coordinator. It is the responsibility of all Padbury NC Inc members to ensure they always care for the equipment.

25. Codes of Conduct of Coaches and Players

All Players, Coaches, Officials, Parents and spectators of the Club will be required to adhere to the Codes of Behaviour outlined below at all times throughout the season. Please ensure that you understand these obligations, as by you or your child registering to play with the club, you agree to abide by these rules which also apply to all spectators. Rudeness, disrespect and inappropriate behaviour will not be tolerated by the Club.

Player's Code of Behaviour

- Play for the "fun of it".
- Play by the rules.
- Never argue with an official. If you disagree, have your Captain, Coach or Team Manager approach the official during a break or after the game.
- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- Work equally hard for yourself and your team.
- Be a good sport. Cheer all good plays, whether they be by your team or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Do not use derogatory language.
- Co-operate with your Coach, team-mates and opponents. Without them, there would be no game.

Parent's and Spectator's Code of Behaviour

- Applaud good performances and efforts from each team. Congratulate all participants upon their performance, regardless of the game's outcome.
- Respect the official's decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the children to do likewise.
- Never ridicule a player for making a mistake during a competition. Positive comments are motivational.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Respect the Coach's decisions and understand that they are made in the best interest of the team.
- Encourage players to follow the rules and the official's decisions.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
- Do not use derogatory language.
- Recognize the value and importance of volunteer coaches and officials. They give their time and resources to provide recreational activities for the children and deserve your support.
- Leave the coaching to the coaches - parents and spectators are not permitted to coach from the sidelines as the team can be penalised and/ or the Club fined.

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on player's time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the just-average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training and competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Officials

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasize the spirit of the game rather than the errors.
- Encourage and promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

Disciplinary action will apply if the Codes of Behaviour are not adhered to.

26. Weather Policy

Training still goes ahead if it is raining. In the event of lightning or severe weather warnings the Club will decide on whether to cancel all training.

Where either situation occurs, the Club will make a decision before 4pm on any training night and a SMS will be sent to all coaches advising them of the cancellation. It will then be up to the coach to notify their players. Where possible the decision to cancel training will also be posted on the Club's social media pages.

Please note that the Club has a duty of care to ensure that all players and coaches remain safe at training.

27. WDNA Volunteer Roster

The Club will be allocated a Volunteer Roster by WDNA, once dates are known, all members will be requested to assist with these volunteer duties. Should volunteer positions not be filled, coaches will be notified. Each team will then be allocated a date and time to perform their roster and coaches need to

ensure that they organise who will be carrying out the roster and advise the Club Secretary. Roster duties should not be carried out by Coaches, Managers, or committee members. If a team does not attend to the Volunteer Roster, they will be personally held responsible and required to pay the \$applicable WDNA fine. The Club will not be responsible for the fine, refer to section 4 above. It is important that all members and parents are aware of this. It must be communicated by all coaches to their parents and players.

28. Grievance Procedures

Padbury NC Inc aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principal of natural justice. Any person can report a complaint about a person/ s if they reasonably believe that the person/s has breached Club policies and/ or procedures. At no time can an individual place a complaint directly with WDNA without the prior involvement of the Club President or Acting President. A complaint must be reported as formal. All complaints will be dealt with promptly, seriously, sensitively and confidentially.

Padbury NC Inc will take all the necessary steps to ensure that the people involved in a complaint are not victimised. A formal complaint must be lodged to the Executive committee in writing no longer than five (5) days after the incident in question, addressed to the Club President and emailed to padburync@gmail.com. In many cases complaints can be sorted out by agreement between the people involved and will have no need for disciplinary action. If possible, this should be the first step in the grievance procedures. In the event that both parties are not satisfied with the outcome, a mediation process may be formed. The processes for a mediation procedure are outlined in the Club's Constitution. The Executive committee reserves the right to refuse to deal with matters that are considered vexatious, malicious or without reasonable substantiation.

29. Disciplinary Action

It is a breach of these policies for any person to have been found: Acting in a manner contrary to what is stated, failing to follow the policies and procedures outlined in the Club's Policies and Procedures, Constitution, Netball WA policies and procedures, Constitution and By-Laws, Netball Australia policies and procedures, Constitution and By-Laws and all other appropriate netball association's policies and procedures, Constitution and By-Laws.

If any member breaches the policies; one or more forms of discipline may be imposed. All disciplinary action imposed will be applied consistent with any contractual rules and requirements; be fair and reasonable; be based on the evidence, information presented, seriousness of the breach and will be determined by Padbury NC Inc Policies and Procedures and Constitution.

Such action can include:

- A direction to offer a verbal and or written apology
- A written warning
- A suspension of membership
- A disqualification of membership with full forfeiture of fees paid

30. Awards

In any given year the following awards may be awarded.

Club Person – This award is given to an individual who has shown great dedication to the Club. This person can be a member of the club engaged in any role, other than a committee member.

The following criteria are to be considered:

- Represented the Club in a positive manner
- Gone above and beyond the call of duty
- Exceptionally embodied the Club's values and ethics

Life Membership – The purpose of this award is to recognise a Club member who volunteered their time over multiple years.

The Committee will consider members eligibility for life membership if they have showed commitment to the Club in any role (Committee, Coach, Volunteer, Umpire or Player) for a minimum of (10) years.

Life membership is conferred after endorsement at the next AGM.

Umpire Award - This award is given to an individual who has shown great commitment to umpiring for the Club throughout the Winter season. The individual has listened and implemented any feedback by showing improvement in their umpiring.

31. Trophies

The Club holds Trophy presentations at the completion of the WDNA Winter Season. Function details are set by the current Club committee. Trophies are awarded as follows:

18 & Under and younger Teams

These awards can be decided by either weekly votes throughout the season or by the Coach at the end of the season.

- Fairest and Best – awarded to the player that has shown the most outstanding netball skills on court all season.
- Runner Up - awarded to the player that has shown outstanding netball skills on court all season.
- Coaches Award - Awarded at the coach's discretion and cannot be awarded to the same player who has won the Best and Fairest or Runner Up in the same season

After the completion of the final round of the regular season the Team Coach is to provide the player names of those to receive awards to the assigned committee member/ s by the specified deadline to allow sufficient time for ordering of trophies

Open and 21 & Under Teams

- Team Player – Awarded to the player that has shown a number of attributes throughout the season such as: outstanding skills, leadership, dedication to training and/ or games and listens to their Coach/ Captain.

Ownership and Approval	
Responsible Officer:	Secretary
Review and Recommended by:	Padbury Netball Club Executive Committee
Approved by:	Padbury Netball Club Committee
Reviewed Frequency:	Annual
Last Reviewed:	April 2024
New Review Scheduled:	October 2024

Version History				
Version	Release Date	Amendment Summary	Author	Approval
1	28 Dec 2019	Document Created	Linda Easter	PNC Committee
2	12 Jan 2020	Amendments made	Linda Easter	PNC Committee
3	19 Feb 2022	1. Updates to include use of PlayHQ 2. Other amendments made	Linda Easter	PNC Committee
4	9 Jan 2023	Amendments made		
5	7 Apr 2024	1. Add document control information 2. Update Section 2 (Registrations) – No of teams 3. Update Section 2 (Fees) – PlayHQ payment options 4. Update Section 5 (refunds) - Typo 5. Insert new item 12 – Uniform and Merchandise Refunds 6. Update Section 30 (Trophies) - Include 21&U with Opens	Melissa Langford	PNC Committee