



## Club Handbook

The objectives of St Mark's Netball Club (SMNC) are:

- For members to always have fun in their efforts and performances in the game of netball.
- Provide equal opportunities that foster social aspects of the game and good sportsmanship.
- To include all children from St Mark's Anglican Community School (SMACS) Junior/Middle School, to play netball in a safe and secure environment.
- To act for its members in all matters pertaining to netball and to ensure the Club is run in line with Netball Australia, WA Netball and to the needs of the players, coaches, umpires and families from St Mark's Anglican Community School (Junior/Middle School).

# Contents

1. Our Club/Constitution
2. Club Structure
3. Working with Children Check (WWCC)
4. Injury and Illness
5. Accessibility of Records for Members
6. St Mark's Netball Club (SMNC) Annual General Meeting
7. Code of Conduct & Behaviour
8. Teams
9. Registration Process
10. Fees & Finances
11. Grading of Year 5 and above
12. Division of Year 2, 3 and 4 Teams
13. Position of Team Coach and Team Manager
14. Club Umpires
15. Team Commitments
16. Team/Player Fines
17. Training
18. Weather Policy
19. Venue, Competition Dates and Game Times
20. Uniforms

It is important to note that this document be read in conjunction with information on the Wanneroo Districts Netball Association (WDNA) website, [www.wdna.net.au](http://www.wdna.net.au). and Joondalup Netball Association <http://joondalupnetballassociation.wa.netball.com.au/>. Where conflict between the two sets of information exists the WDNA / JNA information prevails.

# 1 Our Club

St Mark's Netball Club (SMNC) is a junior netball club that is open to any St Mark's Anglican Community School student from Years 2-8 who would like to play netball, regardless of experience.

## 2 Club Structure

SMNC Committee consists of:

- President
- Vice President
- Treasurer
- Secretary
- Equipment Co-ordinator
- Umpiring Co-ordinator
- Coaching Co-ordinator
- Uniform Co-ordinator
- Windup Co-ordinator
- Information, Communication and Technology (ICT) Coordinator

### 2.1 General Committee Positions

Up to 2 general committee members will be selected to allow a variety of year levels to be represented. These positions are declared open for nomination each year. General committee members are encouraged to consider taking on a coordinator role in the future.

### 2.2 Expectations of Committee Members

It is ideal for committee members to commit for a minimum of 2 years and declare their position vacant after a maximum of 10 years. This gives a balance of continuity as well as allowing opportunity for new members to join the committee.

### 3 Working with Children Check

#### Safe 4 Kids Club

SMNC strives to create safe environment for our members (children & young people), by adopting a proactive approach to creating that environment by complying with legislation (Working with Children (Criminal Record Checking) Act 2004).

If and where applicable, all of our club's volunteers are to have a Working with Children Check (WWCC) or comply with the Parent Volunteer Exemption. The WWCC will be paid for by SMNC.

### 4 Injury and Illness

4.1 All moderate and serious injuries are to be reported to the Team Coach as soon as possible. For insurance purposes, any player injured either at training or during a game must complete a WDNA or JNA Injury Report Form available from the WDNA and JNA websites. If the injury occurs on a Saturday, the injured player must attend the First Aid Post at WDNA where the first aid personnel will complete an Injury Report Form. For all moderate or serious injuries that occur during a training session, an Injury Report Form must be completed and handed into WDNA the following Saturday (this is required, should a claim be necessary). Further information on Netball Australia insurance can be found at [www.willisnetball.com](http://www.willisnetball.com) (WDNA and JNA). Players returning to netball after extended illness shall obtain a clearance from their medial professional. Where possible, members who have missed a training session or game due to illness should complete the next full training session before taking to the court on a Saturday.

#### 4.2 Concussion Policy

As a club, we adhere to WDNA's Concussion Policy. For JNA, please refer to JNA Policies and Procedures Handbook.

### 5 Accessibility of Records for Members

5.1.1 The St Mark's Netball Club Handbook is available electronically.

5.1.2 All members of the club have the right to inspect the club's records and documents (i.e. records of committee/coaching/management positions, WWCC, coaching course accreditations).

5.1.3 Records are to be kept for a minimum of seven years.

## 6 SMNC Annual General Meeting

- Members will be notified of the AGM date and time 4 weeks prior to the AGM.
- SMNC will discuss and where appropriate vote on changes to policies at the Annual General meeting. Suggestions for changes must be submitted in writing 2 weeks before the advised date of the AGM.
- Each currently enrolled family is entitled to 1 vote per issue.
- A change or addition to policy must be proposed & seconded by a financial member (refer to 17.1 in the Constitution).
- A representative from any currently registered family may speak for or against the proposal for a max of 3 minutes each.
- Any changes to policy voted in remain until the following year's AGM.
- If there is more than one person nominated for a committee position, applicants are required to complete a SMNC Nomination Form.

## 7 Code of Conduct & Behaviour

7.1 All players, volunteers, parents/family of players and spectators involved or watching Netball must abide at all times by the Policies & Procedures and Codes of Conduct & Behaviour of both SMNC and all governing Netball bodies including:

- Netball Australia
- Netball WA
- West Coast Netball Region
- Wanneroo Districts Netball Association
- Joondalup Netball Association
- St Mark's Netball Club's Club Rules & handbook

NB - The SMNC Handbook is to be read in conjunction with information on the Wanneroo Districts Netball Association (WDNA) website, [www.wdna.net.au](http://www.wdna.net.au) and Joondalup Netball Association (JNA), <http://joondalupnetballassociation.wa.netball.com.au>. Where conflict between the two sets of information exists, the WDNA / JNA information prevails. Copies of these can be accessed on the relevant websites.

## 8 Teams

8.1 Teams will be allocated, according to year groups and as per divisions set out by WDNA and JNA. For Juniors, grading will take place if there are sufficient numbers for more than one team. If a SMNC team is short on numbers, we may look to outside sources to ensure we have a team.

8.2 As a junior school-based club, we adopt an inclusive approach to game play. Each player's positions and time off must be recorded as the club's record of player rotations.

8.3 NetSetGo Set/Go - covers the following year groups:

- NSG Set Programme Year 2 and Year 3
- NSG Go Programme Year 4

8.3.1 NetSetGo Requirements:

- Players are not to play more than 2 quarters in any position during the match.
- Players must be rotated evenly throughout the season.
- Players must experience all positions over the course of the season.

8.4 Juniors covers the following year groups:

- Year 5, 11 & Under
- Year 6, 12 & Under
- Year 7, 13 & Under
- Year 8, 15 & under

#### 8.4.1 12 & Under, 13 & Under and 15 & Under:

- Players may begin to specialise in certain areas of the court i.e. shooting, midcourt or defence. However, they must be rotated through the positions in that area e.g. play C, WA & WD (not just C).
- It is likely that there will be new players to the club in these age groups. These players must be given the opportunity to play all positions throughout the season so they can properly learn the game.
- ALL Junior Players must have equal court time during the season and each player must play a minimum of ½ a game during each match, including a semi-final or grand final (refer to 17.3 for exceptions).

#### 8.5 Captains

- Rotate the duty so each team member gets a chance to be Captain.
- The Captain's duties are to take part determining center pass/shooting direction with the umpires and signing of the score card.
- Captains may approach the umpire for any clarification.
- Up to date versions of WDNA Procedures & Policies and NetSetGo / Junior Netball rules can be found at: <http://wdna.net.au/home/forms-downloads/>

## 9 Registration Process

- Complete online registration and payment during the registration period.
- Dress size is required for online registration. If you are wanting your child to try on a dress or if you would like to speak with a committee member, you may attend one of the information & dress sizing sessions.
- For parents registering their child with St Mark's Netball Club for the first time, a copy of the child's birth certificate or passport is required for proof of age, as per WDNA and JNA policy.
- All players who are enrolled before the enrolment deadline will be placed in a team.
- Those who wish to enrol after the enrolment deadline will only be accepted if there are less than 9 players in the team.
- Every endeavour will be made to keep year groups together, however sometimes players will be required to play out of their year group due to team numbers. This will be done first by negotiation with individual

players and their families by the Club President or Vice President. If a mutual agreement cannot be reached, players will be moved in accordance with their birthdates/age.

## 10 Fees & Finances

Fees are amended annually as determined by Management Committee in Conjunction with WDNA and JNA fees. Fees reflect previous Winter's season cost.

### WDNA 2019 Fees (Winter Season)

<b>WDNA 2019</b>	<b><u>NetSetGo Set/Go</u></b> <b><u>2019</u></b> NSG Set Year 2 & NSG Set Year 3 NSG Go Year 4	<b><u>Juniors 12 &amp; Under, 13 &amp; Under,</u></b> <b><u>15 &amp; Under 2019</u></b> Year 5, 11 & Under Year 6, 12 & Under Year 7, 13 & Under Year 8, 15 & Under
Netball WA	\$63.00	\$68.00
NWARF	\$0.00	\$18.00
WDNA	\$62.00	\$66.00
Uniform Hire	\$10.00	\$10.00
Uniform Bond	\$20.00	\$20.00
St Mark's Club Fees (Umpire, equipment, first aid & admin costs.)	\$60.00	\$60.00
Wind-Up	\$30.00	\$30.00
<b>Total</b>	<b>\$245.00</b>	<b>\$272.00</b>

### JNA 2019 Fees (Winter Season)

<b><u>Joondalup Netball Association 2019</u></b>	<b><u>NSG – GO 10Unders</u></b>
Netball WA	\$62.30
JNA	\$89.00
Uniform Hire	\$10.00
Uniform Bond	\$20.00
St Mark's Club Fees (Umpire, equipment, first aid & admin costs.)	\$60.00
Wind-Up	\$30.00
<b>Total</b>	<b>\$270.00 (rounded down from \$271.30)</b>



## 10.1 KidSports Vouchers

- Contact the SMNC Treasurer.
- Register online, which will require payment and then you will be reimbursed the difference by SMNC. Alternatively, you may meet with the Treasurer when you are ready to register with your Kidsport Code so that they can make the necessary payment and you can direct deposit the remainder into SMNC account.

## 10.2 Refund/Cancellation Policy & Procedures

Generally, fees are non-refundable. In extenuating circumstances, a member may apply to the club committee for a partial refund.

# 11 Grading of Year 5 and above

St. Mark's Netball Club is committed to providing all of its members with the opportunity to play netball in competitive teams. Grading is the method by which we aim to achieve this objective for our players. The aim of the grading process is to ensure all players are placed in a team that will:

- Best represent their level of skill and ability.
- Maximise opportunities to develop and improve their skills.
- Maximise their enjoyment and love of the game.

This section is also a guide for players and parents so that they can be better informed on the grading process and the level of involvement and strategic thought that goes into grading.

## 11.1 Winter Season

- Where possible, grading will be done by 3 graders over 2 training/grading sessions. At least 2 of the 3 graders must be independent of the SMNC committee. All graders must not have their own children playing in the year group they are grading.
- Where possible, the previous year's coach/es will attend grading. They will warm up the players & help the graders with management of the players. The purpose of having them attend is to help the players feel at ease and to help in the general management of the grading sessions.

- The previous year's coach will not have input, access or be privy to the graders notes or discussion during the grading sessions and is to sit with the players, on the opposite side of the court from the graders.
- We encourage parents and players to be reasonable in their expectations and encourage positive feedback so that children will be happy in the teams in which they are ultimately placed.
- Players may request feedback, but the graders decision is final.
- Final placement of players is at the discretion of the committee.

## 11.2 Spring Season

- In Spring Season, there will be no regrading. Where there are sufficient numbers for multiple teams within an age group, teams playing will be divided into teams according to age. The oldest team member will be placed in one team, the next oldest in the other team and so on.

## 12 Division of Year 2, 3 and 4 Teams for **Winter and Spring** seasons

- Where there are sufficient numbers for multiple teams within an age group, players will be divided into teams according to age. The oldest team member will be placed in one team, the next oldest in the other team and so on. This will ensure a balance of older and younger players within a team.
- Once the registration period is over; players will be placed in a team according to the above policy.
- Players registering after the enrolment period will be placed in the team that has less players. If teams have even numbers, team allocation is at the discretion of the committee.
- Final placement of players is at the discretion of the committee.

## 13 Position of Team Coach and Team Manager

13.1 It is a requirement of WDNA that all coaches have either a current Netball Australia coach accreditation, or evidence of attendance at the WDNA Beginners Coaching Course prior to the commencement of the winter season. This will be paid for by SMNC. JNA – Please see JNA Policies and Procedures Handbook.

13.2 Teams are formed on the understanding that parents/guardians will coach and manage the teams. A minimum of one Team Coach and one

Team Manager are necessary for every St Mark's netball team. These voluntary positions may be claimed as parent commitment hours at the end of the season. If there are insufficient parent/ guardian volunteers for these positions, the team will be unable to play.

- In the instance that multiple people nominate for a coaching / management position, the positions may be shared.
- If nominees do not wish to share a role, past experience and/or qualifications will be submitted to the committee and a decision will be made.

### 13.3 Coaches Handbook

This can be downloaded from WDNA - <http://wdna.net.au/home/forms-downloads/>. JNA – Please see JNA Policies and Procedures Handbook.

## 14 Club Umpires

14.1 The process to become a club umpire at SMNC is outlined below:

- Complete online assessment.
- Complete an expression of interest form.
- Be affiliated with SMNC.
- Adhere to WDNA umpiring policies - <http://wdna.net.au/home/umpiring/umpire-training/uniforms/>
- JNA – Please refer to JNA Policies and Procedures Handbook

14.2 Every umpire is expected to dress professionally and in appropriate clothing. The uniform for club umpires is as follows:

- White shirt;
- PREFERRED – White skirt / shorts (men). However black and blue sportswear of skirt/shorts/pants may be worn.
- Sports footwear
- White jacket or see through jacket when it rains, please note that any jumper/coat/jacket MUST be WHITE;
- WDNA Umpires - Under NO CIRCUMSTANCES are umpires to wear a white shirt/top over a playing uniform. This will incur a \$50 fine as per WDNA's Policies & Procedures.

## 15 Team Commitments (WDNA)

Each season our club is required to fulfil a number of voluntary BBQ Rosters for WDNA. Each team needs to supply volunteers for an hour or two during the season. The duty may be claimed as parent commitment hours. In registering your child to play netball with St Mark's Netball Club you are acknowledging and supporting our club's commitment to WDNA as requested by them.

## 16 Team/Player Fines

### Player & Team Fines imposed by WDNA and JNA

All players (the player and parents/guardians of players 17 years or younger) are solely responsible for any fines or penalties received as a result of their actions/behaviour that are imposed by WDNA, JNA or any other Body responsible for any competition or activity entered by SMNC. All players (the player and parents/guardians of players 17 years or younger) are jointly responsible for any fines or penalties received as a result of their teams' actions/behaviour that are imposed by WDNA, JNA or any other Body responsible for any competition or activity entered by SMNC. All fines must be paid prior to the next fixture. Failure to do this will result in the entire SMNC being ineligible to take to the Court. Further action may be taken at the discretion of the SMNC Committee against individuals if fines are not paid on time including suspension from training and matches.

## 17 Training

- a. All teams are expected to train once a week.
- b. Training days will be determined by team numbers and court availability.
- c. Training is compulsory and lack of attendance at training (without good reason and/or without prior knowledge of coach or manager) may result in the player having less court time for that week.
- d. The coach and/or team manager is not responsible for your child between the end of school and the start of training.

## 18 Weather Policy

- a. Netball is a winter sport and as such, training will continue regardless of wind and rain. In the case of rain, all teams may choose to use the undercover courts and the court space is to be shared evenly between all teams training.
- b. In the case of thunder and lightning, SMNC will adhere to the 30/30 rule i.e. training will be cancelled if within the 30 minutes prior to training, thunder is heard within 30 seconds or less of when the proceeding lightning flash is seen.
- c. If a storm is approaching, coaches should be ready to immediately evacuate players to shelter in the closest substantial enclosed building if the “flash to bang” count reaches 30 seconds or less. The Senior School undercover courts DO NOT constitute a substantial enclosed building. The closest available building to the Senior school courts is the Pavillion or Floreat Building (Year 6 area). The closest available building to the Junior school courts is the Year 2/3 area. At this point, parents should be contacted to collect their children, as training cannot continue until 30 minutes has passed without a “flash to bang” count of 30 seconds or less.

## 19 Venue, Competition Dates and Game Times

All games are played on Friday nights and Saturdays at Kingsway outdoor Netball Centre, or Saturdays at Joondalup Netball Association. Match times are determined by WDNA and JNA and are subject to change, depending on WDNA and JNA Registrations. While most SMNC teams play in the WDNA competition, from time to time, teams may benefit from playing under JNA, depending on days and times of matches.

## 20 Uniforms

- a. The St Mark’s Netball uniform will be hired to all players, at a cost of \$20 per player for the season. If the uniform is not returned in a satisfactory condition, a cleaning or replacement fee will be charged. “Satisfactory condition” is defined as an allowance for “general wear and tear”. All efforts should be made to remove stains. The decision to issue a cleaning or replacement fee is at the discretion of the Uniform Coordinator.

- b. Uniform sizing will be carried out on information/dress sizing days. Uniforms will be given to the players before the first game of the season.
- c. The SMNC uniform includes:
  - The SMNC Dress
  - St Mark's sports socks – white with blue and maroon trim
  - NetSetGo players (Year 2, 3, 4) may wear long sleeve tops and plain leggings, either black or white under the SMNC dress. This applies to teams playing under WDNA.
  - Teams playing under JNA need to refer to the JNA Policies and Procedures Handbook