



# **OFFICIAL CLUB HANDBOOK FOR ALL MEMBERS**

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# 1. CODE OF CONDUCT

ALL MEMBERS MUST:

- SHOW RESPECT TO TEAMMATES, COACHES, OFFICIALS, AND OPPONENTS.
  - BE ON TIME & TURN UP READY TO GO IN CORRECT APPAREL
  - ATTEND ALL TRAINING SESSIONS
  - ENCOURAGE & ASSIST ALL PLAYERS
- REFRAIN FROM ANY ABUSIVE, BULLYING, OR DISCRIMINATORY BEHAVIOUR.
- ADHERE TO FAIR PLAY AND SPORTSMANSHIP PRINCIPLES.
- ABIDE BY NETBALL QUEENSLAND AND NETBALL AUSTRALIA RULES AND POLICIES.
- ONLY REMAIN AT THE TRAINING COURTS AND NOT ENTER ANY OTHER PART OF THE SCHOOL GROUNDS
  - PARENTS & CARE-GIVERS WILL BE FINANCIALLY RESPONSIBLE FOR ANY DELIBERATE DAMAGE THEIR PLAYER CAUSES TO THE SCHOOL/CLUB PROPERTY
  - AND/OR CALL OUT FEES INCURRED REQUIRING SECURITY OR EMERGENCY SERVICES TO ATTEND DUE TO SCHOOL ALARMS BEING SET OFF

NARANGBA VALLEY NOVAS – CODE OF CONDUCT As PLAYERS, WE COMMIT TO BEING NOVAS **PROUD** OF OUR TEAM, OUR EFFORTS, AND EACH OTHER. THIS MEANS WE WILL:

- **P** – POSITIVITY - WE BRING A POSITIVE ATTITUDE TO TRAINING AND GAMES, SUPPORT EACH OTHER THROUGH WINS AND LOSSES, AND LIFT OUR TEAMMATES UP WITH ENCOURAGEMENT.
- **R** – RESPECT - WE SHOW RESPECT TO OUR COACHES, TEAMMATES, OPPONENTS, UMPIRES, AND THE GAME ITSELF. THIS INCLUDES LISTENING WHEN OTHERS ARE SPEAKING, USING KIND WORDS, AND FOLLOWING INSTRUCTIONS.
- **O** – OWNERSHIP - WE TAKE RESPONSIBILITY FOR OUR ACTIONS, PERFORMANCE, AND COMMITMENT. WE COME PREPARED, GIVE OUR BEST EFFORT, AND LEARN FROM OUR MISTAKES.
- **U** – UNITY - WE PLAY AS A TEAM, CELEBRATE EACH OTHER’S SUCCESSES, AND WORK TOGETHER TO OVERCOME CHALLENGES. WE VALUE TEAMWORK OVER INDIVIDUAL RECOGNITION.
- **D** – DETERMINATION - WE SHOW GRIT AND PERSISTENCE, WHETHER WE’RE AHEAD OR BEHIND. WE SET GOALS, WORK HARD, AND NEVER GIVE UP.

WE ENCOURAGE ALL PLAYERS TO PARTICIPATE, HOWEVER, DO NOT FORCE THEM. WE FOCUS ON A PLAYER'S EFFORT AND PERFORMANCE AND CELEBRATE THE ACHIEVEMENTS MADE. WE ARE A GRASSROOTS NETBALL CLUB, THEREFORE EACH PLAYER WILL HAVE REALISTIC GOALS RELATED TO THEIR ABILITY AND WORKING AS A TEAM OVER THE EMPHASIS OF WINNING. PLAYERS ARE EXPECTED TO PLAY IN ALL POSITIONS ON THE COURT AND PLAY IN ACCORDANCE OF THE RULES. OUR CLUB MODELS GOOD BEHAVIOUR AND SPORTSMANSHIP REGARDLESS OF THE OUTCOME OF THE GAME AND TACTICS OF THE OPPOSITION.

POOR BEHAVIOUR WILL NOT BE TOLERATED. SIMPLY TREAT OTHERS HOW YOU WOULD LIKE TO BE TREATED AND BE KIND TO ONE ANOTHER – WE ARE AN INCLUSIVE CLUB. ALWAYS PUT THE SAFETY OF OUR PLAYERS FIRST AND FOREMOST.

MISCONDUCT IS ENCOURAGED TO BE REPORTED IN WRITING TO THE CLUB EMAIL AT THE EARLIEST POSSIBLE TIME:  
NARANGBAVALLEYNOVAS@GMAIL.COM

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## 2. UNIFORM AND EQUIPMENT

- PLAYERS MUST WEAR THE OFFICIAL CLUB UNIFORM AT GAMES
  - UNIFORMS MUST BE IN A CLEAN, NEAT AND TIDY STATE FOR ALL COMPETITION GAMES THROUGHOUT THE SEASON
- PLAYERS ARE RESPONSIBLE FOR THEIR OWN EQUIPMENT UNLESS OTHERWISE PROVIDED
- LOST OR DAMAGED LOAN ITEMS MUST BE REPLACED OR PAID FOR.
- UMPIRE UNIFORMS PROVIDED BY THE CLUB, MUST BE RETURNED AT THE END OF THE SEASON IN A CLEAN REUSABLE STATE
  - FAILING TO RETURN OR RETURNED IN POOR CONDITION WILL RESULT IN THE UMPIRE BEING INVOICED AT COST TO REPLACE THE ITEM/S E.G. OFFICIAL CLUB UMPIRE SHIRT, OFFICIAL CLUB UMPIRE JACKETS ETC

## 3. TRAINING AND ATTENDANCE

- PLAYERS ARE EXPECTED TO ATTEND ALL TRAINING SESSIONS AND GAMES
- ABSENCES MUST BE COMMUNICATED TO THE COACH OR TEAM MANAGER IN ADVANCE
- ONGOING NON-ATTENDANCE MAY AFFECT COURT TIME AND/OR TEAM SELECTION INCLUDING FINALS.
- WET WEATHER IMPACTING ON TRAINING WILL BE COMMUNICATED THROUGH CLUB SOCIAL MEDIA PAGE AS SOON AS POSSIBLE

## 4. TEAM SELECTION

- TEAMS ARE SELECTED BASED ON AGE, COMMITMENT, ATTITUDE, COACHABILITY, SKILL AND AVAILABILITY
  - PREVIOUS YEAR TEAM COMBINATION DOES NOT AUTOMATICALLY TRANSFER TO THE NEXT YEAR TEAM SELECTIONS
- SELECTION PANELS MAY INCLUDE COACHES AND COMMITTEE MEMBERS;
- SPECIAL REQUESTS MUST BE IN WRITING TO THE CLUB BY THE DUE DATE SET BY THE COMMITTEE FOR EACH SEASON
  - WRITTEN REQUESTS DO NOT AUTOMATICALLY GUARANTEE FULFILMENT OF REQUEST
- APPEALS CAN BE MADE IN WRITING TO THE CLUB PRESIDENT, WHO WILL DETERMINE THE OUTCOME AS FINAL

## 5. PARENTS/GUARDIAN/CARER EXPECTATIONS

WE REQUIRE OUR FAMILIES OF PLAYERS TO SUPPORT THE EXPERIENCE OF THE CLUB TEAMS THROUGHOUT THE WHOLE SEASON. THE CLUB'S EXPECTATIONS ARE:

1. TAKE PRIDE WITH NARANGBA VALLEY NOVAS NETBALL CLUB AND TEAMS WITHIN
2. ENDEAVOR TO HAVE MY CHILD/CHILDREN AT THE WEEKLY TRAINING SESSIONS AND COMPETITION DAYS PREPARED AND ON TIME
3. WE AGREE TO PARTICIPATE WITH WEEKLY ROSTERING OF TEAM DUTIES FOR SCORING & SHARE FRUIT (AND ANY OTHER REQUIREMENTS)
4. WE WILL HELP OUT AT FUNDRAISING EVENTS, CLUB DUTY DAYS & WORKING BEES
5. WE AGREE TO ABIDE BY NOVAS HANDBOOK AND ANY UPDATES TO POLICIES AND PROCEDURES TO SUPPORT COMPLIANCE AND FOSTERING A SAFE INCLUSIVE ENVIRONMENT FOR ALL
6. AS A SPECTATOR AT CLUB GAMES, WE WILL REFRAIN FROM 'COACHING' PLAYERS FROM THE SIDELINE AND INSTEAD CHEER IN A POSITIVE MANNER REGARDLESS OF THE OUTCOME OF THE GAME OR DECISIONS MADE DURING THE MATCH
7. WE WILL NOT REMOVE MY PLAYER/S FROM THE TEAM DURING BREAKS AND REMAIN AWAY FROM THE TEAM HUDDLE UNTIL AFTER FULLTIME
8. WE UNDERSTAND ALL COACHES, MANAGERS, UMPIRES, COMMITTEE MEMBERS AND ALL OFFICIALS ARE VALUABLE VOLUNTEERS AND WILL RESPECT THE TIME THEIR GENEROUSLY PUT INTO MY PLAYER/S AND CLUB
9. WE WILL SHOW THE SAME RESPECT TO OTHER CLUBS AND ASSOCIATION REPRESENTATIVES AS THEY TOO ARE VOLUNTEERS.
10. WE WILL RAISE ANY CONCERNS WITH THE CLUB AT THE EARLIEST OPPORTUNITY WITH OPEN AND RESPECTFUL COMMUNICATION

## 6. FUNDRAISING AND SPONSORSHIP

- ALL FUNDRAISING MUST BE APPROVED BY THE COMMITTEE
- FUNDS RAISED MUST BE USED FOR THE BENEFIT OF THE CLUB AND ITS MEMBERS
- SPONSORS WILL BE ACKNOWLEDGED IN ACCORDANCE WITH AGREED TERMS (CURRENT SPONSORSHIP PACKAGES)
- ALL MEMBERS WILL PROACTIVELY PROMOTE SPONSORS AND DELIVER POSITIVE ACKNOWLEDGEMENT WHEN THE OPPORTUNITY ARISES

## 7. INHOUSE COMPLAINTS

- ISSUES SHOULD FIRST BE RAISED WITH THE RELEVANT COACH OR TEAM MANAGER.
- UNRESOLVED ISSUES MAY BE ESCALATED TO THE COMMITTEE VIA THE SECRETARY.
- FORMAL COMPLAINTS WILL BE HANDLED IN ACCORDANCE WITH THE CLUB'S GRIEVANCE POLICY.

## 8. VOLUNTEERS AND WORKING WITH CHILDREN

- VOLUNTEERS WORKING WITH CHILDREN MUST HOLD A VALID BLUE CARD (QLD).
- VOLUNTEERS MUST ACT IN LINE WITH THE CLUB'S CHILD SAFETY POLICY.
- MUST COMPLETE ANY TRAINING REQUESTED BY NETBALL QUEENSLAND, OUR AFFILIATION, GOVERNMENT REQUIREMENTS AND/OR THE CLUB.

## 9. CHILD SAFETY POLICY

- THE CLUB IS COMMITTED TO THE SAFETY AND WELLBEING OF ALL CHILDREN AND YOUNG PEOPLE.
- ALL MEMBERS AND VOLUNTEERS MUST REPORT ANY SUSPICION OF HARM OR ABUSE.
- A DESIGNATED CHILD SAFETY OFFICER SHALL BE APPOINTED BY THE COMMITTEE.
- THE CLUB ADOPTS THE NETBALL QUEENSLAND CHILD PROTECTION POLICY.

## 10. SOCIAL MEDIA POLICY

- MEMBERS MUST USE SOCIAL MEDIA IN A RESPECTFUL AND RESPONSIBLE MANNER.
- NEGATIVE, HARMFUL, OR ABUSIVE CONTENT RELATED TO THE CLUB IS STRICTLY PROHIBITED.
- ONLY AUTHORISED PERSONS MAY POST ON OFFICIAL CLUB SOCIAL MEDIA PLATFORMS.
- BREACHES MAY RESULT IN DISCIPLINARY ACTION AND/OR MEMBERSHIP TERMINATION.

## 11. FINANCIAL MANAGEMENT POLICY

- ALL FINANCIAL TRANSACTIONS MUST BE AUTHORISED BY TWO APPROVED SIGNATORIES.
- CLUB FUNDS MUST BE USED SOLELY FOR CLUB PURPOSES AND NOT FOR PERSONAL GAIN.
- EXPENDITURE ABOVE A SET THRESHOLD (AS DETERMINED BY THE COMMITTEE) REQUIRES PRIOR COMMITTEE APPROVAL.
- FINANCIAL RECORDS MUST BE KEPT AND REVIEWED MONTHLY BY THE TREASURER.
- THE CLUB WILL PREPARE AND PRESENT AN ANNUAL FINANCIAL REPORT TO THE COMMITTEE FOR APPROVAL.

## 12. GRIEVANCE POLICY

- ALL MEMBERS ARE ENCOURAGED TO RAISE CONCERNS IN A RESPECTFUL AND CONSTRUCTIVE MANNER.
- THE CLUB IS COMMITTED TO ADDRESSING GRIEVANCES PROMPTLY, FAIRLY, AND CONFIDENTIALLY.
- INITIAL CONCERNS SHOULD BE DISCUSSED WITH THE RELEVANT COACH, MANAGER, OR COMMITTEE REPRESENTATIVE.
- IF UNRESOLVED, A FORMAL WRITTEN GRIEVANCE CAN BE SUBMITTED TO THE SECRETARY.
- THE COMMITTEE WILL REVIEW THE GRIEVANCE AND MAY CONSULT WITH INVOLVED PARTIES.
- A WRITTEN OUTCOME WILL BE PROVIDED WITHIN 14 DAYS, WHERE POSSIBLE.
- IF NOT SATISFIED, THE COMPLAINANT MAY REQUEST FURTHER REVIEW BY AN EXTERNAL MEDIATOR OR ASSOCIATION BODY.
- RETALIATION AGAINST ANYONE RAISING A GRIEVANCE IN GOOD FAITH IS STRICTLY PROHIBITED.

## 13. WET WEATHER POLICY

- THE SAFETY OF PLAYERS, COACHES, AND SPECTATORS IS THE CLUB'S TOP PRIORITY DURING ADVERSE WEATHER CONDITIONS.
- ALL DECISIONS REGARDING CANCELLATIONS OR MODIFICATIONS TO TRAINING OR MATCHES DUE TO WET WEATHER WILL BE MADE BY THE CLUB COMMITTEE, IN CONSULTATION WITH COACHES AND VENUE MANAGEMENT WHERE APPLICABLE.
- TRAINING SESSIONS MAY BE CANCELLED IF COURTS ARE DEEMED UNSAFE OR IF LIGHTNING, FLOODING, OR PERSISTENT RAIN PRESENTS A RISK.
  - THE COMMITTEE WILL ATTEMPT TO MAKE AND COMMUNICATE THE DECISION TO CANCEL 2 HOURS PRIOR TRAINING WHENEVER POSSIBLE
  - THE CLUB WILL ALWAYS SUPPORT THE DECISION OF THE PLAYER TO NOT ATTEND IF UNSAFE TO DO SO AS NOT EVERYONE LIVES LOCALLY TO NARANGBA
  - PLEASE COMMUNICATE WITH YOUR COACH/TEAM IF NOT ATTENDING TRAINING DUE TO BAD WEATHER
- THE CLUB WILL COMMUNICATE CANCELLATIONS VIA ITS OFFICIAL COMMUNICATION CHANNELS (E.G. TEAM APP / SOCIAL MEDIA).
- MEMBERS ARE ENCOURAGED NOT TO CONTACT COMMITTEE MEMBERS INDIVIDUALLY BUT TO CHECK OFFICIAL CHANNELS FOR UPDATES.
- MAKEUP TRAINING OR SESSIONS MAY BE CONSIDERED AT THE DISCRETION OF COACHES AND THE COMMITTEE, SUBJECT TO AVAILABILITY.
- FAMILIES MUST FOLLOW OUR ASSOCIATIONS COMMUNICATION CHANNELS FOR DECISIONS FOR COMPETITION DAY MATCHES

## 14. LIGHTNING SAFETY PROTOCOL

- THE CLUB WILL ADHERE TO THE 30/30 LIGHTNING RULE: IF THE TIME BETWEEN SEEING LIGHTNING AND HEARING THUNDER IS LESS THAN 30 SECONDS, ALL OUTDOOR ACTIVITY MUST CEASE IMMEDIATELY.
- TRAINING OR MATCHES WILL NOT RESUME UNTIL 30 MINUTES AFTER THE LAST OBSERVED LIGHTNING STRIKE OR THUNDER.
- COACHES AND OFFICIALS ARE RESPONSIBLE FOR MONITORING CONDITIONS AND ENFORCING THIS POLICY DURING TRAINING AND GAMES.
- PLAYERS AND SPECTATORS MUST SEEK SHELTER IN A SAFE, ENCLOSED STRUCTURE OR A FULLY ENCLOSED VEHICLE—NOT UNDER TREES, SHADE SHELTERS, OR METAL STRUCTURES.
- THE CLUB WILL FOLLOW ANY ADDITIONAL GUIDANCE PROVIDED BY NETBALL QUEENSLAND, VENUE MANAGEMENT, OR LOCAL AUTHORITIES.
- LIGHTNING SAFETY DECISIONS ARE FINAL AND NON-NEGOTIABLE TO ENSURE THE WELLBEING OF ALL PARTICIPANTS.

## 15. DECLARATION

BY REGISTERING MY PLAYER/S IN NETBALL CONNECT FOR THE CURRENT SEASON, I DECLARE TO ABIDE BY THE NARANGBA VALLEY NOVAS NETBALL CLUB HANDBOOK.

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ADOPTED BY RESOLUTION OF THE CLUB ON: [INSERT DATE]

SIGNED:

PRESIDENT: \_\_\_\_\_

SECRETARY: \_\_\_\_\_