



This document contains general information about CYCW Netball Club for members/parents and guidelines that will inform Committee of Management decision making processes to ensure consistency, transparency and the achievement of the best outcomes possible for all CYCW netball members.

CYCW Operational Guidelines

Chelsea YCW Netball Club

Inception Date: July 2013

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CHELSEA YCW (CYCW) NETBALL CLUB OVERVIEW

HISTORY

In 1986, the Chelsea YCW Club saw the inaugural team of Netball formed under the guidance of Ken & Marcia Cox and Pat Pickett. This coincided with the development of YCW becoming a Sports Club. However, due to dwindling numbers, the Netball Division went into remission in 1996.

The Chelsea YCW Netball Club was then reformed in the winter of 2002 under the guidance of Melissa Dwyer with huge support from Barry Maher and Peter Hunt. The reformed Netball club fielded one team in that season, which consisted of 9 players and were named the "Bomberettes". The Club was well received into Chelsea and District Netball Association, with many compliments on how good it was to see the red and black take the courts again.

The club has steadily grown over the past 10 years from the initial Bomberettes team to fielding 13 teams in the Saturday competition and 5 teams in the Tuesday night open competition.

GOVERNANCE

The CYCW Netball Club is a division of the Chelsea YCW Junior Sports Club Incorporated. The netball division operates independently, but reports back to the Sportsclub Board of Management. The club rooms, shared by football, cricket and netball divisions, are located at the end of Scotch Pde, Bonbeach. All positions in the CYCW netball division and Sportsclub are voluntary positions.

The club is affiliated with the Chelsea and District Netball Association (CDNA). CDNA co-ordinate the netball competition, in which CYCW register teams to play, and allocate the courts at Sturdee Street, Chelsea for individual club training. Within this competition, boys may play netball in teams up to and including U13. To register a team to play with CDNA, a minimum of 8 players must be listed on the Team Registration submission. The CYCW President and Vice President attend the monthly CDNA committee meetings to represent CYCW interests. According to the CDNA By-laws (2013), at least one club delegate must be present at all CDNA meetings or a penalty/fine may be applied. Information about CDNA, squad netball, Net-Set-Go junior programs, fixtures and ladders is all available at the following website http://www.sportingpulse.com/assoc_page.cgi?c=1-60-0-0-0&SID=38669

CDNA is an affiliated member of Netball Victoria (NV) and thus CYCW plays under the governance of NV. The affiliation with NV encompasses the adherence to specified practices, including NV Completion Regulations. All netball players and coaches are required to pay NV membership, a fee set annually by Victorian Netball Association (VNA). A component of the fee includes player insurance. VNA is collected locally and forwarded to NV by CDNA. Netball Victoria publishes the Codes of Behaviour for players, parents, spectators, coaches, and club officials that CYCW accepts and expects all members to uphold. The Codes of Behaviour are available at <http://www.netballvic.com.au/extra.asp?id=9591&OrgID=22>

CLUB PHILOSOPHY

CYCW has a club philosophy founded in the principles of sportsmanship and inclusion.

The Constitution states:

The purpose of Chelsea YCW is to provide the maximum opportunity for the fullest participation in sporting activities at the highest standard possible.

The objectives of Chelsea YCW will be to participate in fully organised and supervised competitive sporting activities on the basis that the attainment of exceptional skills or the winning of the games is secondary and that the moulding of future citizens is of prime importance.

The objectives of Chelsea YCW are:

- To teach sportsmanship and fair play
- To teach skills and co-ordination
- That each person, irrespective of their skills, who trains regularly with the club will participate in at least one period of each game

Chelsea YCW Junior Sports Club Inc. Constitution & Rules (2002, p. 1)

In line with, and upholding the purpose and objectives of the Sports Club Constitution, Chelsea YCW Netball Club aims to:

- Be pro-active and a supportive club, providing appropriate support to all CYCW players, teams, coaches and families, acknowledging members form the strength of the club
- Promote fair play, sportsmanship and family inclusion
- Provide training opportunities for players to learn new skills and improve game performance within a supportive environment.
- Allow each player to develop at their own pace for all whom wish to participate.
- Role-model and teach all players respect for fellow players, coaches and officials of the game, expecting all players, coaches, members and spectators to adhere to the Netball Victoria Codes of Behaviour.
- Encourage parents/spectators to demonstrate positive support and enthusiasm to players on court and avoid negative comments or audible disappointment sighs from the sidelines.
- Uphold the club motto "Powered on Positive Energy"

CLUB OPERATIONS

NETBALL COMMITTEE OF MANAGEMENT

The operations of the netball club are performed by a voluntary Committee of Management, elected in November for twelve month tenure. The Committee consists of the Executive Committee, being the President, Treasurer, Vice President and Secretary, along with a Coaching Co-ordinator, Uniform and Registrations Officers, Coaches, Team managers, and General committee members. Committee members are entitled to claim for expenses incurred in performing the duties of their role with the prior approval of the President and the submission of receipts. Eligible items to claim include photocopy paper & stationary, printer ink cartridges, and replacement of electronic storage devices. Travel and social expenses are not permissible claims. The Committee of Management: Role and Responsibilities document outlines the various positions on the Netball Committee and the duties associated with each of those positions. This document is available to all members on the CYCW Netball website.

The Sportsclub Constitution stipulates a minimum of two meetings per competition season. Typically netball committee meetings are held once per month during the playing season at the CYCW club rooms and chaired by the President of the Netball division. A quorum of not less than five Officer Bearers (2 Executive committee and 3 general members) must be present at a Netball division meeting for the meeting to proceed. Preceding the meeting, the secretary will email all committee members, inviting agenda items and then email finalised agenda. A Treasurer's report is given at each Committee meeting, reconciling income and expenses and identifying players with outstanding accounts requiring action. A representative from each Saturday team (typically the coach) will provide a brief verbal report on the team progress and report any issues/concerns. Minutes of all meetings are recorded and distributed to members present at the meeting. Any committee member that fails to attend three consecutive meetings without a leave of absence or fails to attend 50% of the meetings during the season shall be deemed to have relinquished their position on the committee.

Any matters of concern or suggestions parents have can be raised via the player's coach or directly with the President for discussion at the Committee meetings. Information will be communicated to CYCW members via email, the club website and the electronic club newsletter. For this reason, it is vital members maintain an up to date email address with the Club Secretary.

All members that hold a coaching or assistant coaching position are required by law to hold a valid 'Working with Children' (WWC) Check. The club requests that all committee members and team managers also hold a valid WWC check. Please refer to the WWC section in this document.

ANNUAL GENERAL MEETING

The Netball Division AGM is held in November each year at the completion of Season 2. It is held in combination with the Presentation Day, where awards and significant trophies are presented to recipients at the Clubrooms in Bonbeach.

A Sportsclub Board member or CYCW Life member will chair the AGM, acknowledging the service of the incumbent committee and invite nominations for the following year committee. A Sportsclub Life member/Significant contributor to CYCW Netball will be invited to present the significant game awards, acknowledging players that have achieved milestones of 100, 200 or 300 games played for CYCW netball club. The President and Treasurer will present a yearly report to the members. Changes to club fees for the following year or any operational changes will be communicated and justified to the members present, and ratified as appropriate.

Coaches are called to present trophies for Most Valuable Player (Open Division) or Fairest & Best, Runner up Fairest & Best and Coaches Award to their players and provide a brief recount of the highlights for the year. The U9 and U11 team coaches are called to present participation trophies to each player and briefly recount the highlights of the year. This is an opportune time for teams to present their coach with a public thankyou and gift for their time and commitment over the year.

WORKING WITH CHILDREN (WWC) CHECKS

All persons working with children in a paid or voluntary capacity are required to have a satisfactory WWC check under Victorian Law. The purpose of the WWC check is to prevent persons that pose a risk to children from working or volunteering with them. The Club, under its legal obligations to meet the Working with Children Act 2005 are required to have established screening and supervision practices to ensure the protection of children.

Organisational obligations

According to the Department of Justice, an organisation must ensure:

- That you do not engage anyone in child-related work who is required to have a WWC Check but does not
- Supervisors have a WWC Check if they directly supervise others who do not have a Check but are working or caring for children
- That any person who has been charged with or found guilty of a serious sexual, violent or drug-related offence (a Category 1 or Category 2 offence under the Act), does not work with or care for children while their application is being processed or re-assessed.
- Anyone who has a Negative Notice, does not undertake child-related work, even if they are directly supervised or exempt
- That you respect and protect the privacy of your workers.

Exemptions to requirements for WWC checks

The Working with Children Act (2005) permits the following exceptions:

- If you are under 18 years of age (unless in position of paid employment)
- Parents volunteering in an activity with their child (ie Team manager)
- Teachers currently registered with the Victorian Institute of Teaching (VIT)
- Sworn Victorian or Federal Police officer

CYCW Netball Practice

Based upon Dept. of Justice recommendations, CYCW will adhere to the following practice.

- Maintain a record of the unique Application Receipt Number received from Australia Post when an application is submitted.
- Check the status of volunteer's application to ensure coaching can commence during application processing.
- Sight all coaches and assistant coaches WWC Check card or VIT card and record the card number, card type ('E' for employees or 'V' for volunteers) and expiry date in the CYCW WWC Register.
- Check annually the validity status of all WWC checks at the Department of Justice website <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>
- Produce a yearly WWC Register and update with renewal details during the year per template example in Appendix 1.
- Encourage all committee members and team managers to complete a WWC check.
- Annually inform volunteers to notify the Department within 21 days of any change in their personal and contact details.

Note: Although coaches of teams where all players are over 18 years of age are no longer legally required to have a valid WWC check, CYCW requires those coaches to maintain a current WWC for the occasions where young players may fill-in for older teams.

SUPPORTING DOCUMENTATION

Administration practices at Chelsea YCW Netball Club are guided by the following supporting internal documentation.

- CYCW Netball Privacy Protocol
- CYCW Netball Committee Roles and Responsibilities
- CYCW Netball Timetable of Duties

COACHING ROLE

All CYCW coaches are volunteers, emerging from team parents/families with a history of playing netball or club players that express an interest in developing coaching experience. Junior coaches assume an assistant coaching role within the club, and with experience and guidance, assume principal coaching roles.

The club strongly encourages all CYCW coaches to complete the Netball Victoria Foundation Coaches course within 12 months of commencing a coaching role. Information about the current courses and scheduled dates are available at the Netball Victoria website <http://www.netballvic.com.au/extra.asp?id=2210&OrgID=22&menu=14448>

The club will fund the cost of Foundation coaches' course for one coach per team. In the instance where the assistant coach is a junior coach within the CYCW Coaching Development Program, the cost will be reimbursed. Netball Victoria offer 6 levels of coaching courses- completion of further levels is encouraged by the club. Financial contribution by the club to the cost of the course can be discussed and negotiated on an individual basis, based upon service to the club.

Coaches are required to be identifiable as CYCW coaches on game day per CDNA regulations. It is therefore a club requirement that the white CYCW coaches' polo shirt is worn by all coaches. Sneakers or closed toe shoes must also be worn- no thongs. U9 coaches only are permitted to go onto the court to instruct or guide players, but must not carry onto the court clipboards, pens, hot drinks or any other item that may be a potential danger to any child.

COACHING DUTIES

Examples of the responsibilities of the netball coach include:

- Uphold the philosophy of the Chelsea YCW Sportsclub and the aims of the CYCW Netball Division.
- Liaise with team parents at the start of each season to ensure contact information per team registration sheet is current and correct. Changes to registration information must be forwarded to the Secretary and Registrations Officer.
- Follow up with parents regarding unpaid fees at the Treasurers request
- Record the players present and absent each week on the game tally sheet.
- Collate the game tally record at the end of each season and email to Registrations Officer
- Liaise with the President in regards to sourcing Fill-in players on the occasions required
- Organise a substitute coach for planned absences for training or game day- ensuring the acting coach has a sighted WCC check.
- Notify the President of any changes to usual training schedule or of organised plans to cover coach's absences.

Please refer to the Committee Members Roles and Responsibilities document for a complete list of coaching responsibilities.

TEAM MANAGER ROLE

All teams require a team manager to assist the coach.

The role of the team manager is not an arduous task, but it is essential. It allows the coach to focus on the preparation of the team for the game and to debrief the team following the game. It is not a requirement of the team manager to be on the Committee of Management; however the team manager would be very welcome at Committee meetings, especially as a backup if the coach is unavailable to attend.

Duties of the team manager include:

- Uphold the philosophy of the Chelsea YCW Sportsclub and the aims of the CYCW Netball Division.
- Relay relevant information to team parents and players as requested by coach or committee
- Delegate or collect the weekly game score sheet from CDNA court supervisors office window
- Produce scoring roster and ensure a parent from CYCW team is in the scorer's box at each game and understands how to accurately record on the score sheet
- Organise and distribute the weekly F & B vote count for U13 and above teams, collecting the season's envelopes following casting of votes each week and assisting on vote count evening twice per year.
- Assist as required with any injuries that may occur. Ensure the player or parent is aware to report and have recorded the details of the injury to the court supervisor if the injury is sustained on game day.
- Organise a team collection for a thank you present for the coach to be presented at the end of year Presentation Day
- Liaise with and assist the coach with other duties, such as game tally sheets, as requested.
- Speak with the team coach or club president if you have any concerns or parents/players bring any concerns to your attention.
- Role model positive support and encouragement for all players regardless of ability
- Uphold the Netball Victoria Code of Behaviour

All team managers are encouraged to download and print a copy of the Team Manager Roles and Responsibilities information sheet under the Administration Tab on the CYCW Netball website.

DOCUMENTATION

The maintenance of accurate records is vital for club operations and fulfilment of responsibilities. Record keeping requirements include operational documents such as committee minutes, correspondence, player registration forms and game tallies whilst more general records include CDNA score sheets at game day and recording of injuries sustained.

DOCUMENTATION STANDARDS

All CYCW Netball Club practice guidelines and protocols are to be presented at Committee meetings and ratified by majority approval. All committee members are to be given the option for input into operational documents via email distribution of draft document a minimum of 4 weeks prior to final tabling at Committee.

All CYCW documents are to:

- Include YCW Club logo in header
- State: Netball Division
- Be written in Calibri (Body) 11 or 12 point font size
- Include a table of contents for documents greater than 5 pages in length
- Be footnoted with file path and page numbers
- State inception and review dates
- Be stored electronically on the CYCW netball portable hard drive held up Club Secretary - not password protected

The portable hard drive of club Secretary is to contain all CYCW documents and communications, thus all information must go via the Secretary for accurate record keeping. The Secretary's portable hard drive is to be electronically backed up every 6 months onto a second portable hard drive held by the netball club President.

Recommended Style Guide for consistency

- Style Set - Modern
- Colour - Office
- Fonts - Cambria/Calibri
- Spacing 1.15
- Alignment text – Justify

OPERATIONAL DOCUMENTS

The management of all operational documents must comply with the CYCW Netball Privacy Protocol, available publically on the CYCW Netball website. Confidential documents containing personal or

sensitive information distributed to relevant club personal must not be forwarded on to other persons, and when no longer required or update provided, disposed of by confidential means.

Documentation Type	Disposal Action	By Whom
<ul style="list-style-type: none"> ▪ CYCW Committee agenda & minutes ▪ Team registration files submitted to CDNA ▪ Club correspondence ▪ Injury reports ▪ WWC Register 	<p>Maintain records for 3 years then confidentially destroy hard copies if available electronically.</p> <p>Save electronic files onto disk/ flash drive and archive in CYCW Clubrooms office</p>	Club Secretary
<ul style="list-style-type: none"> ▪ Player Registration Forms 	<p>Current years forms stored in folder by Registration Officer</p> <p>Previous years forms confidentially destroyed</p>	Club Registration Officer

SCORING

A parent is required from each team to be located in the scorer's box painted on the ground beside every court for each game. Typically the team manager or coach will ask parents on a rotational basis to score. It is the responsibility of the first named team to collect the score sheet from the Court Supervisor and record the score and centre passes of the game. Scoring netball is not difficult, certainly much easier than many other sports. If a parent feels uncomfortable scoring, please establish a buddy system to allow the concerned parent to learn to score whilst feeling supported by the club.

CDNA (2012) instructions regarding scoring process

1. *The score sheet must be filled in prior to the start of the match.*
2. *Positions must be placed against each player's name for all 4 quarters of the match.*
3. *If changes are made throughout the course of the match the score sheet must reflect this.*
4. *If a team has a fill in player, record FI beside the players name and record the player's details on reverse side of sheet. Eg. Full Name and team they normally play in*
5. *Teams can only fill to 7 players.*
6. *If a player is unavailable for a match, please place a single line through the players name.*
7. *If score sheets have not been correctly completed, umpire votes cannot be awarded for that match*

GAME TALLY SHEETS

A record of the number of games a player plays for CYCW is maintained by the club. This enables individual certificates to be printed each year with the total number of games played and the awarding of trophies when a player reaches the significant milestones of playing 100, 200 or 300 games for the club.

At the commencement of each season, the Registration Officer will distribute to each team a game tally record. The coach (or team manager) is to maintain a hard copy, recording each week the players that were present and absent. At the completion of the season (including any games played in finals series), the coach or team manager will tally the number of games played for each player and forward the electronic tally record to the Registration Officer.

In the situation where a player fills-in for the team, the player's name is to be recorded on the tally sheet however only one game played per week may count towards the season tally (per CYCW Sportsclub Constitution). In the event of a team having a bye, a 0 game played is recorded for that week on the tally sheet. In the situation where team members are present at the courts ready to play and the game is cancelled, a game played will be recorded. In the situation where notification is received of game cancellation, a zero game played will be recorded.

SUSTAINING AN INJURY

The prevention of injury to players and members of the public is of high importance. Any reports of potential hazards at the netball courts or CYCW clubrooms are to be referred or addressed immediately by a Committee member or Coach on site.

To minimise the risk of injury, the following practices are required.

- The use of goal post protectors at all training sessions
- The encouraged use of mouth guards for players
- The banning of bikes and scooters at training within the fenced area of the netball courts
- The movement of the CYCW equipment cage by a minimum of 2 persons.
- The termination of training in weather conditions of:
 - lightening
 - the degree of water on courts constitutes a danger in the perspective of the coach

CDNA is an "animal free zone" and as such, all animals are banned during competitions and training events per the CDNA Bylaws (2013).

Payment of VNA includes insurance for registered netball players. CDNA By-laws (2013) stipulate no player is permitted to take the court without NV membership (VNA annual payment) thus VNA must be received by CYCW representative before the first round of the fixture. Claims to Netball Victoria for an injury are processed through CDNA, with CYCW remaining informed of the claim. To support any injury claim, the injury must be reported at the time of occurrence. If medical treatment is sought, a medical certificate should be obtained.

To manage any injury/illness that may occur, CYCW Netball coaches must keep a well maintained First-aid Kit in each team's netball bag. If replacement stock is required, the coach is to email the President requesting required supplies. To also ensure appropriate management of injury/illness, access to the CDNA club rooms (first-aid room containing ice and toilet facilities) must be established prior to commencement of netball training sessions.

Required contents of CYCW Netball First-Aid Kits

Item	Quantity
Band-Aids (large and small)	1 Box
Normal Saline Ampule	2
Non-adherent Dressing pad	2
Crepe bandage (large and small)	1 each
Strapping tape	1 roll
Gloves (Non-latex)	1 pair
Baby Wipes (Resealable)	1 packet
Nail clippers & Scissors	1 of each
Tissues	1 small packet

Any medication/inhalers/lotions that a player may require are to stay in the possession of the player and be administered by the player. In the situation where a child suffers from anaphylaxis and carries an EpiPen, instruction will be sought from the parent and consensus reached with the team coach upon the player's registration as to the actions to be undertaken in the event of an anaphylactic episode.

In the situation where a player has an injury, either associated with netball or elsewhere, and is no longer able to play matches for greater than one week, a copy of a medical certificate is requested by the club along with an anticipated return date. In the event a player is out for the season due to injury, paid club fees are not refunded sorry. If only the first instalment has been paid and a season terminating event occurs, the second instalment will be waived only if appropriate supporting medical documentation is supplied to the club President. If communication and supporting documentation is not received by the club within 3 weeks and outstanding season fees remain, the Treasurer will continue to seek payment of fees and it will be assumed the player will not be returning to the team and the position on the team will be made available.

All injuries are to be recorded on the CYCW Injury Report Form as contained in Appendix 2. All injury reports are to be presented at a subsequent Committee meeting by the President for discussion and evaluation of preventable contributing factors or minimisation actions that could be implemented to prevent a repeat of the injury.

GAME DAY INJURY

If an injury is sustained on game day, the injury must be reported by the parent/player to either the onsite First-aider in the First Aid room who will make a record of the injury for CDNA or reported to the Court Supervisor's window where a record will be entered in the CDNA Injury Log. The parent/player must also verbally inform the coach of the details of the sustained injury and the reporting method. Even if the injury appears minor and unlikely to proceed to a NV insurance report/claim, the reporting process should still be adhered to.

The coach is required to:

1. Delegate CYCW parent/team manager to escort player to CDNA First-aid room or summon first aid personnel to courtside if necessary
2. Contact parent if not on site at courts
3. Complete the CYCW Injury Report Form
4. Scan and email Injury report to the President within 24 hours
5. Email the President if scanning of injury report not possible outlining:
 - The nature of the sustained injury,
 - How it occurred,
 - If incident was witnessed and by whom,
 - The apparent condition of the player
 - The reporting process undertaken by the player/parent.

TRAINING SESSION INJURY

If an injury occurs at training, the coach/assistant coach is to:

1. Render basic first aid as deemed appropriate
2. Call 000 for any emergency or significant injury/illness situations
3. Contact the Parent and/or Alternate contact immediately
4. Send observer to notify the President if on site
5. Delegate a team parent to escort and supervise the rest of the team onto another court
6. Remain with player until parent or medical assistance arrives
7. Complete the CYCW Injury Report Form.
8. Provide the President with the Injury Report form or email the following details:
 - The nature of the sustained injury,
 - How it occurred,
 - If incident was witnessed and by whom,
 - The apparent condition of the player,
 - If the parent/player planned to seek medical advice.

CYCW TEAMS

CDNA have transitioned the competition into an age based competition with children playing in U9, U11, U15, U17, U19 and open age brackets. Determination of the age bracket is based upon the age of a child as of 31st December that year. Thus a child will play in U9 section if they turn 8 or 9 years of age that year of playing. Likewise, a child will play in U11's the years that they will turn 10 and 11 years of age. Children that are turning 7 are unable to be registered to play in CDNA competitions. The recommendation is that these younger children join the Net-Set-Go program coordinated by CDNA.

Ideally in an age based competition, a team will consist of players all born the same year. This will enable teams to be placed within the appropriate bottom age and top age division. Top age teams will play in A division whilst bottom age teams will play in B division. When a team consists of both upper age and lower age players, the team will be placed in the upper age division. If the team is newly formed and top age, CYCW club can submit a request to CDNA at the request of the coach for the team to play bottom age division, but the final decision rests with CDNA.

When recruiting new teams or slotting new players into existing teams, the club may not always be able to meet the age based objectives. On these occasions, restructuring of teams may be necessary at some point. The goal of any restructuring process will be to select players on an individual basis that meet both age and skill requirements, and to create equality across CYCW teams in the same division. At no time will CYCW allow the formation of a super team as this is in conflict with our club philosophy of fair play and respect to all players.

Team captains are not appointed for a season. On a rotational basis, all children in each team will have a turn of being Captain. The coach or team manager will identify who is captain prior to the commencement of the game and will maintain a record to ensure fair rotation of allocation to team captain role. The captain is responsible for demonstrating encouragement to all players throughout the game and for casting the Fairest and Best Votes (U13 and above teams) following the game.

TRAINING ONLY PLAYERS

Players that wish to join CYCW netball club, but either wish to only train for the development of netball skills or who are unable to be placed immediately into a team are required to complete a CYCW Netball Club Registration Form and pay the VNA fee for insurance purposes. Club fees are not required until the member is an active player in a registered team.

FILL IN PLAYERS

On occasions, CYCW teams may be short players and request other CYCW players to fill-in to make up team numbers. Under CDNA rules, a player may not fill-in for teams in the same or lower age division in which they usually play. A player may only fill-in for a team that is one age group above their registered age group. For example, a player in U11 can only fill-in for U13 team. Players may only fill-in for another team for 2 games. If they play a 3rd game with that particular team in one season, they are no longer eligible to play in their normal team and are now considered a permanent player in the team in which they have filled-in for 3 games. It is important that each parent tracks the number of times their child fills-in for a particular team as a backup to ensure a player is not unintentionally qualified for a higher division team.

Exceptions to the Fill-in player regulations exist for U9 players - please refer to President/CDNA for clarification if Fill-in players are required in U9 teams.

According to CDNA Fill-in policy, a fill-in player may only be used when:

- A team does not have the required number of registered players to take the court
- A minimum number of 5 team registered players are present to start a match
- The team only fills to 7 players in total
- The fill-in player's name is recorded on the scoresheet with "FI" next to it, prior to the match starting
- The fill-in player has current VNA membership
- The fill-in player has not be pre-arranged if a team has the required 7 registered players available

According to CDNA Fill-in Policy (2013) the following criteria must be met for players to fill-in for Open teams:

1. Player is over the age of 17 years
2. Players under 17 years of age may fill-in if the following requirements are met:
 - A joint assessment is completed by a CDNA Official, Club Official and or Coach
 - The player must be a minimum age of 15 years playing in the U17 age-group.
 - Permission has been requested at the CDNA Time-keeper's office and approved by a CDNA Executive or authorised delegate a minimum of 45 minutes prior to the start of the scheduled
3. Penalties for breach of this procedure will result in loss of four (4) premiership points.

For full details of the CDNA Fill-in Policy, please review the policy at

http://www.sportingpulse.com/assoc_page.cgi?c=1-60-0-0-0&slD=57640

UNIFORMS

The official colours of CYCW are red and black.

The uniform of the U9 and U11 teams is a red netball skirt with a black Tee-shirt. Optional black club polo shirts with the CYCW logo are available to purchase. The uniform of all older teams is the CYCW netball dress. With both uniforms, black shorts worn must not be longer than the skirt/dress. The purpose of the two uniforms is to encourage participation of younger children and allow the opportunity to try netball as a sport without the cost of a more expensive uniform.

Optional jumpers and jackets are available for purchase along with a mixed supply of new/second hand red netball skirts or second hand netball dresses. Price is variable based upon condition of the item and determined by the incumbent Uniform co-ordinator.

As a result of ongoing fundraising efforts, the cost of the first new CYCW netball dress purchased will attract a 50% discount. The discount is applied to each player once only for a new netball dress. The discount may not be applied to any other item or fee. If a player has received the subsidy, leaves the netball club for any period of time and returns, the subsidy is not applied again. All subsequent netball dress purchases will incur the full cost. The club will purchase back second hand CYCW netball dresses, price determined by the Uniform Co-ordinator based upon the condition of the dress. Maximum buy-back offered for CYCW second hand netball dresses is \$40.

All CYCW Coaches are requested to wear the white CYCW Polo shirt on game days as the club uniform along with appropriate footwear (no thongs).

MOVEMENT OF PLAYERS

PLAYER REQUEST TO SWAP CYCW TEAMS

In the situation where a player wishes to swap to another CYCW team, the following process will be adhered to;

- a) All requests for player movements must be presented in writing at least 6 weeks prior to the commencement of the next season for consideration by the Executive committee and the coaches of the relevant teams.
- b) Player movements will not be made mid-season
- c) Each request will be considered on an individual basis by the affected coaches and the Executive committee members.
- d) CYCW Committee will always attempt to offer the best opportunity for players to compete and develop in an age appropriate/skill level teams

- e) Player movements will only be supported if the impact on the players current team is minimal and there is no detrimental outcome for either team
- f) The President will discuss options approved by the executive committee and coaches of both effected teams with the parent/player. If necessary, a meeting will be set to discuss concerns and to talk over the options.
- g) The final decision following consultation with all parties will be provided to the player/parent in writing by the Committee within 14 days of the initial written request being received. At this time, all team members of the player's original team will be notified in of the player's movement.
- h) In the situation where the request is not granted, the player's team will not be notified of the request made to maintain cohesion of the team.
- i) The Committee's decision will be considered final.

PLAYER REQUEST TO SWAP NETBALL CLUBS

In the situation where a player wishes to swap to another club, the following process will need to be adhered to.

- a) The player is to notify CYCW President in writing of their intent to leave the club, ideally providing a minimum of 6 weeks' notice.
- b) The player is expected to remain actively playing for CYCW for the remainder of the current season
- c) The player is to read the CDNA Clearance Policy and complete the CDNA Clearance form available at http://www.sportingpulse.com/assoc_page.cgi?client=1-60-0-0-0&SID=79102&&news_task=DETAIL&articleID=16222426
- d) CYCW will adhere to the procedures of the CDNA Policy, noting clearance approval will not be granted unless all existing club fees are paid in full.

CLUB RESTRUCTURING OF EXISTING TEAMS

In the situation where the club needs to restructure existing CYCW teams, the following process will be adhered to.

- a) When possible CYCW will attempt to restructure teams to meet the CDNA age criteria to have upper and lower age grouping in each section.

- b) The club will recruit accordingly to fill vacancies in teams and when numbers are sufficient, work with the current teams and coaches to effectively reform teams giving consideration to friendship groups and skill level when possible.
- c) The club will provide communication via letter and meetings if necessary to keep families informed of the process.
- d) The club does not as a matter of routine restructure existing teams each year.

PLAYER REQUEST FOR PLACEMENT IN A HIGHER AGE DIVISION TEAM

Netball players that play in domestic and squad level competitions may request with parental agreement to play in a higher age section for the purpose of furthering their skill development. CYCW will support providing this opportunity for capable players to play one year above age level if appropriate. A request must be submitted in writing to the President prior to completion of the season for consideration for the following season. Allocation into an older age division team will be based upon skills, player ability and team requirements, not on friendship requests as the purpose of the team movement is skill development. It will be at the discretion of the Executive committee and coaches as to whether the request is granted, taking into consideration the impact upon other CYCW teams and ensuring compliance with CDNA and Netball Victoria playing age regulations. The CDNA By-laws (2013) stipulate the minimum age requirements as:

- 13 & U -11 years
- 15 & U – 12 years
- U17 & U – 14 years
- Open Section – 15 years

The outcome of the request will be communicated to the player in writing. If approval is granted, the player and parent must complete the CYCW Netball Club Indemnification Form in Appendix 3 and have it witnessed by the President of the CYCW Netball club. The player is not to take the court until the Indemnification Form is completed and witnessed.

If a player wishes to play greater than one year above registered age section, they must;

- Submit in writing a request to the CYCW Netball President outlining reasons prior to completion of the season for consideration for the following season
- Maintain confidentially about the request
- Not approach other CYCW teams/coaches seeking a position on their team
- Await outcome notification following investigation and CDNA support of request
- Sign the PLAYER PLAYING UP INDEMNIFICATION FORM per Appendix 3.

AWARDS

FAIREST AND BEST AWARDS

The Fairest and Best awards are determined by a weekly vote count at the end of each game. Three points are allocated to the player deemed the Fairest and Best on court, 2 points to the second best player and 1 point to the next best player. The coach, the team captain (which should be on a rotational basis) and a parent cast confidential votes that are immediately sealed in an envelope. Voting for Fairest and Best awards occurs from U13 and upward age groups. The club believes that voting in lower age groups is not beneficial to the children as all players on court should be valued and praised for their individual effort and not be exposed to a competitive environment. Teams in the U17 and Open sections have the option to select one recipient per season for the Most Valued Player award rather than casting votes each week.

At the end of each season, a Vote count evening is held. Two representatives from each team, typically the Coach and Team manager, are required to attend. The sealed envelopes are opened and counted by a team of 2 persons. The votes and tally sheet are then passed onto another team of 2 members for recounting and confirmation of accuracy of the count. The Fairest and Best winner and Runner Up are recorded for the allocation of trophies. The coach will then elect the player to receive the Coaches award. In the event of a tie in points for either of the Fairest and Best awards, both players on equal points will receive the award, not decreasing the allocation of the other two awards. Thus, in a tie situation, 4 players will receive a trophy.

The club promotes, in-line with club philosophy, that when instructing players on how to vote for the fairest and best player each week, the voting player takes into account not only the strongest player but also sportsmanship, attentiveness to instruction and an individual exceeding their best ability.

RECOGNITION OF SERVICE

In recognition of service to the club, coaches are presented with a posse of flowers at the Presentation Day to express a heartfelt thank-you for the year. This is addition to hopefully a gift presented to each coach from the team. Members that have served on the committee for 5 years or greater are presented with a small gift as recognition of sustained service and commitment to the club upon their retirement from the netball committee.

COMPLAINTS PROCESS

MINOR CONCERNS/ISSUES

If a parent or player has any concerns, please speak with the coach following training or at the completion of the game. Please do not interrupt training or coaching to discuss matters. If the coach is unable to resolve the issue or the parent/player feels the matter is not appropriate to take to the coach, the matter should be placed in writing and forwarded to the CYCW Club President. The President will investigate the matter, speaking with all involved parties, consult with the Executive committee and if appropriate, bring to the attention of the general committee for discussion/resolution. A response in writing will be provided to the person lodging the complaint.

UMPIRING ISSUES

If a parent or coach has concerns regarding the umpiring standards of a game, they are permitted to approach the Court supervisor's window, ask to speak with Umpire supervisor, whom will if available, come to the courtside and observe the umpiring issue. If the supervisor is unavailable to attend courtside, the coach may submit in writing to the President of CYCW Netball Club a record of the issues/concerns. The President will then address the matter to CDNA for review.

BREACH TO NETBALL VICTORIA COMPETITION REGULATIONS

The NV Competition Regulations outlines the process for dealing with offences that occur during the conduct of netball competition and events.

The following behaviours constitute an offense under the NV Regulations.

6.1 An offence under the Regulations includes, but is not limited to:

- (a) Disputing the decision(s) of an umpire
- (b) Abuse of an umpire
- (c) Unsportsmanlike behaviour
- (d) Gross breach of Code of Conduct
- (e) Online breach of Code of Conduct as per the Netball Victoria Cybersafety Policy
- (f) Attempting to trip, strike, elbow or kick
- (g) Tripping, striking, elbowing or kicking
- (h) Obscene gestures

- (i) Offensive language (which may include abusive, obscene or insulting language)
- (j) Fighting
- (k) Spitting
- (l) Threatening a person
- (m) Deliberately endangering the health and safety of any player, spectator or official (incidents involving blood/body fluids)
- (n) Failure to co-operate in, or hindering an investigation or Hearing under this Regulation.
- (o) Failure by any person required to attend a Hearing without proper cause when notified
- (p) Coaching, umpiring, playing or engaging in score bench duties while under suspension

Netball Victoria Competition Regulations (2012, p.6)

In the event where a person believes an offence has occurred, a report must be submitted in writing ASAP but at least within 2 days of the alleged offence occurring to the Hearing Officer of CDNA. The CYCW President must also be notified verbally and in writing of the complaint.

The Hearing Officer will adhere to the procedures outlined in the NV Competition Regulations in the investigation, hearing and possible application of penalties regarding the alleged offence.

A copy of the Netball Victoria Competition Regulations 2012 may be viewed at <http://www.netballvic.com.au/extra.asp?id=2189&OrgID=22&menu=14427>

REVIEW PROCESS

A review and update of the CYCW Operational guidelines is required biannually.

Document review is due in July 2015.

REFERENCES

Chelsea & District Netball Association

http://www.sportingpulse.com/assoc_page.cgi?c=1-60-0-0-0

Chelsea & District Netball Association By-laws 2013

http://www.sportingpulse.com/assoc_page.cgi?c=1-60-0-0-0&SID=152097

Netball Victoria

<http://netballvic.com.au/default.asp>

Department of Justice

<http://www.workingwithchildren.vic.gov.au/home/about+the+check/what+the+check+means+for+you/organisations/organisations>

Chelsea YCW Netball Division



Working with Children (WWC) Check Register (YEAR)

Required: Coaches

WWC Card Details				Dept Justice Check Status	
Name	Card type	Card number	Expiry Date	Date	By whom

Optional: Team managers/committee members

WWC Card Details				Dept Justice Check Status	
Name	Card type	Card number	Expiry Date	Date	By whom

Exceptions from WWC check

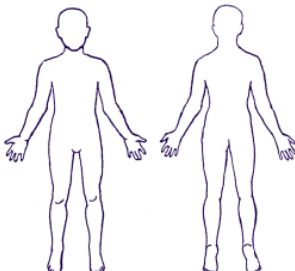
Name	Reason

CYCW NETBALL INJURY REPORT

Chelsea YCW Junior Sports Club - Netball Division
POWERED ON POSITIVE ENERGY



Injury Report Form

<i>Details of person reporting incident</i>					
Name		Date of Incident			
<i>Injury Details</i>					
Name of Injured Person					
Association with Club (Please circle correct)	Player	Coach	Parent	Spectator	
Witness of Incident	Yes / No	Name			
Activity at time of Injury (Please circle correct)	Training	Competition	Social Event		
Nature of Injury Please tick all relevant boxes	Graze/laceration		Sprain/strain		
	Bruise		Swelling		
	Pain		Limb deformity		
	Head Injury		Medical Condition		
	Other/Medical – Specify				
Cause of Injury Please tick all relevant boxes	Collision with other person		Struck by moving ball/object		
	Collision with fixed object		Fall/trip		
	Awkward landing from jumping		Heat related event		
	Other- specify				
<p style="text-align: center;">Location of Injury</p>  <p>Please draw location of injury on diagram & specify _____</p>		Actions undertaken			
		Nil required			
		Ice pack			
		Rest and elevation of injured limb			
		Dressing/bandage applied			
		Application of Strapping tape			
		Parent notified of injury			
Referral onsite Physio (if applicable)					
Call for ambulance					
Specify Contributing Factors (ie court condition, weather, unsuitable footwear, rough play)					

Please forward this Injury Report Form to the CYCW Netball President.

APPENDIX 3

PLAYER PLAYING UP > 1 AGE DIVISION INDEMNIFICATION FORM

Chelsea YCW Netball Club support the development of netball players and appreciate players with a higher skill level may wish to play up an age section to further their development. The club adopts the position that players should not ideally play in a section more than one year above their chronological age. The basis of this position is that all teams will have their strongest and weakest players. The structure of a netball team and playing the game is not about placing an individual in a winning position; the experience of playing in a mixed skill ability team also develops important life skills of leadership, sportsmanship, acceptance and inclusion of others.

CYCW Netball does acknowledge however that occasionally players are physically capable of competing in a division more than one age section above chronological age. If due process has been followed and the request to play > 1year above age is granted by the Executive Committee, and approved by CDNA, the following form must be signed and witnessed by the President prior to the player taking the court in the higher age section.

Parents and Players acknowledge that:

Players playing up more than one age section will be consistently exposed to older and physically stronger athletes.

Indemnification Declaration

I indemnify Chelsea YCW Netball Club, CYCW Junior Sportsclub and all club officials and coaches against any claim, suit, action, demand or proceeding for any injury, incident, event or happening which my child or any other person might have arising out of my child's involvement in playing greater than one year above chronological age section.

This indemnification will remain effective for the duration the player is a member of CYCW Netball club.

Player Name	
Player Name Signature	
Parent Name	
Parent name Signature	
President Name	
President Signature	
Date	