



vnc
victorynetballclub

Handbook 2016

Community Fun Teamwork

Table of Contents

Welcome to the Victory Netball Club	3
Club History	4
Mission Statement and Disclaimer	5
Internal Policies	6
Netball Season Information	7
Victory Netball Club Webpage	7
Victory Netball Club Committee	7
Parental and Family Involvement	7
Membership	7
Registration.....	8
Dates and Fixtures 2016	8
Game Times	9
Coaching.....	9
Uniform	9
Match Day	9
Training Attire.....	9
Sponsorship	9
Procedures	10
Club Procedures.....	10
Weekly Awards	10
End of Year Awards	10
Complaint, Grievance and Resolution Procedure	11
First Aid and Injury Procedure	12
Game Day Procedure	13
Rotation of Players.....	13
Team Selection Process.....	13
Training Procedures.....	14
Working with Children Check.....	14
Appendix 1 – Committee Position Responsibilities.....	15
President.....	15
Club Delegates to BSNA (rotate between committee members)	15
Vice President	15
Equipment Officer / Treasurer / Uniform Officer.....	16
Secretary/Administration	17
Head Coach.....	17
Team Coaches / Team Manager	18
Appendix 2 – Player Selection Philosophy	19
Appendix 3 – Codes of Conduct.....	20
Code of Conduct - Players	20
Code of Conduct - Parents.....	21
Code of Conduct - Coaches and Team Manager	21
Code of Conduct - Committee Members, Officials and Administrators	22
Code of Conduct - Spectators.....	22
APPENDIX 4 - Complaint, Grievance and Resolution Procedure	23
Step 1. Informal Resolution.....	23
Step 2. Assisted Mediation	23
Step 3. Forward of Grievance in Writing	23
APPENDIX 5 - Complaint, Grievance and Resolution Procedure Flowchart	25
APPENDIX 6 – Complaint/Grievance Resolution Form	26
APPENDIX 6 – Injury Report Form	28

Welcome to the Victory Netball Club

We are thrilled that you have chosen the Victory Netball Club for your child to play netball with in 2016. Being a member of a netball team teaches skills that the people take with them into their wider worlds of school and work. Beyond the obvious team work, people also learn to deal with adversity through loses or injuries, how to problem-solve more effectively, as well as how to push themselves to improve their skills. www.nsw.netball.com.au.

We pride ourselves on being a club who respects officials, umpires, coaches, other teams and players. We encourage all of our members to show appreciation and respect for all the volunteer coaches, team managers, officials and administrators involved in our game.

The Victory Netball Club partners together with Victory Christian College to provide the opportunity for students to play netball in a safe, supportive and fun environment upholding the values of Victory Church. Victory Netball Club is affiliated with the Bendigo Strathdale Netball Association (BSNA) playing at the Bendigo South East College Stadium and outside courts in Keck Street, Flora Hill. Games are on Saturdays scheduled from 8:30am to mid-afternoon during the winter season from April to September. Please check out BSNA's website for more information: <http://bendigostrathdalena.vic.netball.com.au>.

Students who play for Victory Netball Club are expected to be committed and represent Victory Christian College in a positive manner. Parents and friends who undertake a role within our club should note that it is vital that all teams are well led and that they bring honour to God by their attitude and example on and off the court. We remind parents that their attitude will be watched and noted by others as they think about what it is to be a Christian in a modern competitive society. Parents who are involved in the club should carefully consider the standards of Victory Christian College and act appropriately.

As we move forward into the future we are very excited about this next netball season striving for it to be our best yet with plans to field seven Victory Christian College teams. We are also putting structures in place to develop the skills of our coaches by having them Level One and Two netball coaching accredited. They will also be provided with additional support by our head coach, Grace Bannon.

Teams train one afternoon a week after school on the Victory Netball court. We are always looking for support at every level, coaching, team managing, being part of the organising committee or with fundraising. If you have any experience in netball or are just enthusiastic, we would love to have you in our club.

The Victory Netball Club together with Victory Christian College look forward to a fun and competitive netball season and your support as players and parents is what makes our club great by encouraging our youth to participate and compete in a healthy sports team environment.

Kindest regards

Adele Henderson

(Club President)

On behalf of the Victory Netball Club Committee



Club History

In 2003 our club founder, Belinda Holmes, wanted her daughter to be able to play netball in a fun, supportive and Christian environment. We initially fielded two teams in the Grade Three clinic year at Golden City Netball Association. This comprised of students from Grade Three – Five that had never played netball before. One of those teams was combined with Creek Street Christian College. In the Twilight season of 2003 we fielded our first exclusive Victory Christian College team.

The following year we grew to field three primary teams and have continued to grow since then. That same year saw our Grade 5/6 team, coached by Belinda Holmes, come runners up in the grand final of their section, losing by just one goal. In 2006 the committee voted to move to the Bendigo Strathdale Netball Association but continued to play twilight netball at Golden City. That year the Victory team coached by Leanne Daffy, won the grand final in the Grade 6/7 section. That winter season saw the Victory team coached by Jess Brennan, win the grand final in the Year 7/8 section.

More recently, in 2012 the year 10/11 team won their Section Two grand final. In 2014 our year 9/10 team, the Victory Generals, made it through to the Preliminary Final for their section and in 2015 our year 10/11 team, coached by Julie Lovell, played through to the semi-finals of their section.



Mission Statement and Disclaimer

The Victory Netball Club together with Victory Christian College strives to:

“provide the opportunity for students to play netball in a safe, supportive and fun environment upholding the values of Victory Church. At the same time promoting physical, mental, moral and social wellbeing to its members and the community.”

To meet this purpose, the Victory Netball Club is legally and morally bound to establish rules and guidelines for appropriate behaviour and to provide a safe and respectful sporting environment for all of its members. The club is required to meet these obligations through the implementation of transparent and appropriate policies and procedures that are consistent and fair to all members and those the club competes with.

Our club expects high standards of behaviour from all people involved and it is vital these expectations are met and the integrity of sport and our club are maintained. Victory Netball Club asks that each player, coach, team manager, other official, parent, spectator and administrator adhere to the Codes of Conduct (Appendix 3) as recommended by the Australian Sports Commission.

The commitment to these codes are to be signed by each player, parent/guardian, coach, committee member and administrator.

This handbook should be read in conjunction with the following documents and/or websites:

www.vcc.vic.edu.au/VNCnetball

www.netballvic.com.au

Official Rules of Netball (book)

U for Umpiring Exam Guide (booklet)

Disclaimer: Every effort has been made to ensure that the information in this handbook is correct and current, however it should be noted that details may be altered as a result of changes to the following:

Rules, regulations and policies of:

- Victory Christian College
- Bendigo South Netball Association
- Netball Victoria

Internal Policies

Committee Structure and Function

- Office bearing within the Victory Netball Club are held only by people who are committed to the biblical teaching principles as outlined in the Victory Christian College handbook.
- The Committee will have seven or more members plus the honorary position if no other position is held by the founder (President, Vice President or School Board Representative, Secretary, Treasurer, two Parent Representatives, Uniform Coordinator and Head Coach) and the majority vote will carry.
- There will be an annual general meeting before the commencement of the winter season where the President and Treasurer reports are tabled and current positions vacated in readiness for the general opening of positions to be filled.
- All minutes of meetings and financial bookkeeping will be available upon request.
- Parents can attend committee meetings and provide views and concerns directly to the committee at these meetings. Parents who attend who are not on the committee can provide a guiding 'vote' but these will not be counted as carrying votes for the purposes of decision-making processes for committee.
- The committee is to meet as required and will accommodate other member's work constraints as much as is fairly possible.
- Coaching and Team Manager positions will be filled with a nomination that is put to the committee, and a majority vote carried. Nominations may be verbal or in writing. These positions can only be filled by people who are committed to the ethos of the Victory Netball Club. Coaching and Team Manager positions are on a voluntary basis and require commitments of time and energy to the club.
- All coaches and team manager must present an up to date Working with Children check or be prepared to obtain one once appointed.
- Coaches must provide annual reports that can be used to help monitor the history, growth and achievements of players and teams for that season.
- All sponsorship proposals are to be in writing to the committee for vote regarding appropriate association and related matters.

Disclaimer: *The Victory Netball Club reserves the right to hold extraordinary meetings as required to discuss any issues that may arise from time to time not contained in the already outlined in the Internal Policies document.*

Sunday Sports Policy

Victory Netball Club is representative of Victory Christian College in all its aspects including presentation to the community. These guidelines are as follows:

- Victory Christian College promotes and strongly supports the involvement of both individuals and teams in character building sports competitions.
- Victory Christian College honours all true expressions of Christian worship in Bendigo, and particularly the practise of setting aside time on a Sunday as the primary time of gathering.
- As an expression of honouring our local churches and the principle of giving the first portion of the week to God, Victory Christian College sports teams will not compete or practise prior to midday on a Sunday. Any exceptions to this must be approved by the Principal of Victory Christian College.
- Victory Netball Club respects the rights of any individuals to be involved in their own chosen sport at any time when not representing Victory Christian College. This is an individual family decision.

Netball Season Information

The Victory Netball Club committee believes that it is important to provide accurate, clear and regular communication with its members and their families. This handbook provides one means of this communication. Other means of communication to members and players include:

- Committee members
- Team coach
- Team manager
- Club website
- 'Team' application
- Facebook
- 'My Netball' application
- Victory Christian College Newsletter
- Regular emails

Victory Netball Club Webpage

Victory Netball Club is important that all members, their parents and guardians, familiarise themselves with this information so that they can keep up to date with day to day occurrences in the club. Members, parents and guardians should like us on Facebook and download the 'Team' and 'My Netball' Applications to their phone available through both iTunes and Android. Further instructions on how to do this can be found on our web page.

Victory Netball Club Committee

The Victory Netball Club committee structure is outlined in the Internal Policies section of this handbook. Contact details for committee members are available on the club website.

Parental and Family Involvement

The club committee welcomes parental and family involvement at all levels of the club. If you wish to share your skills and attributes, please speak to any member of the committee.

Membership

There is a cost to become a member of VNC. This fee includes Netball Victoria (NV) membership and Bendigo Strathdale Netball Association membership. These fees cover injury insurance and form part of your VNC registration fee. Players and officials must not participate in any game representing our club unless their memberships are paid in full.

PLAYER	AGE on 31/12/2016	FEES made up of	EARLYBIRD FEE Pay by Jan 31 receive a \$30 discount	NORMAL FEE Payment received after Jan 31st
SENIOR	18 <i>(Born on/before 31/12/98)</i>	BSNA \$120 VNA 69 + VNC \$61	\$220	\$250
JUNIOR	11-17 <i>(Born between 1/1/99 and 31/12/05)</i>	BSNA \$120 VNA \$49 + VNC \$61	\$200	\$230
NetSetGO! (10U)	5-10 <i>(Born on or after 1/1/06)</i>	BSNA \$110 + VNC \$61	\$140	\$170

NetSetGO! players need to register and pay \$70 which includes their \$49 VNA rego, 7 weeks Set clinic, Gilbert netball, NetSetGO! t-shirt and participation medal. This \$70 will then form part of your winter season fees leaving the above totals. You can register for this at: <http://finder.netsetgo.asn.au/.../pag.../noauth/olregstart.aspx...>

Registration

Victory Netball Club will accept applications from current and new players for the Winter Season up until and including Saturday 27th February 2016. Applications, including full payment, must be received by this date to ensure all players and teams are adequately resourced and the administration to support the entry of the team is finalised by the dates prescribed by the Bendigo Strathdale Netball Association (BSNA). Applications may be accepted after this date at the discretion of the club committee.

Your application can be made by registering and paying online through Netball Victoria at:

<https://netballresultsvault.com/.../.../noauth/olregstart.aspx>

Dates and Fixtures 2016

Below is a summary of netball related activities and the approximate dates of the season when they are generally held.

Day/Date	Activity
Sunday 31 January	Early Bird Registration Fees
Monday 14 March	Fundraising BBQ Bunnings – Kangaroo Flat
Saturday 16 April	Round 1
Saturday 23 April	Round 2
Saturday 30 April	Round 3
Saturday 7 May	Round 4
Saturday 14 May	Round 5
Saturday 21 May	Round 6
Saturday 28 May	Round 7
Saturday 4 June	Round 8
Saturday 11 June	PUBLIC HOLIDAY BREAK
Saturday 18 June	Round 9
Saturday 25 June	Round 10
Saturday 2 July	SCHOOL HOLIDAY BREAK
Saturday 9 July	SCHOOL HOLIDAY BREAK
Saturday 16 July	Round 11
Saturday 23 July	Round 12
Saturday 30 July	Round 12
Saturday 7 August	Round 14
Saturday 13 August	Round 15
Saturday 20 August	Round 16
Saturday 27 August	Semi Finals
Saturday 3 September	Preliminary Finals
Saturday 10 September	Grand Finals
Saturday 17 September	Victory Netball Club Presentation Day and AGM

Game Times

The netball season runs from April to August with finals being held in August/September. Full details of fixtures, including game times are available on the BSNA website, are regularly updated on the 'My Netball' Application and are emailed through each team by the team manager on a weekly basis. A hard copy of this is also available to any member upon request to victorynetballclub@gmail.com.

Games are played on Saturdays, at the Bendigo South East College Stadium and outside courts in Keck Street, Flora Hill and are scheduled from 8:30am to mid-afternoon.

Please note: Courts 1, 2 and 3 are indoors in the Bendigo South East College Auditorium. Courts 5, 6, 7, 8 and 9 are located outside with 5 and 6 located on the high courts and 7, 8 and 9 located on the lower level. There is no court 4.

Coaching

Players will have access to the best available coaching. Coaches will be given opportunities to obtain or extend their coaching qualifications and where possible these costs will be met by the club. Coaches are expected to attend meetings or workshops as determined by the club relating to their role as coach. Coaches are expected to adhere to the club guidelines and the Codes of Conduct supported by the Victory Netball Club.

Uniform

The Victory Netball Club committee has approved the netball uniform taking into account the latest information and the costs involved. The uniforms are at an additional cost to players and may be available for hire if required. The E-line netball dress is required to be worn by teams in Year Five and above with suitable bike shorts or longer sports knickers. In addition to the uniform it is expected that players will wear safe and appropriate footwear. Skate shoes or "volley" type shoes are not considered suitable to either play or train in. Hair should be tied back out of the face and, in accordance with netball rules, nails should be cut short. Jewellery is not permitted to be worn during any training session or game.

Match Day

Under 10 (girls)

- Navy blue and white VNC polo shirt
- Navy blue skirt (netball Australia style)
- Navy blue briefs and white socks

Year Five and above (girls)

- E-line netball dress
- Navy blue briefs
- White socks

Under 10 (boys)

- Navy blue and white VNC polo shirt
- Navy blue VCC sport shorts
- White socks

Year Five and Six teams (boys)

- Navy blue and white VNC polo shirt
- Navy blue VCC sport shorts
- White socks

Please note: The wearing of appropriate uniform is compulsory.

Training Attire

The Victory Netball Club committee will have merchandise available for perusal and ordering at the first pre-season training session. This may include polo tops, track pants, windcheaters and jackets.

These items are NOT mandatory and are an additional cost to members. There is an element of fundraising to the sale of these items and members are encouraged to support if they are in a position to do so. Every effort is made to ensure that merchandise products are of a high quality and cost is kept to a minimum.

Sponsorship

The Victory Netball Club is currently looking for businesses to help support our club. If you know of a business within our community who would be interested in sponsoring our club, please speak to any member of the committee who will pass the information onto the appropriate committee member.

Procedures

There are a number of procedures included in this handbook and are reviewed as deemed necessary by the Committee. All procedures and policies have been developed with consideration to:

- Victory Christian College policies and procedures
- Victory Church beliefs, values and policies
- Rules of netball
- BSNA policies and procedures
- Netball Victoria policies and procedures
- Codes of Conduct as recommended by Australian Sports Commission

The committee has the discretion to create other procedures and if doing so, will make every effort to ensure consultation with a broad cross section of members prior to development.

Club Procedures

1. Weekly Awards
2. End of Year Awards
3. Complaint, Grievance & Resolution Procedure
4. First Aid and Injury Procedure
5. Game Day Procedure
6. Rotation of Players
7. Team Selection Process
8. Training Procedures
9. Working with Children Check

Weekly Awards

These awards are provided by sponsors of the BSNA and awarded at each game on a weekly basis. These awards are in addition to the end of year awards announced at the Presentation Evening. When the weekly awards are available, they will be given by coaches (or nominees) at their discretion for a variety reasons. These reasons include but are not exclusive to:

- Skill
- Dedication
- Perseverance
- Following instruction
- Team player
- Attitude
- Commitment
- Good sportsmanship
- Encouragement

The purpose of these awards is to encourage and reward any or all of the attributes that the club promotes within our community. A player that persists on game day to perform a set play that the coach has given them at training deserves recognition, just as a skillful player deserves recognition from time to time to encourage them.

End of Year Awards

There are four awards for each team that are presented to players on Presentation Day:

- Coaches Most Valuable Player
- Players Most Valuable Player
- Endeavour Award
- Most Improved Player Award

Coaches Most Valuable Player

This award is voted on at the end of each game by the team coach who nominates the player who, in his/her opinion, was the best on court for that game. The vote is given to the team manager and is entered into the results spreadsheet that is then forwarded to the Club President on a weekly basis. At the end of the season the Club President tallies these votes, cross checking with the team manager and an award is given to the player with the most votes. If a tie should occur a conversation will happen between the coach and team manager until a winner is decided. This decision is final.

Players Most Valuable Player

This award is also voted upon at the end of each game, this time the players nominate the player they individually feel played the best for the duration of that game. These votes are collated by the team Manager, entered into the results spreadsheet and forwarded to the Club President on a weekly basis. At the end of the season the Club President tallies these votes, cross checking with the team manager and an award is given to the player with the most votes. Should a tie arise all winning players will receive an award.

A player may not receive more than one award, e.g. a player cannot receive the Coaches MVP and the Most Improved Award.

Endeavour Award

This award is determined by the team coach who will determine the recipient/s in collaboration with the team manager. This award is not determined by votes. This award is given to the player who is recognised for working hard consistently throughout the season (may not necessarily be the best netball player), who has been consistent in training, given their best, and has good sportsmanship and a team attitude.

Most Improved Player Award

This award is also decided upon by the team coach in collaboration with the team manager, and not by votes. This award is given to the player/s to whom the coach and team manager have seen great improvement.

There may be more than one recipient of the Endeavour and Most Improved awards.

The Victory Netball Club recognizes that many of our coaches and team managers have children playing in the same team as they coach and/or manage. The Victory Netball Club has total faith and trust in all of our coaches and team managers and trust that all votes and awards will be given in all fairness and without bias. Should a coach's or team manager's child win one of these awards we recognise that they will have earned it fairly and be awarded for such.

Complaint, Grievance and Resolution Procedure

Victory Netball Club has follows a Complaint, Grievance and Resolution Procedure (detailed in APPENDIX 4 at the back of this handbook) to provide members with a structured and fair system to resolve any grievances, complaints or concerns that may arise when they feel they have not been dealt with fairly and/or reasonably by another member of the club or where they have identified a concern regarding the welfare of another player.

The club's commitment to this procedure is detailed below and all cases will be treated seriously and confidentially throughout the process.

Victory Netball Club is committed to providing all members with:

- A standard of behaviour as required by the organisation and individual codes of conduct to be accepted and signed by all members.
- Prompt action when a concern, complaint or allegation is made.
- A documented Complaint, Grievance and Resolution procedure with simple clear steps, a set timeline and a detailed description of all parties' responsibilities.
- Confidentiality, respect, dignity, fairness and a common sense approach achieved by ensuring that:
 - All members have the right to be informed of the details of a complaint whilst maintaining confidentiality of complainant if applicable.
 - All parties to a complaint have a right to be heard and respond.

- Any party who has raised a concern around the welfare of a player/member has a right for confidentiality to be maintained.
- Any party who has had a concern raised regarding their welfare has a right to be protected and offered mentoring if required.
- All submissions and evidence will be impartially considered.
- The decision makers will not be unduly influenced by any party to a complaint and will always uphold the rules of impartiality.

If a conflict of interest arises during the process of resolution for any party, the matter will be referred to the committee for discussion while at all times maintaining confidentiality of the complainant.

It is important that every member is aware that there are several options for grievance resolution and/or concerns raised, both formal and informal. The procedure provides a structure for handling any concerns in a confidential, impartial, professional and respectful forum.

First Aid and Injury Procedure

All committee members, coaches and team managers will make every effort to ensure that all training and games will be the safest that is possible. It is the intention of the club that injuries will be kept to an absolute minimum. This includes age and skill appropriate training drills. However, given the nature of the game it is unrealistic to believe that there will be no injuries.

All teams will have a designated First Aid Officer for every game. In the event of injury during competition or at training, an Incident Report is to be completed by the player and/or nominated first aid person. Incident Report documentation is located in each of the First Aid Kits and in the Injury Register in the Victory Christian College office. The completed report must be returned to the Club President or Secretary at the end of the round/training session or as soon as practicable thereafter.

It is highly recommended that all players have ambulance cover before participating in any club game /activity of training. If an official of the club calls an ambulance and a player does not have ambulance cover, the cost of any attendance or transport will be the responsibility of the member.

It is the responsibility of all coaches, parents / guardians and other officials to act on any information relating to an injury and to take necessary action.

Major Injury

Any player who sustains a suspected major injury* during a Victory Netball Club training session or match will take no further part in training or match in which this injury occurred. Any player with a major injury will be instructed to seek a registered health practitioner's opinion and subsequently will not be able to resume training or playing with our club until a written approval to recommence training and/or playing from a registered health practitioner is received by the club.

*Major Injury for the purposes of this handbook is defined as an injury causing such discomfort that the player is unable to continue physical activity within the match or training session. A major injury usually results in the player being unable to move the injured area of body (e.g. not limited to the bone, muscle, ligament, knee, leg, ankle, arm, elbow, fingers or eyes) without assistance and/or further pain.

Head and/or Neck Injuries

Any player who sustains a suspected concussive blow to the head and/or neck during a Victory Netball Club training session or match will take no further part in training or the match in which the incident occurred. Any player with suspected concussion will be instructed to seek a registered health practitioner's opinion and subsequently will not be able to resume training or playing with our club until a written approval to recommence training and / or playing from a registered health practitioner is received by the club.

Injury sustained by a Victory Netball Club Player

An injury to any player will be assessed in consultation with the head coach, coach, player and their parent/guardian before they are able to resume match or training with Victory Netball Club. If at any time a player seeks medical advice, then a medical release will be required before returning play a match or to training. The player will then be observed by coaches and committee members (if applicable) to assess their fitness for play.

It is the responsibility of all coaches and other officials to act on any information relating to an injury and to take necessary action. It is the responsibility of a player to ensure that they advise an official if they are injured and to not take any further part in a game or training when they know they are injured.

Your membership with Netball Victoria (NV) covers members for injuries incurred while playing, coaching or umpiring the game. Further information can be obtained through the Netball Victoria website www.netballvic.com.au.

Game Day Procedure

- Players must be courtside at least 20 minutes prior to commencement of their game, ready to take part in warm up.
- From the commencement of warm up and throughout the game, the player is the responsibility of the coach. Players must sit with their team on the sidelines. At each break and until warm down after the game, players are to stay with the coaching bench.
- Post-match, players are required to cool down, stretch and listen to the coach for a game debriefing.
- Match awards will be presented post-match.
- No player can leave the supervision of their Coach until they are collected by a parent.

Rotation of Players

Victory Netball Club fully supports the Netball Australia Junior Netball Policy where in accordance with this policy the club believes in full rotation of players 11 years and under. This involves equal court time in every position on court throughout the season. Equal court time means that where practical, each player will play every position on the court an equal amount of time. Coaches or their nominee will keep a record of this.

Equal court time will be given to all players of other junior teams. 17 and under players can expect to have equal court time throughout the season with the development of specialised skills. During the finals series coaches will select the best available team. This may mean that some players get more time than others during the finals series.

It should be noted that equal time and rotation applies to all players who are fit and available for all games. If for example players are absent through injury, illness or other unavailability, this may result in less court time overall.

Team Selection Process

The selection of Victory Netball Club teams is conducted during pre-season training and will be decided on by the Head Coach with the guidance and assistance of team coaches and nominated committee members. The criteria upon which the selection committee will allocate individuals to each team is based on:

1. Ability, skill and then age
2. Feedback from the previous year's coaches
3. Team position balance
4. Attitude and behaviour
5. Commitment during games and at training

Teams are selected with a view to being graded by Bendigo Strathdale Netball Association. Victory Netball Club will endeavour to have some representation on the grading selection panel each season. The maximum number of players for the Primary divisions are ten, and nine for Section Teams. Only financial members will be available for selection unless the treasurer advises the committee otherwise.

Eligible and able players may be played up out of their age group to extend and develop their abilities. This decision is made at the discretion of the Head Coach. No preference is given to one player over another when it comes to selection except where particular playing positions are required, or numbers allow.

All teams are expected to train at least one night per week to develop skills. Training times will be organised in liaison with the team coach. It is expected that all teams be selected with a coach and a team manager. The team manager will be responsible for filing a scorecard and organising a scorer. The coach will provide playing bibs, game quality ball and a first aid kit.

Requesting team changes may occur prior to the commencement of the season. However, once teams are registered with Netball Victoria they will stay as is. Requesting changes will be limited and only in exceptional circumstances as deemed by the committee.

Training Procedures

Pre-season training will commence in the second week of the 2015 school year. More permanent training sessions will be organised once teams and coaches have been finalised. These times will be dependent on court, coach and team member availability. The finalised training times will be found on the Club website, Team App and in the Victory Christian College newsletter.

Players of our Club at all levels are required to attend training sessions as notified by their coach. If unable to attend training or match days, a player must notify their team manager at their earliest opportunity. Players are expected to wear suitable attire and approach each training session with commitment and a positive attitude. The same codes of conduct apply to training as they do to games. (Refer to APPENDIX 3 for full details) Respect and courtesy are to be shown to all members of our club including teammates, umpires, coaches and officials. No player is to leave a training session without first getting approval from their coach.

Working with Children Check

The Victorian Government introduced the 'Working with Children Act 2005' which has distinct implications for the conduct of all sporting organisations. The WWC Check applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age). The WWC Check applicable in Victoria is the mandatory minimum standard for a range of child related industries.

The WWC Check now covers all areas of administration, officiating, coaching and overnight supervision at camps and clinics. People working or volunteering in connection with the Victory Netball Club are required to apply for WWC Checks. If a WWC Check application has not been lodged, it is an offence to undertake any child-related work, paid or voluntary in connection with Victory Netball Club.

The club requires any person volunteering to work with the players to provide full name and WWC Check card number and expiry date. A photocopy of the card will be required to be kept with the WWC register maintained by the Club. To access the application form or to obtain more information please access:

<http://www.justice.vic.gov.au/workingwithchildren>.

Appendix 1 – Committee Position Responsibilities

President

- Must have an up to date Working with Children check or equivalent registration
- Ensure that monthly committee meetings are scheduled
- Attend a minimum of 60% of all general and committee meetings or may be asked to vacate their position and open that position up to re-election
- Ensure two general meetings are scheduled in accordance with the constitution (with 2 weeks' notice given to all members)
- Chair all club and committee meetings
- Responsible for any club fundraising, sponsorship and applications for any additional grants that may be sought
- Approve expenditure in accordance with correct protocol
- Take care of any business arising from BSNA's council meetings
- Refer to constitution regarding meeting to ensure correct procedures are followed
- Organise & oversee registrations
- Ensure registration processes are being undertaken
- Oversee grading – in conjunction with Head Coach
- Ensure grades are posted and co-ordinate the appeals process regarding grading
- Liaise with relevant committee members regarding team grade recommendations
- Ensure coaches have been allocated to teams in conjunction with Head Coach
- Ensure all committee members have fulfilled their duties on schedule
- Do weekly presidents report and email to Secretary for inclusion on the website and Club newsletter
- Keep up to date on all teams' progress
- Ensure the Netball Club pigeon hole in VCC's office is checked weekly
- Liaise with BSNA's committee members
- Organise AGM and Presentation Evening; including the programs for the two events, delegating the tasks of purchasing trophies, team gifts and umpiring gifts among committee members
- Ensure that the purchase of equipment has been approved and has been purchased and allocated

Club Delegates to BSNA (rotate between committee members)

- Must have an up to date Working with Children check or equivalent registration
- Attend all BSNA council meetings on the dates set down for the season or organise the proxy to attend instead, or submit to BSNA an apology in advance
- Collect all information presented at council meetings and collect all reports, invoices, receipts and other information
- Represent the club in any discussions and/or vote on any motions put forward at council meetings
- Attend all club meetings and tender as correspondence in any documents collected at council meetings

Vice President

- Must have an up to date Working with Children check or equivalent registration
- Attend a minimum of 60% of all general and committee meetings or may be asked to vacate their position and open that position up to re-election
- Organise canteen duty roster
- Book team photos, allocate timeslots to teams
- Chair meetings in the Presidents absence
- Keep the President up to date on all details

Equipment Officer

- Must have an up to date Working with Children check or equivalent registration
- Attend a minimum of 60% of all general and committee meetings or may be asked to vacate their position and open that position up to re-election
- Purchase of new equipment sourcing best prices available
- Netballs are size 4 for modified teams and size 5 from U10 to seniors
- All teams received one new match ball each season, use previous seasons for training
- All team bags should be packed with 1 new ball, 1-2 old balls, pump, game bibs, and first aid kit
- All new equipment for purchase is discussed with President & committee members prior to purchase
- Cheques for payment must be obtained from the Treasurer and invoices/receipts are to be given to the Treasurer
- Liaise with the Head Coach for the distribution of bags in February
- Liaise with coaches and managers for collection of bags
- Annual stock-take and replenishing of all bags
- Storage of bags and equipment between seasons
- Keep the President up to date on all details

Treasurer

- Must have an up to date Working with Children check or equivalent registration
- Attend a minimum of 60% of all general and committee meetings or may be asked to vacate their position and open that position up to re-election
- Liaise closely with President and other committee members
- Organise and monitor the club's finances
- Organise all documentation, payments, invoices and reconciliations relating to fundraising
- Promptly collect, receipt and bank all monies received
- Keep all financial records up to date utilizing Quikbooks system
- Responsible for issuing cheques
- Reconcile accounts with bank statements monthly
- Report monthly to the committee
- Prepare annual accounts and obtain independent audit
- Report annually to members
- Forecast any issues that may affect club finances

Uniform Officer

- Must have an up to date Working with Children check or equivalent registration
- Attend a minimum of 60% of all general and committee meetings or may be asked to vacate their position and open that position up to re-election
- Attend registration/grading days to take additional uniform orders
- Obtain cheques for payment from Treasurer and forward all receipts to Treasurer
- Collect orders and payment for additional merchandise
- Organise additional merchandise information and order forms to be distributed to teams prior to the season starting
- Ensure all teams have any additional merchandise prior to the beginning of the season
- Place additional merchandise orders
- Place, invoice and reconcile any uniform orders
- Review uniform costs and pricing, in consultation with the committee on an annual basis
- Distribute orders once full payment received and issue receipts as proof of payment
- Manage second hand clothing pool
- Keep the President up to date on all details

Secretary/Administration

- Must have an up to date Working with Children check or equivalent registration
- Attend a minimum of 60% of all general and committee meetings or may be asked to vacate their position and open that position up to re-election
- Organise agenda for all meeting (allowing for input from all committee members), and distribute via email to all committee members
- Take minutes of general and committee meetings
- Maintain records of all meetings, correspondence and other relevant information throughout the season
- Do contact list of committee members, their position held, phone number and email address
- Roster committee members to attend BSNA's meetings
- Compile club calendar
- Organise committee meetings at President's request
- Support President and committee members
- Act as the contact person for correspondence from BSNA (or allocate to another committee members
- Is responsible for maintaining an accurate email database for all club members
- Provide club members with ongoing information regarding club activities on a weekly basis
- Collate and distribute team reports to club members/upload to website
- Ensure website information is kept current and update as required
- Make changes to website format when required
- Disseminate information to club members as required
- Issue registration forms to all members
- Receive completed club registration forms and necessary documentation
- Maintain complete and ongoing records of all registered members
- Liaise with the Treasurer on payments received and assist Treasurer when required to maintain sound financial record
- Provide comprehensive age group listings/records to assist with the grading process at the beginning of each season
- Provide information of registered members interested in Coaching or Managing for the season
- Ensure all players have been placed into a team
- Inform all coaches and managers through email or in person (meeting) all relevant information necessary for coaching and managing i.e. player contact lists, codes of behaviour, coaches' roles and responsibilities, managers' roles and responsibilities, Working with Children Check forms to be signed and returned ASAP, players' medical information sheets to be completed and returned
- Register all teams with BSNA and Netball Victoria and arrange payment
- Ensure all documents have been photocopied for the club's records
- Responsible for any de-registrations or late registrations and complete appropriate paperwork at start of season and on-going

Head Coach

- Must have an up to date Work with Children check or equivalent registration
- Attend a minimum of 60% of all general and committee meetings or may be asked to vacate their position and open that position up to re-election
- Must have played netball or have had experience coaching netball previously
- Must have a good knowledge of the game, its rules and coaching methodology
- Must have completed the Modified Foundation Coaching Course, Development Coaching Course and the Intermediate Coaching Course as offered their Netball Victoria or be willing to obtain same
- Recruit coaches for all teams
- Contact Year 9/10 players to see if any are interested in being an Assistant Coach/Team Manager of a junior team
- Contact all coaches to organise what day and time they intend training their teams
- Organise kit bags to be distributed to all coaches
- Together with the club Secretary organise for all coaches and team managers to do Beginning Coaching General Principles online course and submit certificate before season commences

- Together with the club Secretary co-ordinate coaching workshops through Netball Victoria in line with the needs of each coach and team manager
- Inform coaches of team reports that need to be written and sent to the Secretary after every game
- Inform coaches of club sportsmanship award and names need to be submitted to the Secretary after every game
- Inform coaches of any relevant information from the committee and BSNA throughout the season
- Keep coaches informed of all courses that are available throughout the season
- Offer support, encouragement and advice to coaches throughout the season
- Provide coaches with information, drills etc. on the Coaching Corner of the website on a regular basis throughout the season
- Ensure all coaches hand in a coaches' report, end of season report for the newsletter
- Prepare a report for the end of season newsletter
- Keep the committee up to date on all details throughout the season
- Coach, train and help select (together with the committee) our players
- Identify and recruit new and exciting talent to our team
- Develop strategy and game plans to be used across all teams
- Develop high performance programs and succession planning for players and coaches
- Be a point of contact for parents to take requests, complaints or feedback to the committee
- Be a positive and active role model and leader for our club and community

Team Coaches

- Must have an up to date Work with Children check or equivalent registration
- Must have a good knowledge of the game, its rules and coaching methodology and be willing to extend their skills
- Must have or be willing to complete the Modified Foundation Coaching Course and Development Coaching Course as offered by Victory Netball Club through Netball Victoria
- Have a passion for developing our players and getting maximum results out of our players
- Plan and execute pre-season training session in years 9 and above
- Plan and assist with trials and team selections
- Plan and attend training sessions one night per week from February to September
- Attend and coach Saturday game day
- Assist in planning and overseeing pre-season from October – March
- Attend any specific meetings or functions arranged by the club
- Assist with recruitment opportunities
- Attend Presentation Night to present team awards
- Provide honest and helpful feedback on player performances
- Be an active club person

Team Manager

- Must have an up to date Work with Children check or equivalent registration
- Must have some knowledge of the game or be willing to learn
- Liaise with the committee when needed
- Send weekly emails to all team members advising of playing time, court number, orange/lolly duty, team captain, scoring duty and other reminders as needed
- Support the coach primarily enabling him/her to focus on coaching
- Stand in for the team coach if they are unable to coach a game
- Distribute monthly Victory Netball Club newsletter to team members
- Collected and keep up to date email address and personal records
- Liaise with the club committee to fulfil club commitments including time keeping and club duties
- Organise end of season break up and a gift for the team coach
- Organising team captain rotation/game scorer and orange/lolly duty roster

Appendix 2 – Player Selection Philosophy

The management of all players is conducted carefully and with consideration for:

- the importance of children playing with their peers
- maintaining a sense of belonging and friendship
- feeling supported throughout the selection process
- being able to demonstrate playing ability in a safe, organised, respectful environment

The mental health of all our players is of paramount importance and the Club administrators take their responsibility under Duty of Care very seriously.

What Victory Netball Club will do:

- Emphasize to coaches and parents that junior sport is about participation, not competition
- Try to match players with others of their own ability (eg. if there are enough players, have more than one team in an age group)
- Provide players with a broad range of experiences (eg. court positions)
- Provide fair and reasonable playing time for all players, regardless of their ability
- Only players who have actively attended practise sessions and played during the season will be considered for court time should their team reach the finals series

What we ask you to do:

Coaches

- Focus on players getting the chance to play and rotate through positions and ensure fair and reasonable time for everyone
- Focus on participation, not winning and losing
- If you do coach your own children, treat them like everyone else in the team (eg. rotations, playing time or participation)

Parents

- Assist the coach and team manager where possible at training and games
- Encourage your child and their team
- Respect the selection decisions

Appendix 3 – Codes of Conduct

Code of Conduct - Players

All netballers have a responsibility to practice good sporting behaviour by:

- Playing by the rules
- Never arguing with an official. If you disagree, have your coach and/or team manager approach the official during a break or after the competition
- Controlling your temper. Verbal abuse of officials, sledging other players or deliberately distracting or provoking an opponent is not acceptable or permitted in any sport
- Working equally hard for yourself and/or your team. Your team's performance will benefit and so will you
- Being a good sport by applauding all good plays whether they are made by your team or the opposition
- Treating all participants in your sport, as you like to be treated. Do not bully or take unfair advantage of another competitor
- Cooperating with your coach, team manager, teammates and opponents. Without them, there would be no competition
- Participating for your own enjoyment and benefit, not just to please your parents and coaches
- Being considerate to all players (including opposition) coaches and umpires
- Actively participating in all training activities and showing a willingness to listen and learn
- Having a responsible attitude and ensuring you have the correct equipment with you for training i.e. footwear, medication (Asthma) water, snacks, windcheater
- Ensuring your attitude is positive, encouraging and team focused
- Remembering you are a representative of the Victory Netball Club, Victory Christian College and Victory Church and as such need to display Christ like behaviour
- Wearing the correct netball uniform as outlined in the handbook
- Respecting the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Encouraging of peers, parents, friends, coaches and as such the club expects only positive language and tone at training sessions and games

Code Violations will result in:

- Warning
- Warning Two
- Off court game time or request to leave court area
- Recording code violation/s with the club and referral to the committee

“Do to others whatever you would like them to do to you.

This is the essence of all that is taught in the law and the prophets.” Matthew 7:12

Code of Conduct - Parents

- Do not approach Coaches or Umpires during a game if you have a concern. All concerns need to be forwarded to the Committee in writing either by letter or email, within 24 hours of the incident
- Remember that children participate in sport for their enjoyment, not yours
- Encourage children to participate, do not force them
- Focus on your child's efforts and performance rather than whether they win or lose
- Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence
- Never ridicule or yell at a child for making a mistake or losing a competition
- Remember that children learn best by example
- Appreciate good performance and skillful plays by all participants
- Support all efforts to remove verbal and physical abuse from sporting activities
- Respect officials' decisions and teach children to do likewise
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

Code of Conduct - Coaches and Team Manager

- Must have a current Working with Children Check or equivalent
- Remember that players participate for pleasure and winning is only part of the fun
- Never ridicule or yell at a player for making a mistake or not coming first
- Be reasonable in your demands on players' time, energy and enthusiasm
- Respect the decisions of officials and teach young people to do the same
- Operate within the rules and spirit of the sport and teach your players to do the same
- Ensure that the time players spend with you is a positive experience
- Provide all players with equal attention and opportunities
- 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 towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people
- Ensure that any physical contact with a player is appropriate to the situation and necessary for the player's skill and personal development
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

Code of Conduct - Committee Members, Officials and Administrators

- Involve players in the planning, leadership, evaluation and decision-making
- Give all players equal opportunities to participate
- Create pathways for players to participate in sport, not just as a player but as a coach, umpire, administrator, etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players
- Encourage and promote rule changes that will make participation more enjoyable
- Compliment and encourage all participants
- Be consistent, objective and courteous when making decisions
- Emphasise the spirit of the game
- Provide quality supervision and instruction for all players
- Remember that players participate for their enjoyment and benefit
- Help coaches and officials highlight appropriate behaviour and skill development and help improve the standards of coaching and officiating
- Ensure that everyone involved in junior sport emphasizes fair play, rather than winning at all costs
- Place the safety and welfare of the participants above all else
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media and encourage them to follow it
- Remember, you set an example. Your behaviour and comments should be positive and supportive
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

Code of Conduct - Spectators

- Remember that players participate in sport for their enjoyment and benefit, not yours
- Applaud good performances and efforts from all individuals and teams
- Congratulate all participants on their performance, regardless of the game's outcome
- Respect the decisions of officials and teach players to do the same
- Never ridicule or scold a player for making a mistake. Positive comments are motivational
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players
- Show respect for your team's opponents. Without them, there would be no game
- Encourage players to follow the rules and the officials' decisions
- Do not use foul language, sledge or harass players, coaches or officials
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

Source: Australian Sports Commission

APPENDIX 4 - Complaint, Grievance and Resolution Procedure

The Victory Netball Club Complaint, Grievance and Resolution Procedure step by step process is detailed below and has been established to assist the club in managing issues, should they arise. The procedures have been developed using information sourced from the Australian Sports Commission - Complaints Management Division, Netball Victoria - Dispute Resolution Guides and the Ocean Grove Netball Members Handbook 2014. Once it has been established that a complaint exists then the step by step grievance procedures should be followed.

Step 1. Informal Resolution

- Identification of committee representative to approach.
- Determine the person in the club committee s to approach about the concern. Anyone on the committee is available to handle a query at this stage including the Head Coach, team coaches and team managers.
- Concerns raised by a member of the Club about another member should be investigated by an unrelated person to establish the facts of the complaint. This may include speaking with witnesses or other members.
- The role of the committee member approached at this stage is to listen, support, gather information and inform complainant of options available.
- Whoever is approached on the committee regarding a concern/grievance must first investigate and establish the following:
 - That a complaint, grievance or welfare concern exists (the compilation of facts and may include speaking to witnesses and gathering information) OR
 - If a complaint is made about a person or a decision.
- Steps then taken could include one of the following:
 - A committee member approaches the party involved regarding the issue OR
 - If the complainant feels that the committee member should not discuss the issue directly with the person/s concerned, informally opting for more investigation into the matter.

Regardless of the two options above - If the complainant feels the above informal verbal process does not result in a positive outcome within 14 days of discussion with all parties, then move to Step 2.

Step 2. Assisted Mediation

- Complainant contacts the Mediation Officer either in person or via email to victorynetballclub@vcc.vic.edu.au
- She/he will consider the nature of the grievance or concern and determine with your assistance and some research whether the concern is to be handled officially or informally.
- If the matter is to be dealt with informally by the Mediation Officer and a resolution is achieved, the matter is resolved.

Step 3. Forward of Grievance in Writing

If your request cannot be resolved informally and you wish to proceed, the Mediation Officer will require you to complete a Complaint/Grievance Resolution Form (APPENDIX 5) for the recording of the complaint, which will be treated as confidential. The form clearly sets out contact details, date of issue, any action already taken by the complainant and suggested resolutions desired. After considering the matter and discussing with the Complainant, the Mediation Officer will either:

A) Complete further investigation

Propose a possible solution/s after researching the matter in more detail and if resolved, report the result by recording the matter in the meeting minutes as resolved with generic reporting to committee at the next scheduled Committee meeting (maintaining confidentiality at all times if reporting to full committee) OR (if this does not result in a positive resolution)

B) Refer matter to Victory Christian College representative

The Victory Christian College representative will review the matter and, report her/his findings to the Mediation Officer who will invite all parties to attend mediation to be scheduled no less than 14 days from notification of the complaint to the Mediation Officer. The other party/ies will be requested to complete the Grievance and Resolution Form (APPENDIX 6) in response to the complaint.

The meeting will be arranged and each party will have the opportunity to express their point of view regarding the issue and offer possible resolution options. Any party to the proceedings shall be permitted to attend the mediation with a nominated advocate of their choice should they so wish.

One of the Mediation Officers will record main points of the meeting using the Mediation Form.

Positive Resolution

Upon resolution of a complaint, any agreed actions and associated time frames will be documented:

- All results will be noted on the Mediation form (APPENDIX 7)
- All parties will be required to sign the Mediation form
- The Mediation Officer will present resolution and agreed actions at the next scheduled Victory Netball Club Committee meeting for delegation of any proposed actions

Grievance Unresolved

If a resolution is not agreed upon by each party concerned:

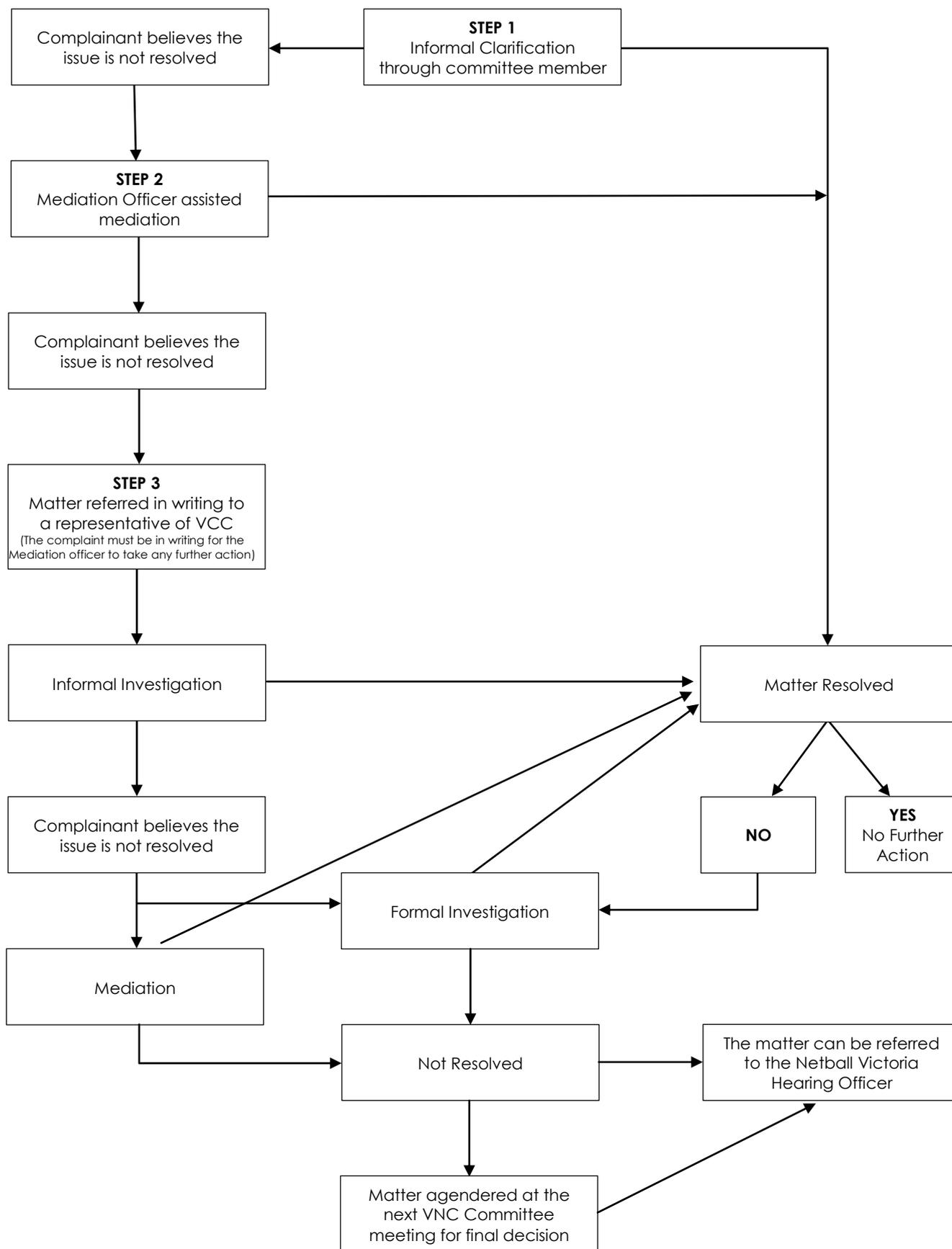
- The Mediation Officer will forward the matter for General Business consideration at the next Victory Netball Club Committee meeting
- The committee will consider the matter and vote on a resolution which will be recorded in the meeting minutes. A copy of the proposed resolution will be emailed/mailed to all parties with the requirement for response either in agreement or not in agreement. The committee decision is FINAL
- If the resolution suggested by the committee is accepted by all parties (confirmed by an emailed response to the Mediation Officer), the matter is noted as resolved and both parties are notified by phone and email
- If the resolution suggested by the committee is not accepted by one party, the matter is recorded as unresolved
- At any stage, any party concerned may seek resolution with Netball Victoria or in accordance with the Act or Law

You may consider contacting any of the following organisations:

- Netball Victoria (03) 9321 2222
- The Equal Opportunity Commissioner (03) 9602 3222
- The Legal Aid Commission (03) 9607 0234
- The Consumer and Business Affairs Victoria (03) 9627 6444
- Dispute Settlement Centre Victoria (03) 9603 8370
- Sport and Recreation Victoria (03) 9208 3522
- Your own legal advisor

Please be aware that the above process has been developed to resolve any issues which may arise during your netball season. This process in no way precludes you seeking assistance from external organisations/professionals. You should note however that there will be an expectation by most complaint services that you have in the first instance followed a Club Grievance procedure prior to approaching them. Any member can designate an advocate within the Club to support their grievance/concern should they wish to receive assistance in the resolution of the complaint.

APPENDIX 5 - Complaint, Grievance and Resolution Procedure Flowchart



Source: adapted from Ocean Grove Netball Club

APPENDIX 6 – Complaint/Grievance Resolution Form

	<h1 style="margin: 0;">Complaint/Grievance Resolution Form</h1>	
Event/Competition:		
Venue of incident:		
Exact location of incident:		
Date of incident:		
Time of incident:		
Nature of incident: <i>Can tick more than one box</i>	<input type="checkbox"/> Competition Related Incident <input type="checkbox"/> Hazard/Potential Hazard	<input type="checkbox"/> Inappropriate Behaviour <input type="checkbox"/> Other _____
Complainant Name:		
Complainant Address:		
Complainant Phone:	Home:	Mobile:
Complainant Email		
Role/Status in netball:	<input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Team Manager <input type="checkbox"/> Parent <input type="checkbox"/> Administrator (Volunteer)	<input type="checkbox"/> Spectator <input type="checkbox"/> Umpire <input type="checkbox"/> Official <input type="checkbox"/> Other _____
Respondent Name:	<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18 <i>Please note that a copy of this report will be provided to the respondent</i>	
Role/Status in netball:	<input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Team Manager <input type="checkbox"/> Parent <input type="checkbox"/> Administrator (Volunteer)	<input type="checkbox"/> Spectator <input type="checkbox"/> Umpire <input type="checkbox"/> Official <input type="checkbox"/> Other _____
Please provide a detailed description of the alleged incident:		

Outline any action taken at the time of the incident:

This form must be submitted to the Victory Netball Club committee either by handing it in at the Victory Christian College Administration Office at 6 Kairn Road, handing it directly to a member of the VNC committee or by email at victorynetballclub@gmail.com.

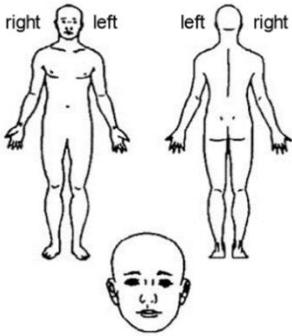
Once the complaint has been lodged, the Mediation officer will determine the appropriate process to follow using the relevant policy (including but not limited to the BSNA's Bylaws, Netball Victoria Competition Regulation or Netball Australia Member Protection Policy).

Parties involved will be notified in due course if any further action or information is required or of any decisions or penalties to be imposed.

Signed: _____

Date: _____

APPENDIX 6 – Injury Report Form

		<h1>Injury Report Form</h1>	
<p><i>Injury details: This report reflects an accurate record of the injured person's reported symptoms of injury.</i></p>			
Name of person injured:		DOB: (Day/Month/Year)	
Date when injury occurred:		Date when injury is evident:	
Person injured: <input type="checkbox"/> Player <input type="checkbox"/> Coach <input type="checkbox"/> Other		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Supervising coach: _____ (Signature)		Witness: _____ (Signature)	
First aid provided by: _____ (Signature)	Time of First aid:	Initial treatment: <input type="checkbox"/> No treatment required <input type="checkbox"/> CPR <input type="checkbox"/> RICER <input type="checkbox"/> Crutches <input type="checkbox"/> Sling/splint <input type="checkbox"/> Dressing <input type="checkbox"/> Strapping <input type="checkbox"/> Massage <input type="checkbox"/> Stretching	
Did the injury occur during... <input type="checkbox"/> Training <input type="checkbox"/> Event <input type="checkbox"/> Other:			
Symptoms of injury: <input type="checkbox"/> Blisters <input type="checkbox"/> Inflammation/swelling <input type="checkbox"/> Spinal injury <input type="checkbox"/> Bleeding nose <input type="checkbox"/> Cramp <input type="checkbox"/> Cardiac problem <input type="checkbox"/> Bruising/contusion <input type="checkbox"/> Suspected bone fracture/break <input type="checkbox"/> Electrical shock <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Burn <input type="checkbox"/> Graze/abrasion <input type="checkbox"/> Concussion/head injury <input type="checkbox"/> Insect bite/sting <input type="checkbox"/> Sprain <input type="checkbox"/> Loss of consciousness <input type="checkbox"/> Poisoning <input type="checkbox"/> Strain <input type="checkbox"/> Respiratory problem <input type="checkbox"/> Other: _____			
Body part injured		How did the injury occur?	
		<input type="checkbox"/> Collision with a fixed object <input type="checkbox"/> Collision/contact with another person <input type="checkbox"/> Fall from height/awkward landing <input type="checkbox"/> Fall/stumble on same level <input type="checkbox"/> Overbalance <input type="checkbox"/> Overstretch <input type="checkbox"/> Slip/trip <input type="checkbox"/> Other: _____	
		Extra detail regarding how the injury occurred:	
Follow up action:		Was protective equipment worn on the injured body part? <input type="checkbox"/> Y <input type="checkbox"/> N	
		<input type="checkbox"/> None <input type="checkbox"/> Medical Practitioner <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Other:	
Name of person completing form:			
Signature:		Date:	

Note: Coaches without medical training should refer all medical decisions to appropriately qualified persons. Do not attempt to 'diagnose' an injury. Users of this form are advised that medical information should be treated confidentially. In some states, additional legislation affects the management of health records. See www.austlii.edu.au for further information.

Source: Australian Sports Commission 2006