



Policies & Procedures

Adopted: 3 August 2022

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1. Definitions

For the purposes of these Policies and Procedures:

'Administrative Guideline' refers to the Bankstown District Sports Club Administrative Guidelines for Associated Sporting Clubs;

'Association' means the Bankstown City Netball Association Inc. (BCNA);

'Club delegate' means a duly appointed representative of the Club;

'Club documents' means any records, files, documents or any other information or property that belongs to the Club;

'Club Meeting' means a meeting convened by the Executive open to all members of the Club;

'Club Roles' means the positions held by members, other than those of the Committee, including convenors, delegates and officers.

'Committee' means the members of the Executive and the elected non-executive office bearers;

'Competition' means the netball competition and fixture/s conducted by the Bankstown City Netball Association;

'Constitution' means the Bankstown Sports Netball Club Constitution;

'Instrument' means any document pertaining to the governance of the Club, and includes, but is not limited to, this Policies and Procedures document and the associated Constitution;

'Netball New South Wales' (NNSW) means the controlling body for Netball in New South Wales;

'Presentation' refers to the annual Club event that is held at the conclusion of the season;

'Registered Member' means any financial member, Life Member or honorary member of the Club;

'Secretary' means:

- The person holding the office under the Constitution as Secretary of the Club; or
- If no such person holds that office - the Public Officer of the Club.

'Selection' refers to the processes relating to the Team Selection Process, in which players are assessed according to their skill level;

'Special General Meeting' means a general meeting of the Club other than the Annual General Meeting;

'Sports Intra-Club' refers to the network of clubs under the Bankstown District Sports Club banner;

'**The Act**' refers to the Associations Incorporation Act 2009 and all further amendments to it;

'**The Club**' refers to the Bankstown Sports Netball Club Inc.;

'**The Sports Club**' refers to the Bankstown District Sports Club;

'**Working with Children Check**' refers to the NSW Government Office of Children's Guardian requirement for people who work or volunteer in child-related employment;

'**Written notice**' shall include any notices hand delivered to Club files, delivered by the postal service, facsimile transmission, and any notice by way of email sent to any facsimile number or email address of any member (or office bearer) of the Club kept by the registrar.

2. Club Uniform

- 2.1. The club uniform shall consist of a Club dress and Club black shorts.
- 2.2. Players wearing the incorrect or incomplete uniform shall not be permitted to take the court in competition games.
- 2.3. Black leggings, a short or long sleeved black t-shirt and/or a black head covering may be worn under the Club uniform for medical or religious reasons only.
 - 2.3.1.1. The requirement for an addition to the Club uniform is to be made to the Secretary, in writing, as soon as possible before taking the court.
- 2.4. The Bankstown Sports Club logo should be displayed on Club uniforms.

3. Meetings

- 3.1. Annual General Meeting (AGM)
 - 3.1.1. The Annual General Meeting of the Club shall be held each year in accordance with the policies laid out in the Constitution.
 - 3.1.2. The AGM should be held after the BCNA AGM each year.
 - 3.1.3. The agenda for the AGM should include, but is not limited to, the following items:
 - a. Welcome
 - b. Apologies
 - c. Acceptance of minutes of the previous AGM and minutes of any Special General Meetings held since.
 - d. Business arising from minutes
 - e. President's Report

- f. Secretary's Report
- g. Treasurer's Report (including annual financial report and audit)
- h. BCNA Council Report
- i. Bankstown Sports Intra-Club Report
- j. Any other reports (if applicable)
- k. Setting of registration fees and umpire payments for the next season
- l. Standing down of all members (returning officer to take the Chair)
- m. Elections:
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. Vice President
 - v. Club Patron(s)
- n. Notices of Motion

3.2. Special General Meetings

- 3.2.1. Special Meetings shall be held in accordance with the policies laid out in the Constitution.

3.3. Club Meetings

- 3.3.1. Club Meetings shall be held each year in accordance with the policies laid out in the Constitution.
- 3.3.2. The schedule of dates for the Club Meetings shall be laid out on the calendar proposed at the first Club Meeting of the year.
- 3.3.3. Notice shall be sent to all members at least fourteen (14) days prior to each Club Meeting.
- 3.3.4. The agenda of the first Club Meeting following the AGM each year should include, but is not limited to, the following items:
 - a. Apologies
 - b. Acceptance of minutes of the previous Club Meeting
 - c. Business arising from minutes
 - d. Correspondence
 - e. Elections of non-executive Office Bearers:

- i. Assistant Secretary
 - ii. Assistant Treasurer
 - iii. Umpires Convenor
 - iv. Coaching Coordinator
 - v. Registrar
 - vi. Equipment Officer
 - vii. Media Officer
 - f. Elections of other Club Roles:
 - i. Selection Convenor
 - ii. Member Protection Officer
 - iii. One (1) delegate and one (1) alternate delegate to the Sports Intra-Club meetings
 - iv. Two (2) delegates and two (2) alternate delegates to the BCNA Council.
 - g. Selection and Orientation procedures
 - h. Proposed Calendar for the following year
 - i. General Business
- 3.3.5. The agenda of all other Club Meetings should include, but is not limited to, the following items:
- a. Welcome
 - b. Apologies
 - c. Acceptance of minutes of the previous Club Meeting
 - d. Business arising from minutes
 - e. Correspondence
 - f. President's Report
 - g. Secretary's Report
 - h. Treasurer's Report
 - i. Umpire's Convenor's Report
 - j. Coaching Coordinator's Report
 - k. Media Officer's Report
 - l. Equipment Officer's Report
 - m. BCNA Council Report
 - n. Bankstown Sports Intra-Club Report

- o. Any other reports (if applicable)
 - p. General Business
 - 3.3.6. Accurate attendance records and minutes are to be kept of all meetings and shall be circulated/available to view within 14 days after the meeting.
- 3.4. Committee Meetings
 - 3.4.1. Committee Meetings shall be held in accordance with the policies laid out in the Constitution.
 - 3.4.2. Notice shall be sent to all Committee members at least fourteen (14) days prior to any Committee Meeting.
 - 3.4.3. The agenda shall be determined by the Executive.
 - 3.4.4. Accurate attendance records and minutes are to be kept of all meetings and shall be circulated to the Committee within 14 days after the meeting.
- 3.5. Executive Meetings
 - 3.5.1. Executive Meetings shall be held in accordance with the policies laid out in the Constitution.
 - 3.5.2. The Executive shall meet not less than five (5) times each year on dates to be fixed by the Executive. Notice shall be sent to all Executive members at least fourteen (14) days prior to these meetings.
 - 3.5.3. For any additional necessary meetings, all Executive members shall be notified at least forty-eight (48) hours prior to the meeting.
 - 3.5.4. The agenda shall be determined by the Executive.
 - 3.5.5. Accurate attendance records and minutes are to be kept of all meetings and shall be circulated to the Executive within fourteen (14) days after the meeting.

4. Committee

- 4.1. The Committee shall consist of:
 - 4.1.1. The Executive, consisting of
 - 4.1.1.1. President
 - 4.1.1.2. Secretary
 - 4.1.1.3. Treasurer
 - 4.1.2. Other elected non-executive office bearers, consisting of
 - 4.1.2.1. Vice President

- 4.1.2.2. Assistant Secretary
- 4.1.2.3. Assistant Treasurer
- 4.1.2.4. Umpires Convenor
- 4.1.2.5. Registrar
- 4.1.2.6. Coaching Coordinator
- 4.1.2.7. Equipment Officer
- 4.1.2.8. Media Officer

5. Role of the Executive

- 5.1. The President shall:
 - 5.1.1. chair all meetings of the Club, Executive and Committee;
 - 5.1.2. submit a report at every Club Meeting and the AGM;
 - 5.1.3. be Convenor of the Appeals Committee;
 - 5.1.4. represent the Club and be the spokesperson for the Club;
 - 5.1.5. be responsible for sponsorship and marketing of the Club;
 - 5.1.6. be a signatory for the Club for all financial institutions;
 - 5.1.7. ensure all office bearers performing their duties in accordance with Constitution and Policies and Procedures;
 - 5.1.8. be responsible for the Annual Report for the AGM and ensuring the relevant reports are submitted at each meeting;
 - 5.1.9. follow up to ensure items are actioned after meetings;
 - 5.1.10. submit a brief report for the Sports Club Intra-club meetings;
 - 5.1.11. in conjunction with the Secretary & Treasurer, prepare & submit all applications to government and for all other grants;
 - 5.1.12. provide an end of year report for Presentation;
 - 5.1.13. represent the Club wherever possible and assigns such duties to other members as needed;
 - 5.1.14. encourage all teams and volunteers on the park and at training by being present, where possible.

- 5.2. The Secretary shall:
 - 5.2.1. attend all meetings of the club, wherever possible;
 - 5.2.2. submit a report at every Club Meeting and the AGM;

- 5.2.3. receive all correspondence of the Club, consult with the Executive as to how it should be actioned and distribute correspondence to relevant persons for action;
- 5.2.4. be responsible for the major organisational tasks of the club, including:
 - 5.2.4.1. booking all venues for Club functions and events, including for meetings, presentation and as required;
 - 5.2.4.2. notification for all Club meetings, special general meetings and the annual general meeting;
 - 5.2.4.3. accurately recording the attendance of each person at meetings;
 - 5.2.4.4. ensuring that accurate minutes of all meetings are recorded, circulated within 14 days after the meeting, ratified at the following relevant meeting and kept;
 - 5.2.4.5. keeping an up to date register of all members of the club;
 - 5.2.4.6. maintain a register of all coaches and umpiring qualifications and badges;
 - 5.2.4.7. maintain a record of service history, awards and accomplishments achieved for every member;
 - 5.2.4.8. keeping and distributing a calendar of club activities;
 - 5.2.4.9. ensuring the accuracy of content on the website and social media.
 - 5.2.4.10. maintaining the Constitution, Policies and Procedures, Committee and Delegate positions, and notifying members of amendments made;
 - 5.2.4.11. preparing the Annual Report and/or end of year reports for presentation.
 - 5.2.4.12. Including assuming the role of registrar if the position is not filled at the first club meeting of the season.
- 5.2.5. attain a Working With Children Check number from all persons who are in a position where they interact with children, including coaches, managers, umpires, office bearers who are over the age of eighteen (18), which must be verified before the individual commences their work with any children;
- 5.2.6. ensure the club is represented at all Sports Club Intra-Club meetings, BCNA Council meetings and any other relevant delegate meetings, as required.

- 5.2.7. maintain the Sports Club online portal;
 - 5.2.8. organise changes to bank account details, nominating new signatories, when required;
 - 5.2.9. be responsible for the organisation of the BCNA March Past at the beginning of each season.
 - 5.2.10. be responsible for circulation of nominations and collection of votes for end of year awards;
 - 5.2.11. be responsible for circulating information about Presentation to all members each year;
- 5.3. The Treasurer shall:
- 5.3.1. be responsible for all financial book-keeping of the club in accordance with the Administrative Guidelines and NSW Fair Trading;
 - 5.3.2. keep record of all assets, liabilities and properties of the club;
 - 5.3.3. receive all monies payable to the Club and issue receipts;
 - 5.3.4. bank all monies within seven (7) days of receipt;
 - 5.3.5. pay accounts and send accounts as required, and have these ratified at the next Club meeting;
 - 5.3.6. submit a written report to all meetings, including a profit and loss report showing monies in and out over a set period, a balance sheet showing assets and liabilities and a bank statement;
 - 5.3.7. prepare and submit the Request for Funding Assistance (as per the Administrative Guideline) to the Sports Club annually;
 - 5.3.8. present a signed audited report and balance sheet at the AGM;
 - 5.3.9. in conjunction with the President & Secretary, be responsible for assessing and actioning payment plans for members in need of financial assistance, on a case by case basis;
 - 5.3.10. liaise with Executive to prepare a proposal of fees for the forthcoming year for approval at the AGM;
 - 5.3.11. pass on all financial records within fourteen (14) days after AGM, if applicable;

6. Role of the Non-Executive Office Bearers

- 6.1. The Vice President shall:
 - 6.1.1. assist the President perform duties as requested by the President or at Club meetings.

- 6.1.2. be the Convenor of Discipline Panel;
 - 6.1.3. organise the Ground Duty and Competition Duty as rostered by BCNA each season;
 - 6.1.4. in the absence of the President take on the role acting as President;
 - 6.1.5. chair meetings in absence of the President.
- 6.2. The Assistant Secretary shall:
- 6.2.1. assist the Secretary perform duties as requested by the Secretary or at Club meetings;
 - 6.2.2. in the absence of the Secretary, act as Secretary;
 - 6.2.3. assist at all registration, grading and orientation events, where possible;
 - 6.2.4. assist at the BCNA March Past.
- 6.3. The Assistant Treasurer shall:
- 6.3.1. assist the Treasurer perform duties as requested by the Treasurer or at Club meetings;
 - 6.3.2. in the absence of the Treasurer, act as Treasurer.
 - 6.3.3. assist at all registration, grading and orientation events, where possible;
 - 6.3.4. assist at the BCNA March Past.
- 6.4. The Umpires Convenor shall:
- 6.4.1. be the holder of a National Umpires Badge, where possible;
 - 6.4.2. organise and arrange the coaching and grading of umpires;
 - 6.4.3. keep a record of the theory results of all umpires within the club for a period of six (6) years and share these records with the Secretary;
 - 6.4.4. keep a record of the District and National Badges of all umpires within the club share these records with the Secretary;
 - 6.4.5. be responsible for allocation of umpires for competition and carnivals as allocated by BCNA;
 - 6.4.6. research and institute methods of encouraging and improving umpires within the Club;

- 6.4.7. be responsible for the distribution of relevant information regarding umpiring, including publishing information online;
 - 6.4.8. provide the Treasurer an invoice, at regular periods, detailing payments to be made to umpires for BCNA competition and rep carnivals;
 - 6.4.9. liaise with Executive regarding the payment of umpiring fines;
 - 6.4.10. submit a written report to all Club meetings and the AGM.
 - 6.4.11. select the relevant end of year umpiring awards as detailed in Awards Policy;
 - 6.4.12. provide an end of year report for Presentation.
- 6.5. The Registrar shall:
- 6.5.1. manage the registration system and registration process for the Club each year;
 - 6.5.2. deal with all registration system issues and enquiries;
 - 6.5.3. allocate team lists and perform any other task as required by BCNA;
 - 6.5.4. prepare lists of players for the team selection process.
- 6.6. The Coaching Coordinator shall:
- 6.6.1. execute their role with the twofold goal of developing the skills and performance of both coaches and players.
 - 6.6.2. be the holder of at least a Development Coaching Accreditation, where possible;
 - 6.6.3. research and institute methods of encouraging and improving coaching within the Club;
 - 6.6.4. arrange coaching assistance to club coaches, including working alongside coaches to direct and coach players where appropriate;
 - 6.6.5. keep a record of accredited coaches and relevant information within the Club;
 - 6.6.6. be responsible for the distribution of relevant information regarding coaching, including publishing information online;
 - 6.6.7. organise and conduct skills days and/or coaching clinics, with the aim of developing the skills of players and coaches;
 - 6.6.8. submit a written report to all Club meetings;

- 6.6.9. provide an end of year report for presentation.
- 6.7. The Equipment Officer shall:
 - 6.7.1. conduct annual stocktake of equipment and arrange for replenishment of stock, by liaising with the Executive;
 - 6.7.2. liaise with the Secretary on all matters;
 - 6.7.3. attend all registration and orientation days to manage uniform sales;
 - 6.7.4. organise team equipment, including training items, games equipment and the replenishment of first aid kits.
- 6.8. The Media Officer shall:
 - 6.8.1. maintain and update the club website and social media in consultation with the Executive;
 - 6.8.2. maintain the publicity email address;
 - 6.8.3. prepare a club newsletter, to be distributed regularly and posted on the website during the netball season;
 - 6.8.4. prepare the end of year booklet for Presentation;
 - 6.8.5. prepare a collection of photos for use at Presentation each year;
 - 6.8.6. forward all photos, reports and records to the Executive for record keeping.

7. Other Club Roles and Committees

- 7.1. The Club Patron/s shall:
 - 7.1.1. be a supporter and promoter of the club, its activities and ongoing success;
 - 7.1.2. be a person for whom the members of the club hold the utmost respect as an individual;
 - 7.1.3. be called upon at any time for advice or guidance;
 - 7.1.4. have a right to attend all meetings of the Club and speak on any matter, but may not vote on any matter in their capacity as a Club Patron. This does not negate the right of any registered member to vote.
- 7.2. The Public Officer shall:
 - 7.2.1. be the Secretary of the Club;

- 7.2.2. be responsible for notifying Fair Trading of any change in the official address of the Club within 28 days;
 - 7.2.3. act as the official contact person for the Club;
 - 7.2.4. ensure the collection of all Club documents from former Committee members and deliver them to new Committee members;
 - 7.2.5. return all Club documents to a member of the Executive within 14 days, upon vacating office;
 - 7.2.6. be responsible for the custody of any documents of the Club, as required by the Constitution.
- 7.3. The Selection Convenor shall:
- 7.3.1. organise and conduct the activities of the selection process in accordance with the Team Selection Policy;
 - 7.3.2. convene the Team Selection Committee and direct all members accordingly, in accordance with the policy;
 - 7.3.3. ensure the confidentiality and integrity of the selection process;
 - 7.3.4. retain all player assessment sheets and coaches player reports as the confidential property of The Club, and ensure they are destroyed after the BCNA registrations are submitted.
- 7.4. Discipline Panel Convenor shall;
- 7.4.1. organise and conduct the activities of the discipline process in accordance with the Discipline Policy;
 - 7.4.2. convene the Discipline Panel and direct all members accordingly, in accordance with the policy;
 - 7.4.3. ensure the confidentiality and integrity of the discipline process;
 - 7.4.4. ensure accurate minutes of all meetings are kept;
 - 7.4.5. return all information and correspondence relating to proceedings to the Secretary at the completion of the process.
- 7.5. Appeals Panel Convenor shall:
- 7.5.1. organise and conduct the activities of the appeals process in accordance with the Appeals Policy;
 - 7.5.2. convene the Appeals Panel and direct all members accordingly, in accordance with the policy;
 - 7.5.3. ensure the confidentiality and integrity of the appeals process;

- 7.5.4. ensure accurate minutes of all meetings are kept;
 - 7.5.5. return all information and correspondence relating to proceedings to the Secretary at the completion of the process.
 - 7.5.6. ensure any recommendations regarding the appeals process are forwarded to the Executive, as per the Appeals Policy.
- 7.6. Member Protection Information Officer (MPIO) shall:
- 7.6.1. provide information and guidance on complaints procedures and be available for members who want discuss problems at the Club, particularly if they are considering making a formal complaint;
 - 7.6.2. provide information to members about the rights, responsibilities and options available to individuals making a complaint or raising a concern;
 - 7.6.3. ensure the Club is a safe, fair and inclusive community by ensuring members and administrators know their rights and responsibilities and ensuring policies that focus on member protection are being implemented;
 - 7.6.4. keep up to date with information relating to Member Protection;
 - 7.6.5. manage documents relating to child protection and the NSW Working with Children Check and verify Working with Children Check numbers online, in consultation with the Executive;
 - 7.6.6. maintain confidential records of complaints or concerns;
 - 7.6.7. assist and provide information to the Executive in relation to Member Protection.
 - 7.6.8. complete the Member Protection Information Officer course and hold a valid NSW Working with Children Check;
 - 7.6.9. display good communication and conflict resolution skills and the ability to provide support but not take over conversations;
 - 7.6.10. have a good understanding of the Club Constitution and Policies and Procedures documents;
 - 7.6.11. be independent of any decision making at their club, be neutral in their role and ensure there is no conflict of interest in any matters they respond to;
 - 7.6.12. not hold the role of MPIO if they are to be part of decision making processes in relation to complaints, i.e. the MPIO shall not be a member of the Executive or Committee.
- 7.7. Delegate/s to Sports Club Intra-Club Meetings shall:

- 7.7.1. represent the Club at all Intra-Club Meetings, with the aim of sharing information, knowledge and ideas with other sporting clubs for the betterment of all;
 - 7.7.2. report to the Club, via the Secretary, of all business from the Intra-Club meeting;
 - 7.7.3. present a report at each Club Meeting of the business from the Intra-Club meeting.
- 7.8. Delegates to BCNA Council shall:
- 7.8.1. represent the Club at all Council meetings, ensuring two (2) voting delegates attend each meeting, where possible;
 - 7.8.2. report to the Club, via the Secretary, of all business from the Council meeting;
 - 7.8.3. present a report at each Club Meeting of the business from the Council meeting.
- 7.9. The Team Selection Committee shall:
- 7.9.1. Participate in the selection process in accordance with the Team Selection Policy, under the directive of the Selection Convenor;
 - 7.9.2. Maintain the confidentiality of the selection process.
- 7.10. Disciplinary Panel
- 7.10.1. Participate in the discipline process in accordance with Discipline Policy, under the directive of the Discipline Convenor;
 - 7.10.2. Maintain the confidentiality of the discipline process.
- 7.11. Appeals Panel
- 7.11.1. Participate in the appeals process in accordance with the Appeals Policy, under the directive of the Appeals Convenor;
 - 7.11.2. Maintain the confidentiality of the appeals process.

8. Elections and Vacancies

- 8.1. The elections of the Executive, including President, Secretary and Treasurer, and the Vice President shall be held at the AGM each year.
- 8.2. The Club Patron/s shall be elected at the AGM each year.
- 8.3. All other non-executive Office Bearers, the Selection Convenor, the Member Protection Officer, delegates to the Sports Club Intra-Club

meetings, and delegates to the BCNA Council shall be elected at the first Club Meeting following the AGM each year.

- 8.4. All members of Committees and Panels shall be appointed as required and ratified at the next Club Meeting.
- 8.5. Elections for any position that should become vacant after being filled at the AGM or first Club Meeting of the year or that remained vacant, shall be held at the next Club Meeting or at a Special Meeting called with notification of a special resolution, as per clauses 19.1 and 20 of the Constitution.

9. Life membership policy

- 9.1. Life Membership may be given in recognition of outstanding voluntary service to the Club, in accordance with clause 8.5 of the Constitution.
- 9.2. A nominee for Life Membership must:
 - 9.2.1. be an active member of the Club;
 - 9.2.2. be a financial member of the Club;
 - 9.2.3. be a member of the Bankstown District Sports Club;
 - 9.2.4. have achieved a minimum twenty (20) years of continuous service, unless exceptional circumstances are cited;
 - 9.2.5. have achieved outstanding voluntary service to the Club, including holding office bearer positions on the Executive and/or Committee;
 - 9.2.6. have significantly progressed the development of the Club through their service.
 - 9.2.7. fulfil the minimum criteria requirements as outlined in clause 9.3.
- 9.3. Criteria for nomination should consider the following four (4) key areas of service, of which the nominee must have demonstrated outstanding continued contribution to one (1) of the key areas as well as valuable contribution in two (2) of the other three (3) areas:
 - 9.3.1. Playing;
 - 9.3.2. Team/Game Official, eg. coach, manager, umpire;
 - 9.3.3. Administration;
 - 9.3.4. General service, eg. fundraising, social committee, events, ad-hoc committees or any other relevant contributions.
- 9.4. Candidates shall be nominated by two (2) financial members of the Club.
- 9.5. Nominations must be made in writing, using the prescribed form. The nomination must include a description of reasons for nomination with

direct reference to the criteria, credentials and any supporting documents.

- 9.6. Nomination submissions must be lodged with the President or Acting President by 31 July.
- 9.7. All nominations shall be vetted for eligibility by the Executive; the decision to forward a candidate for voting must be agreed upon by a majority of the Executive.
- 9.8. If a candidate/s is deemed eligible by the Executive, a Special Meeting is to be called as per clauses 19.1 and 20 of the Constitution, to be held before the Club Presentation in that year.
- 9.9. A nomination must be approved by a three-quarter majority of the voting members at the Special Meeting, voted by secret ballot. If the candidate for voting is present they are to be asked to leave the room for the duration of the vote.
- 9.10. If a successful outcome is achieved, the Life Membership shall be awarded at the Club Presentation in that year.
- 9.11. Life Members are entitled to full membership of the Club for life, as well as the voting and membership rights outlined in clauses 8.5.5 and 8.5.6 of the Constitution.
- 9.12. Life Members shall:
 - 9.12.1. be notified of all Club Meetings, Special Meetings and the Annual General Meeting each year;
 - 9.12.2. be sent all minutes of Club Meetings, Special Meetings and the Annual General Meeting each year (unless they opt not to be included in this correspondence);
 - 9.12.3. be notified of all club events and happenings;
 - 9.12.4. be invited to club functions with their partner/guest, at no charge.

10. Registration

- 10.1. All registrations are to be completed online in accordance with the BCNA and Netball NSW requirements.
- 10.2. Payment of registration fees are to be paid in full at the time of registration. Registrations are made directly to NNSW. NNSW do not allow any deregistrations after registration is complete; therefore, no refunds are permitted after a player has been registered.
- 10.3. The Executive may, at its discretion, make financial allowances for families with three or more junior players and for families or individuals in situations of financial hardship.

- 10.4. The Executive may, at its discretion, withhold a member from Club and competition activities for failure to adhere to a payment schedule previously agreed upon.
- 10.5. For returning players, any outstanding funds owing from previous season/s must be settled before registration will be allowed.
- 10.6. All players, coaches and managers must be registered with the Club.
- 10.7. Acceptance of registration is subject to the Club fielding teams/a team in the nominated age group and having a position available.
- 10.8. The Club conducts grading of relevant players into teams, as per the Team Selection Policy.
- 10.9. Should the Club be unable to field a team in a particular age group the Club will place the player into a team that is deemed suitable and in line with the player's age and ability.
- 10.10. Late registrations, received after a nominated date each year, will be accepted subject to availability of places in teams and/or age groups.
- 10.11. It is compulsory for all players to attend the relevant team selection and orientation events prior to the commencement of the season, as requested by the Club

11. Team Selection Policy

- 11.1. The aims and objectives of the Team Selection Policy are as follows:
 - 11.1.1. The Club is committed to ensuring team selection is conducted fairly and effectively and in the best interest of the player and Club.
 - 11.1.2. The selection process aims to achieve teams that have a balanced group of players in playing positions and ability.
 - 11.1.3. Players and parents should be aware that placement in a team one year does not ensure a player will remain in that team the following year. Changes in player numbers from year to year, player development from season to season, player movement in and out of teams does not guarantee team placement. Parents are urged to be objective and reasonable in their expectations, and to encourage their children to be happy in their sport.
- 11.2. Selection Committee:
 - 11.2.1. Selection committee for each team shall be comprised of:
 - 11.2.1.1. the Selection Convenor, who is to be elected at the first Club Meeting of the year following the AGM

- 11.2.1.2. three (3) Club members, with extensive coaching and/or selection experience and knowledge
- 11.2.1.3. one (1) independent person, with extensive coaching and/or selection experience and knowledge
- 11.2.2. Two (2) reserve club members, with extensive coaching and/or selection experience shall be appointed as reserves, to be used to ensure the selection committee for each team is comprised of 5 people.
- 11.2.3. The three (3) club members, one (1) independent person and two (2) extra reserves shall be nominated by the Selection Convenor. Prior to the commencement of the selection process, these nominations shall be forwarded to the Executive, in writing, to be ratified.
- 11.2.4. A member of the Selection Committee cannot select on an age group where they have their own child or family member playing.
- 11.2.5. The Selection Committee shall work autonomously, without being required to consider input from other committees or members. This is to ensure a fair and independent process for all.
- 11.2.6. Each member of the Selection Panel should work independently and autonomously to other members of the panel.
- 11.2.7. All information pertaining to the selection process, including information contained in the player assessment sheets and coaches player reports, is confidential, and must not be released to any person.
- 11.2.8. All player assessment sheets and coaches player reports are the confidential property of The Club and will be kept by the Selection Convenor, to be destroyed after the BCNA registrations are submitted.
- 11.2.9. The Selection Committee is to be dissolved upon completion of the selection process.
- 11.3. Selection Policy:
 - 11.3.1. Selection dates and times will be advised when registrations are open for the commencement of the season.
 - 11.3.2. Any special requests can be made on the player registration forms.
 - 11.3.3. On selection day players need to arrive fifteen (15) minutes early, sign-on and nominate two playing positions.
 - 11.3.4. Games will be a minimum of 6 minutes in duration and each player will take the court twice in at least one of their nominated

positions; this will ensure fair and even court time for all players. Some players will be required to take the court more to fill court positions.

- 11.3.5. Players will trial in nominated positions and possibly other positions as requested by selectors.
 - 11.3.6. Players are ranked in order of ability and in reference to the previous season's coach's report and placed into teams as numbers dictate.
 - 11.3.7. The number of teams selected is dependent on the number of registered players in each age group.
 - 11.3.8. All final selections will be based on the decision of the majority of the selection committee. The selection committee will inform the Executive of the final team selections.
 - 11.3.9. On completion of selection process the Executive will register the teams with BCNA and make recommendation for the grade of each team. The final decision of team placement within grades is made by BCNA.
- 11.4. Selection Attendance:
- 11.4.1. All players are required to be registered with the Club.
 - 11.4.2. Selection for all junior players aged 10 to 16 years is compulsory.
 - 11.4.3. If a player is unable to attend the selection session a parent or guardian must notify the Secretary, in writing, explaining the reason for their inability to attend as soon as possible prior to the selection session. In the event a player is unable to attend or participate, each case will be considered on an individual basis by the Selection Committee, using feedback from previous coach's reports, player numbers, playing experience and team positions.
- 11.5. Team selection for ages 7-9 years:
- 11.5.1. These players play non-competitive games against other clubs. The rules are modified to allow player development. The emphasis is on fun, developing skills and making new friends.
 - 11.5.2. The selection committee will paper grade these age groups, taking into consideration previous existing teams, group numbers, and friend requests.
- 11.6. Team Selection for ages 10 - 16 years:
- 11.6.1. Selection is conducted each year and players are considered as individuals rather than in a particular team.

- 11.6.2. Players will be placed in a team that best represents their level of skill and ability and maximizes opportunities to develop and improve their skills. The selection process will be based on the following:
 - 11.6.2.1. Attendance and performance at the selection session/s (held after registrations)
 - 11.6.2.2. Player reports completed by the previous year coach
 - 11.6.2.3. The number of players in each age group
 - 11.6.2.4. Team positions
- 11.6.3. If a player is to play in an age group other than their own, their parent/guardian must be notified prior to final placement into that team.
- 11.7. Senior Teams:
 - 11.7.1. No scheduled selection session will be used for this group. The Selection Convenor may elect to paper grade new players into existing teams or, should selection be necessary to place new players in teams, organise a selection trial and notify all registered players concerned.
- 11.8. Team Announcements:
 - 11.8.1. Players will be notified of team selection via the Club website - www.bankstownsportsnc.nsw.netball.com.au
 - 11.8.2. Refunds of registration fees will not be given for change of mind or because a player does not want to be in a particular team.
- 11.9. Selection Appeals:
 - 11.9.1. Any appeals regarding selection must be received within thirty-six (36) hours of the team postings on the Bankstown Sports Netball Club website. All appeals must be made in writing to the Secretary and are confidential. The appeal will be heard by a specially convened appeals committee within fourteen (14) days of receipt of the appeals.
 - 11.9.2. The sole grounds for any appeal is that the outcome being appealed was a result of a failure by the Selection Panel to properly apply the selection process set out in this policy.

12. Teams

- 12.1. Each team may be made up of players, coach, assistant coach and manager.
- 12.2. Every person in a team must be registered with the Club.

- 12.3. Each member of a team deserves to be treated equally and with respect.
- 12.4. Coaches should always encourage and guide a player with the aim of improving their skills and maintaining their enjoyment in sport.
- 12.5. Each year all teams should be represented at every Club Meeting, the Annual General Meeting and any other meetings that arise in which they are required to attend. It is recommended that the coach and/or manager attend meetings; if unable to attend they are to appoint another team representative to attend.
- 12.6. Our club encourages effective communication between coaches, managers, players and parents/guardians (of players under the age of 18 years) by:
 - 12.6.1. using forms of communication that best suit the members of your team, i.e. ensuring the types of communication used are received by all in a timely manner. Some forms of communication used may be phone calls, text messages, emails, whatsapp groups, facebook groups or other social media platforms.
 - 12.6.2. encouraging parents/guardians to be present at training and competition games.
 - 12.6.3. ensuring parents/guardians and players understand that they are expected to attend all team commitments and are required to advise the team in advance if they cannot attend.
 - 12.6.4. seeking to understand the different needs of individuals, families and personal situations, while always aiming to attend to the needs of the team as well.
 - 12.6.5. It is the role of the coach to ensure that all members are aware of their responsibilities under the Codes of Behaviour adopted from Netball NSW.
 - 12.6.6. It is the role of the coach to delegate tasks to the team manager to ensure the smooth running of their team and good communication with all.
 - 12.6.7. All members are encouraged to seek advice from our Executive and Committee in cases of conflict or to assist in resolving any problems that may arise within a team or between different teams.

13. Player eligibility in age groups

- 13.1. Players aged 5 years to 13 years are only permitted to play two (2) years above their chronological age.

- 13.2. Players aged 14 years to 16 years are permitted to play up in the senior age group.
- 13.3. Once registered in a team players can only play in a division higher than their registered division and/or age group.

14. Attendance at training and competition games

- 14.1. Training time/s and day/s shall be agreed upon at the start of the season. It may require some flexibility and consideration to find a time which allows all members of the team to attend and participate.
- 14.2. Players are expected to participate in all training sessions.
- 14.3. If unable to attend a training session, it is required that the player or parent/guardian advises the team contact of this as soon as possible prior to the session.
- 14.4. Unexplained absences at training may result in less court time in competition games.
- 14.5. Players are expected to participate in all competition games.
- 14.6. If unable to attend a game, it is required that the player or parent/guardian advises the team contact of this as soon as possible prior to the game.

15. Court time

- 15.1. All NetSetGo teams should follow the prescribed rotation roster, in accordance with the rules laid out by BCNA.
- 15.2. All players should receive equal court time over the course of the competition rounds 1 to 14 (or round 15, if applicable), regardless of their skill level, experience or learning ability.
- 15.3. Injuries, regular absences and unexplained absences may affect the amount of court time a player receives compared to others.
- 15.4. It is the responsibility of the coach to ensure equal court time is achieved for all players, as specified in clause 15.2, and, an accurate record is kept, which can be called upon to be viewed by the executive at any time.
- 15.5. Throughout the finals series (semi-finals, finals and grand finals) the amount of court time each player receives is at the discretion of the coach. It is imperative that the coach practices effective communication about this matter with all players and parents/guardians.

16. Borrowing and lending players

- 16.1. As members of the one Club, teams are encouraged to help each other out when a team is short of players for a competition game, i.e. no team should take the court short of players when another team has players sitting on the sideline in reserve at the same time or has a player eligible and able to play a second game in that day.
- 16.2. If a team needs to borrow a player, courtesy should be shown by making the request to your fellow coach prior to putting a borrowed player on the court. The request to borrow a player should be made as early as possible before a competition day and/or game.
- 16.3. If a coach is not contactable or non-responsive to a request to borrow a player the coach making the request is to contact a member of the Executive instead.
- 16.4. The intention of borrowing and lending players is primarily to ensure all teams have enough players to take the court. Positional preferences may be requested but may not be met. All teams are to be gracious in requesting and accepting help from fellow teams.
- 16.5. If borrowing or lending a player it is imperative that both teams understand the following conditions:
 - 16.5.1. At all times the majority of players on the court must be from that teams registered players list.
 - 16.5.2. Players can only play up in a division a maximum of two (2) years above the age they turn in that calendar year. Refer to clause 15 to ensure player eligibility.
 - 16.5.3. A player cannot play in a division below the age of the division she plays in or in a team in her age group in a lower division than the team she plays in.
 - 16.5.4. A player can only play in a maximum of two (2) competition games in any one (1) round in the same day.
 - 16.5.5. No borrowed player should take precedence over a player registered in that team, i.e. no borrowed player should take the court for another team while a member of their own team is present and able to take the court instead.
 - 16.5.6. If a player takes the court for another team in three (3) separate games the player is then considered a member of that team and is required to transfer. Therefore, a player can only be borrowed twice in one season to avoid deeming them ineligible to play in their own team. Coaches are encouraged to be diligent in keeping track of the players they borrow and lend. Note that in wet weather catch up games the half games for each round are counted as one game.

16.5.7. Failure to comply with the competition rules may result in the loss of two (2) competition points for teams involved.

17. Injuries

- 17.1. Any injuries that occur during training are to be reported to the Club Executive as soon as possible after the event by completing an 'Incident/Injury Report' which can be found on the Club website.
- 17.2. Any injury that occurs during a competition game or in warming up for a competition game is to be reported to BCNA by noting the details of the incident on the reverse side of the scorecard and is to be witnessed by an umpire on that game. These incidents should also be reported to the Club.
- 17.3. If a coach has any knowledge of a player being injured a medical clearance allowing them to play and/or train is required before allowing them to play and train again.
- 17.4. Teams should encourage any injured players to continue to attend games and/or training so they may continue to participate in the team in some capacity.

18. Competition

- 18.1. Games in the Winter Competition shall be played on a Saturday at times laid out in the fixture by BCNA before the commencement of each season.
- 18.2. All competition games shall be played in accordance with the BCNA Policies and Procedures.
- 18.3. In cases of inclement weather BCNA advise Club Secretaries if play will proceed when a decision has been made by the BCNA Executive. A decision for Junior and NetSetGo morning games will be made at 7.30am and at 11.00am for the afternoon timeslots.
- 18.4. After being advised by BCNA, the Club will post any news of cancelled games on our social media pages.
- 18.5. When a game is cancelled by decision of the BCNA Executive, the following method of "Catch Up" games will be applied:
 - 18.5.1. On the next available playing day, the first cancelled/deferred game will be played at the time for the following round as set down in the fixture for that round until half-time, then the game set down for that round will be played until full time, eg; round 8 is cancelled: on the next playing day games will be played at round 9 timeslots with the 1st half being the round 8 fixture and the 2nd half being the round 9 fixture.

- 18.5.2. This process will continue until the rounds coincide with the season's calendar.
- 18.6. The finals series consists of Semi-finals, Finals and Grand-finals, with the Grand-final always being played on the last Saturday in August of any year and the back-up Grand-final scheduled for the first Saturday in September in that year.
- 18.7. After the competition rounds the four highest teams on the ladder will play in the final series.
 - 18.7.1. In the Semi-Finals 1 v 2 and 3 v 4;
 - 18.7.2. In the Finals the loser of 1 v 2 plays the winner of 3 v 4;
 - 18.7.3. In the Grand-Final the winner of 1 v 2 plays against the winner of the Finals
 - 18.7.4. If the score is equal at full time of the Grand-Final both teams are declared Joint Premiers.

19. Codes of Behaviour (as taken from NNSW)

- 19.1. General Code of behaviour
 - 19.1.1. As a person required to comply with this Policy, you are to meet the following requirements in regard to your conduct during any activity or event held or sanctioned by Netball NSW or an Affiliate.
 - 19.1.2. Respect the rights, dignity and worth of all people involved in netball regardless of their gender, ability, cultural background or religion.
 - 19.1.3. Be ethical, fair, considerate and honest in all dealings with others.
 - 19.1.4. Make a commitment to providing a quality service.
 - 19.1.5. Operate within the rules and spirit of netball including national and state guidelines, constitution and policies which govern Netball Australia, Netball NSW and Affiliates.
 - 19.1.6. Do not use your involvement with netball to promote your own beliefs, behaviours or practices where these are inconsistent with those of Netball Australia, Netball NSW or Affiliates.
 - 19.1.7. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example and they can be easily influenced.
 - 19.1.8. Always place the safety and welfare of children above other considerations.
 - 19.1.9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, whenever possible.

- 19.1.10. Comply with all relevant Australian laws (Commonwealth and State), particularly anti-discrimination, occupational health and safety and child protection laws.
- 19.1.11. Refrain from any behaviour that may bring Netball Australia, Netball NSW or Affiliates into disrepute.
- 19.1.12. Provide a safe environment for the conduct of the activity.
- 19.1.13. Show concern and caution towards others who may be sick or injured.
- 19.1.14. Be a positive role model.
- 19.1.15. Be responsible and accountable for your conduct.
- 19.1.16. Abide by the relevant Netball NSW role-specific codes of behaviour and understand the consequences if you breach, or are aware of any breaches of this Code of Behaviour.

19.2. Administrator Code of Behaviour

- 19.2.1. Be fair, considerate and honest in all dealings with others.
- 19.2.2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
- 19.2.3. Resolve conflicts fairly and promptly through established procedures.
- 19.2.4. Maintain strict impartiality.
- 19.2.5. Be aware of and comply with your legal responsibilities, including those under anti-discrimination, child protection and occupational health and safety legislation.
- 19.2.6. Develop a positive netball environment by emphasising enjoyment and by providing appropriate development and competitive experiences.
- 19.2.7. Involve relevant stakeholders in the planning, evaluation, leadership and decision-making related to netball programs and events.
- 19.2.8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, length of games and training schedules should take into consideration the age, ability and maturity level of the participants.

- 19.2.9. Encourage everyone (administrators, coaches, players, umpires, parents, spectators, sponsors and physicians) to emphasise fair play in netball activities and games.
- 19.2.10. Where appropriate, distribute the Codes of Behaviour to coaches, umpires, players, parents, spectators and the media.

19.3. Coach Code of Behaviour

- 19.3.1. Operate within the rules and spirit of netball, promoting fair play.
- 19.3.2. Develop a positive netball environment by emphasising enjoyment and by providing appropriate development and competitive experiences.
- 19.3.3. Support opportunities for participation in all aspects of the sport.
- 19.3.4. Treat each person as an individual. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- 19.3.5. Display control, courtesy and respect to all involved with netball.
- 19.3.6. Respect the decisions of umpires, officials, other coaches and administrators in the conduct of netball programs and competitions.
- 19.3.7. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will or is likely to exist) with people under the age of 18 years.
- 19.3.8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, length of games and training schedules should take into consideration the age, ability and maturity level of the participants.
- 19.3.9. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- 19.3.10. Ensure your decisions and actions contribute to a safe environment. Place the safety and welfare of the players above all else.
- 19.3.11. Ensure your decisions and actions contribute to an environment free of sexual harassment, bullying, discrimination and victimisation.
- 19.3.12. Any physical contact with a player should be appropriate to the situation and necessary for the player's skill development.

19.3.13. Adopt and display responsible behaviour in relation to alcohol and other drugs.

19.3.14. Be honest and do not allow your qualifications/accreditation to be misrepresented.

19.4. Player Code of Behaviour

19.4.1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.

19.4.2. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying and/or victimisation.

19.4.3. Respect the talent, potential and development of fellow players and competitors.

19.4.4. Participate fairly and safely.

19.4.5. Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.

19.4.6. Conduct yourself in a responsible manner relating to language, temper and punctuality. Do not use profane language at any time.

19.4.7. Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification.

19.4.8. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.

19.4.9. Co-operate with coaches and staff in relation to programs that adequately prepare you for competition.

19.4.10. Do not engage in practices that affect sporting performance (including alcohol, tobacco and drug use).

19.4.11. Applaud all good play, by your own team and opponents.

19.4.12. Respect and acknowledge the contribution of those who create the opportunity for you to play (e.g. scorers, coaches, timekeepers, administrators and umpires).

19.5. Umpire Code of Behaviour

19.5.1. Umpire in accordance with the Official Rules of the Game.

19.5.2. Treat all players, coaches, bench officials and other umpires with respect.

- 19.5.3. Place the safety and welfare of the players above all else, including:
 - 19.5.3.1. Ensuring the court and its surrounds are compliant with the rules.
 - 19.5.3.2. Taking appropriate action to manage dangerous play.
- 19.5.4. Maintain a high standard of personal behaviour at all times.
- 19.5.5. Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and umpiring at all times.
- 19.5.6. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying and/or victimisation.
- 19.5.7. Be courteous, respectful and open to discussion and interaction with other netball participants.
- 19.5.8. Maintain or improve your current performance level and seek continual improvement.
- 19.5.9. Be honest and do not allow your qualifications/accreditation to be misrepresented.

19.6. Parent/Guardian Code of Behaviour

- 19.6.1. Encourage your child to participate but do not force them.
- 19.6.2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/her ability by reducing the emphasis on winning.
- 19.6.3. Teach your child that an honest effort is as important as winning, so that the result of each game is accepted without undue disappointment.
- 19.6.4. Encourage your child to always play according to the rules.
- 19.6.5. Be a model of good sports behaviour for children to copy. Applaud good play by all players.
- 19.6.6. Never ridicule or yell at a child for making a mistake or losing a game.
- 19.6.7. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public.
- 19.6.8. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying and/or victimisation.

- 19.6.9. Recognise and respect the value and importance of volunteer administrators, coaches and umpires. They give up their time and resources to provide recreational activities for players and deserve your support.
- 19.6.10. Be courteous in communication with administrators, coaches, players and umpires. Teach your child to do the same.
- 19.6.11. Support the use of age appropriate development activities and modified rules.
- 19.6.12. Acknowledge that a breach of this Code of Behaviour may result in disciplinary action concerning your child. This may include expulsion from game(s), suspension or termination of membership.

19.7. Spectator Code of Behaviour

- 19.7.1. Remember that most players (in particular children) participate in netball activities for fun. They are not participating for entertainment of spectators only.
- 19.7.2. Applaud good performance and efforts by all players. When watching a game congratulate both teams on their performance regardless of the game's outcome.
- 19.7.3. Respect the decision of the umpires. Encourage players to play according to the rules and official decisions, and develop your own knowledge of the rules
- 19.7.4. Never ridicule or abuse a player for making a mistake during a match and/or competition.
- 19.7.5. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying and/or victimisation.
- 19.7.6. Do not use foul, inappropriate and/or distasteful language, sledge or harass administrators, coaches, players, umpires or other spectators.
- 19.7.7. Condemn the use of violence in any form, be it by administrators, coaches, players, umpires, or other spectators.
- 19.7.8. Support the use of age appropriate development activities and modified rules.

19.8. Media Code of Behaviour

- 19.8.1. Report and interpret honestly, striving for accuracy and fairness.
- 19.8.2. Not allow personal interest, any belief, commitment, payment, gift or benefit, to undermine your accuracy, fairness or independence.

- 19.8.3. Disclose conflicts of interest that affect, or could be seen to affect, the accuracy, fairness or independence of your journalism. Do not improperly use a journalistic position for personal gain.
- 19.8.4. Use fair, responsible and honest means to obtain material. Identify yourself and your employer before obtaining any interview for publication or broadcast.
- 19.8.5. Respect private grief and personal privacy.
- 19.8.6. Do your utmost to achieve fair correction of errors.
- 19.8.7. Be aware of the difference between adult netball programs and children's netball programs and treat them accordingly and appropriately.
- 19.8.8. Place the isolated incidents of unsportsmanlike behaviour in proper perspective, rather than make such incidents the "highlight" of the event.
- 19.8.9. Focus upon player's fair play and their honest effort.
- 19.8.10. Recognise the sporting achievements of players from disadvantaged groups, including adolescent girls, people with disabilities, indigenous and Torres Strait islanders, people from non-English speaking backgrounds and the rural population.

20. Member Protection Policy

- 20.1. The Club adopts the Member Protection Policy of NNSW, as found at nsw.netball.com.au/inside-netball-nsw/library/policies-forms/

21. Discipline Policy

- 21.1 Authority
 - 21.1.1 The authority to adjudicate upon disciplinary matters within the Club and impose penalties where required is contained in clauses 12 and 13 of the Constitution and extends to all registered members of the Club.
- 21.2 Discipline Committee
 - 21.2.1 The composition and convocation of the Discipline Committee shall be as set out in Clause 13 of the Constitution.
 - 21.2.2 The Discipline Committee shall have jurisdiction to adjudicate on any complaint of misconduct allegedly committed by a registered member of the Club referred to it by the Executive Committee.
 - 21.2.3 The Discipline Committee shall have the authority to impose

penalties by way of reprimand, suspension, expulsion or a combination of any of them as deemed necessary on registered members of the Club.

21.3 Initiation of Disciplinary Proceedings

21.3.1 A registered member of the Club or a parent of a registered member may report any incident in writing to the Club Secretary. Such a complaint must be lodged within forty-eight (48) hours of the alleged incident having occurred.

21.3.2 Upon receipt of a complaint or dispute the Secretary shall advise the Executive Committee.

21.3.3 The Executive Committee shall determine whether to refer the complaint to the Disciplinary Panel.

21.3.4 If the matter is referred to the Disciplinary Panel all written documents received shall be provided to the Vice President who shall convene the Disciplinary Panel to consider the charge.

21.4 Notice

21.4.1 Registered members and witnesses required to appear before the Disciplinary Panel shall be given seventy-two (72) hours written notice stating the charge alleged and the proceedings which will be invoked. Notice of the proceeding shall be forwarded to the Club Secretary.

21.4.2 Where a registered member is called before the Disciplinary Panel that person is to be advised that a support person may accompany them to the hearing. A support person may not participate in the proceedings or speak for the registered member.

21.4.3 Where a person under the age of eighteen years is called before the Disciplinary Panel, their parent or guardian must accompany them to the hearing.

21.5 Proceedings

21.5.1 A member of the Disciplinary Panel shall be exempt from hearing a matter in which they have a conflict of interest. A panel member shall be deemed to have a conflict of interest where:

21.5.1.1 She or he declares the existence of such a conflict;

21.5.1.2 An affiliated team of which she or he is a member is a party to the hearing;

21.5.1.3 An immediate family member is a party to the hearing;

21.5.1.4 A majority vote of the remainder of the Committee holds them to have such a conflict.

- 21.5.2 Upon the commencement of proceedings the Chairperson shall read the charge/s against the person called before it and shall outline the Disciplinary Panel's intended procedures for the hearing. The Chairperson shall also advise all parties of their rights and entitlements under this policy.
 - 21.5.3 The person shall be asked by the Disciplinary Panel whether they admit or deny the charge/s brought against them. In the event that the person admits the charges then the Committee shall advance the proceedings to determination as at 21.5.9.
 - 21.5.4 The Disciplinary Panel shall conduct a preliminary interview with the person charged.
 - 21.5.5 Each party concerned shall be asked one at a time for questioning by the members of the Disciplinary Panel.
 - 21.5.6 The accused person shall be given the opportunity to reply to the evidence or testimony of each party, through reply addressed to the Chairperson.
 - 21.5.7 At the completion of the questioning of the parties called by the Chairperson, the accused person may call their own witnesses, and those persons may be questioned first by any or all of the members of the Disciplinary Panel and then the accused person.
 - 21.5.8 After all evidence has been given all persons except the Disciplinary Panel shall be dismissed. Once satisfied that all the evidence required to reach a decision has been established, the Disciplinary Panel shall consider the case and record a finding. The Disciplinary Panel shall then further discuss the decision as to the penalty, if one is found to be required. The Committee shall, where possible, have regard to the Schedule of Penalties in clauses 21.8.1 and 21.8.2. In the event of a split decision, a secret ballot will be held and a majority decision recorded.
 - 21.5.9 When the decision has been reached the accused person shall be notified of the decision of the panel in writing, within forty-eight (48) hours of the conclusion of the proceedings.
 - 21.5.10 The Discipline Committee will report the outcome of any hearing to the Executive Committee.
- 21.6 Principles of Deliberation
- 21.6.1 Natural justice provisions are to apply to the conduct of Disciplinary Panel hearings and deliberations. These include:
 - 21.6.1.1 A person or team must be given a reasonable opportunity to present their case before a decision is

made which will affect them.

- 21.6.1.2 A person lodging an initial complaint must do so in good faith.
- 21.6.1.3 Any appeal must be lodged in good faith.
- 21.6.1.4 Written submissions must be acceptable as evidence.
- 21.6.1.5 The Disciplinary Panel has the discretion to interview any other persons it deems appropriate.
- 21.6.1.6 Parties should be given adequate notice to enable them to make submissions on the incident or incidents under investigation and the circumstances of the reports that led to the disciplinary hearing.
- 21.6.1.7 Any adverse material which may affect the hearing and therefore the decision should be disclosed and parties should have the opportunity to respond to or rebut any allegations.
- 21.6.1.8 There is no absolute requirement that parties be permitted legal representation at a hearing. This depends on the circumstances of the case and the determination of the Disciplinary Panel.
- 21.6.1.9 No party may have the opportunity to cross examine another party.
- 21.6.1.10 The Disciplinary Panel must be perceived by a reasonable person to be free from bias when making a decision.
- 21.6.1.11 A member of the Disciplinary Panel cannot have any direct or indirect interest, pecuniary or otherwise, in the subject matter of the decision.
- 21.6.1.12 The Disciplinary Panel is not bound by the rules of evidence.

21.7 Non Attendance of Member

- 21.7.1 Any cited member who does not appear before the Disciplinary Panel when ordered may be suspended by the Disciplinary Panel until such time as the player or team appears before it.

21.8 Schedule of penalties (note- this schedule is non exhaustive and a guideline only):

- 21.8.1 Offences of charged person towards Players and Spectators

Number	Offence	Suggested Penalty
21.8.1.1	Undue rough play	Severe reprimand
21.8.1.2	Unsporting conduct	Severe reprimand
21.8.1.3	Use abusive language, including obscene	1 playing week
21.8.1.4	Deliberate elbowing	2 playing weeks
21.8.1.5	Deliberately trip an opponent	3 playing weeks
21.8.1.6	Strike opponent with ball or other object	3 playing weeks
21.8.1.7	Kicking or attempting to kick	3 playing weeks
21.8.1.8	Strike with open hand	3 playing weeks
21.8.1.9.	Attempt to strike with clenched fist	3 playing weeks
21.8.1.10	Fighting, striking with clenched fist	3 playing weeks
21.8.1.11	Racial or discriminatory abuse	3 playing weeks

21.8.2 Offences of charged person towards Umpires, Coaches and Officials

Number	Offence	Suggested Penalty
21.8.1.1	Unsporting conduct including disputing decisions	Severe reprimand
21.8.1.2	Use abusive or obscene language	3 playing weeks
21.8.1.3	Racial or discriminatory abuse	3 playing weeks
21.8.1.4	Use threatening language	6 playing weeks
21.8.1.5	Attempt to strike, kick, elbow or fight	26 playing weeks
21.8.1.6	Strike with ball or other object	26 playing weeks
21.8.1.7	Striking, kicking or elbowing	26 playing weeks

22. Appeals Policy

22.1. Authority

22.1.1. The appeals process must be conducted in accordance with clause 14 of the Constitution.

22.1.2. An Appeals Panel has the authority to either uphold or dismiss an appeal.

22.1.3. The Appeals Committee shall have jurisdiction to adjudicate on any appeal made to it by either upholding or dismissing the

appeal.

22.2. Appeals Committee

22.2.1. The Appeals Panel shall be comprised of the President as Appeals Convenor, and four (4) club members.

22.2.2. A member of the Appeals Panel shall be exempt from hearing a matter in which they have a conflict of interest. A panel member shall be deemed to have a conflict of interest where:

22.2.2.1. She or he declares the existence of such a conflict;

22.2.2.2. An affiliated team of which she or he is a member is a party to the hearing;

22.2.2.3. An immediate family member is a party to the hearing;

22.2.2.4. A majority vote of the remainder of the Committee holds them to have such a conflict.

22.2.3. In the case where the President is found to hold a conflict of interest they shall be replaced by another member of the Executive.

22.3. Initiation of Appeals Proceedings

22.3.1. A registered member of the Club or a parent of a registered member may lodge an appeal on behalf of the registered member or registered members.

22.3.2. An Appeal must be lodged, in writing the Secretary, within forty-eight (48) hours of receipt of the decision of the discipline panel.

22.3.3. The Secretary shall forward the appeal to the Appeals Convenor within twenty-four (24) hours of its receipt.

22.3.4. The Appeals Convenor shall convoke the Committee who shall meet for the purposes of the particular appeal and arrange to hold an appeal hearing, as soon as possible after the receipt of the Appeal.

22.3.5. The Appeals Convenor shall, in consultation with the Appeals Panel, arrange for the appearance of those witnesses, or other persons he or she deems necessary.

22.4. Notice

22.4.1. The Appellant, the panel whose decision is under review and all witnesses required to appear before the Appeals Panel shall be given seventy-two (72) hours written notice stating the nature of the appeal and the proceedings which will be invoked. Notice of the proceedings shall be forwarded to the Club Secretary.

22.4.2. Where a registered member is called before the Appeals Panel

that person is to be advised that a support person may accompany them to the hearing. A support person may not participate in the proceedings or speak for the registered member.

22.4.3. Where a person under the age of eighteen years is called before the Appeals Panel, their parent or guardian must accompany them to the hearing.

22.5. Proceedings

22.5.1. The Appeals Panel shall interview the Appellant, if required. Where an appellant seeks to have legal representation, it is mandatory that prior notification be made to the Appeals Convenor. The Appeals Committee may, at its discretion, refuse the legal representative to attend the hearing.

22.5.2. The Appeals Panel shall interview any other person it has deemed appropriate. Neither the Appellant nor the maker of the decision being appealed shall be permitted to call witnesses or other persons to give evidence, although they may recommend such person to the Panel.

22.5.3. All written evidence tendered shall be left with the Appeals Panel to assist in its deliberations.

22.6. Principles of Deliberation

22.6.1. The Appeals Panel shall refer to the Constitution, as well as the relevant policies of the Club, and the Principles of natural justice, in making their determination.

22.6.2. The key principles of natural justice to be applied are:

22.6.2.1. An Appellant must be given reasonable opportunity to present her or his case before a decision is made;

22.6.2.2. The Appellant must lodge her or his appeal honestly and in good faith;

22.6.2.3. An appeal may be conducted on the basis of written submissions. Oral submission may not necessarily be required;

22.6.2.4. All concerned parties must be given adequate notice to enable them to make their submissions.

22.6.2.5. Any adverse material that may affect the decision should be disclosed and parties should have the opportunity to respond to any allegations;

22.6.2.6. There is no absolute requirement that parties be permitted legal representation at a hearing. This

depends on the circumstances of the case and the determination of the Appeals Panel;

- 22.6.2.7. There is no requirement that any party have the opportunity to cross examine other parties;
- 22.6.2.8. The Appeals Panel must be perceived by a reasonable person to be free from bias when making a decision;
- 22.6.2.9. The Appeals Panel is not bound by the rules of evidence.

22.7. Decision

- 22.7.1. The Appeals Panel shall endeavour to finalise its decision immediately after the completion of its enquiries, within a maximum of forty-eight (48) hours.
- 22.7.2. The decision shall either uphold or dismiss the appeal.
- 22.7.3. The decision shall be notified to the Appellant, in writing, within forty-eight (48) hours after the outcome has been reached. The panel whose decision is under review shall also be notified of the outcome.

22.8. Reports to the Executive

- 22.8.1. Following the determination of an appeal a report shall be forwarded to the Executive. The report will give a precis of the substance of the appeal, details of the hearing process and the decision of the panel and any relevant recommendations. Such a reports shall not disclose the identity of the Appellant unless express permission for such disclosure has been obtained.

22.9. Copies of all correspondence relating to the appeal shall be provided to the Secretary in a sealed envelope. All additional copies shall be destroyed within fourteen (14) days.

22.10. An annual report, including any recommendations for change, shall be made by the Appeals Panel one month prior to the AGM. Confidentiality in all matters is to be maintained by the Appeals Panel.

23. Sponsorship

- 23.1. A provision should be made each season to allow for the Club to provide a donation/sponsorship to our players selected into a local representative team in that season. The value of the contribution is to be suggested by the Executive and determined at a club meeting, by way of a motion passed by a majority vote, and taking into consideration the financial standing of the Club at that time and the amount of representative players concerned.

- 23.2. Donations/Sponsorship should also be considered for a Club member selected as a representative at a State (other than State Age and State Championships), National or International level. These contributions may be suggested and determined at a Club Meeting, by way of a motion passed by a majority vote, and taking into account the financial standing of the Club at the time.
- 23.3. Each year the Club shall apply to BDSC on behalf of any Club Representatives for sponsorship grants for which they may be eligible.

24. Awards policy

- 24.1. Vassallo Award - Club Person of the Year

Award History:

The Vassallo Memorial Trophy is given to the Club person of the Year for Outstanding Service. The Vassallo Award is named in honour of two sisters, Tracey and Michelle, who were very young girls who played with our club for several seasons with cystic fibrosis. These two amazing young girls eventually lost their lives to this debilitating disease at such a very young age.

- 24.1.1. The Vassallo award is to be given to a member/s each year in recognition of outstanding service to the Club in that year.
- 24.1.2. The recipient of the award is to be judged to have made the most significant contribution to the health, welfare and improvement of the Club and its members.
- 24.1.3. Nominees must:
 - 24.1.3.1. be an active member of the Club in that current year;
 - 24.1.3.2. be a financial member of the Club;
 - 24.1.3.3. be a positive role model for the members of the Club and local community;
 - 24.1.3.4. always act in the best interests of the Club;
 - 24.1.3.5. volunteer their time freely and go above and beyond the requirements of any position/s held.
- 24.1.4. Nominations are to be made and seconded, in writing, by two financial members of the Club, using the prescribed form.
- 24.1.5. Nominations are to be received by the President by the 31st July.
- 24.1.6. Voting on the award is restricted to the members of the Executive.
- 24.1.7. The award shall be presented to the recipient at the annual Club Presentation.

24.1.8. The recipient shall be presented with a perpetual trophy and an award for them to keep.

24.2. Joan Broadfield Smith Award - Junior Club Person of the Year

Award History:

This prestigious award is given to the Junior Club Person of the Year. The award is named after Joan Broadfield-Smith, who is a founding member, Life Member and long-standing patron of Bankstown Sports Netball Club. Joan actively served the club through the earlier years as a talented player, dedicated coach and umpire. She continued to serve the Club in various committee positions over the years including leading the Club in the role of President. Over this time Joan worked endlessly to promote the skill development and pathways of our young players and to create a sense of community within our Club. Despite retiring out of the local area, Joan continues to support our Club by attending meetings, functions and offering a wealth of knowledge and support to our committee members. The Joan Broadfield-Smith Award is given in honour of her outstanding and long-standing service to the Club.

24.2.1. The Joan Broadfield-Smith Award is to be given annually to a junior member of the Club.

24.2.2. The recipient of the award is to be judged to have made a significant impact in the Club in that season and represent the core culture and values of the Club.

24.2.3. Nominees must:

24.2.3.1. be 16 years of age or younger as at 31 December in that year.

24.2.3.2. be an active member of the Club in that current year;

24.2.3.3. be a financial member of the Club;

24.2.3.4. be a positive role model for the members of the Club and local community;

24.2.3.5. always act in the best interests of the Club;

24.2.3.6. volunteer their time freely and go above and beyond the requirements of any position/s held.

24.2.4. Nominations are to be made and seconded, in writing, by two financial members of the Club, using the prescribed form.

24.2.5. Nominations are to be received by the President by the 31st July.

24.2.6. Voting on the award is restricted to the members of the Executive.

24.2.7. The award shall be presented to the recipient at the annual Club Presentation.

24.2.8. The recipient shall be presented with a perpetual trophy and an award for them to keep.

24.3. Joanne McConnell Award - Umpire of the Year

Award History:

The Joanne McConnell Award is given for the Umpire of the Year. The award is named after a young woman who offered our Club outstanding service in umpiring. Joanne was a talented, motivated and a committed member who loved and excelled at umpiring. Sadly, Joanne lost her life in a tragic car accident. In honour of the wonderful contribution she made to our Club this award is given annually in her memory, in recognition of outstanding service to the Club in umpiring.

24.3.1. The Joanne McConnell Award is to be given each year in recognition of outstanding service to the Club in umpiring.

24.3.2. The recipient of the award is to be judged to have made the greatest contribution to umpiring, shown exceptional sportsmanship and improved their skills in that season.

24.3.3. The Umpires Convenor is to choose the recipient of the award each season, to be approved by the Executive.

24.3.4. The recipient of the award must:

24.3.4.1. be an active member of the Club in that current year;

24.3.4.2. be a financial member of the Club;

24.3.4.3. hold a current umpiring qualification

24.3.4.4. be a positive role model for the members of the Club and local community;

24.3.4.5. always act in the best interests of the Club;

24.3.4.6. volunteer their time freely and go above and beyond the requirements of any position/s held.

24.3.5. The award shall be presented to the recipient at the annual Club Presentation.

24.3.6. The recipient shall be presented with a perpetual trophy and an award for them to keep.

24.4. Coach of the Year

The Coach of the Year Award will be awarded and presented annually to a Bankstown Sports Netball Club member or members who display(s) excellence in coaching. Coaches play an exceptionally important role within netball, having the ability to develop and nurture the individual athlete both on and off the court.

24.4.1. The Coach of the Year Award is to be given each year in recognition of outstanding service to the Club in coaching.

24.4.2. The recipient of the award must:

- 24.4.2.1. be an active member of the Club in that current year;
- 24.4.2.2. be a financial member of the Club;
- 24.4.2.3. be a positive role model;
- 24.4.2.4. act in the best interest of the Club;
- 24.4.2.5. have outstanding communication and leadership skills;
- 24.4.2.6. display commitment to the overall development of players, rather than focussing solely on winning;
- 24.4.2.7. demonstrates exemplary sportsmanship towards all concerned (including other teams, parents and umpires);
- 24.4.2.8. demonstrates commitment to improving their knowledge of coaching by attending approved courses and/or seeking assistance from experienced coaches.

24.4.3. Nominations are to be made and seconded, in writing, by two financial members of the Club, using the prescribed form.

24.4.4. Nominations are to be received by the President by the 31st July and are to be vetted by the Executive to ensure eligibility.

24.4.5. Voting on the award is restricted to two members of the Executive and the Coaching Coordinator, free from any conflict of interest. If a conflict of interest occurs other Committee members or active Life Members may be drawn upon to complete a panel of three people to vote on the award.

24.4.6. The award shall be presented to the recipient at the annual Club Presentation.

24.4.7. The recipient shall be presented with a perpetual trophy and an award for them to keep.

24.5. Umpires Awards

24.5.1. Junior Umpire of the Year

24.5.1.1. This award is to be given annually to an umpire aged 16 years and under as at 31 December in that year.

24.5.1.2. The award is to be given to the umpire in this age category deemed to have made the most valuable contribution throughout the season, by way of effort, skill improvement and sportsmanship.

24.5.2. Senior Umpire of the Year

24.5.2.1. This award is to be given annually to an umpire aged 17 years and over as at 31 December in that year.

24.5.2.2. The award is to be given to the umpire in this age category deemed to have made the most valuable contribution throughout the season, by way of effort, skill improvement and sportsmanship.

24.5.3. The Umpires Convenor is to choose the recipient of both of the umpires award each season, to be approved by the Executive.

24.5.4. The recipient of the umpires awards must:

24.5.4.1. be an active member of the Club in that current year;

24.5.4.2. be a financial member of the Club;

24.5.4.3. hold a current umpiring qualification

24.5.4.4. be a positive role model for the members of the Club and local community;

24.5.4.5. always act in the best interests of the Club;

24.5.4.6. volunteer their time freely and go above and beyond the requirements of any position/s held.

24.5.5. The awards shall be presented to the recipient at the annual Club Presentation.

24.6. Service Awards

24.6.1. Service awards are to be given annually in recognition of individual members' distinguished long-term service to the Club in the capacity of player and/or volunteer.

24.6.2. These awards are given for:

24.6.2.1. 5 years of service;

24.6.2.2. 10 years of service;

24.6.2.3. 15 years of service;

24.6.2.4. 21 years of service;

24.6.2.5. 25 years of service and every 5 years thereafter.

24.6.3. Service awards recognise consecutive years of service. Any exception to this rule may be made at the discretion of the Executive, due to an exceptional circumstance and only for a member who already received a 15 year service award.

24.6.4. A gift is to be presented to service award recipients, using the following schedule as a guide:

Award	Gift
5 years	Medal in display box
10 years	Small piece of glassware
15 years	Medium piece of glassware
21 years	Large piece of glassware
25 years and onwards	Gifts should continue to increase in value with each award

24.7. Team Awards

24.7.1. Merit Award

24.7.1.1. A Merit Award must to be given to one player in every team each year, to be presented at the annual Club Presentation.

24.7.1.2. This award is to be given to a player who has shown good sportsmanship in all aspects of netball, outstanding commitment to the team and participated with a positive attitude.

24.7.1.3. It is not necessary that the recipient of the Merit Award is the most skilled player in the team.

24.7.1.4. This award is nominated by the team coach or, in the absence of a coach, a manager or team official.

24.7.1.5. A merit award recipient should not receive a team award two (2) years in a row.

24.7.2. Second Team award

24.7.2.1. Every team is required to nominate a second team award to one player each year, to be presented at the annual Club Presentation.

- 24.7.2.2. Each team can nominate an award appropriate for their team and name it accordingly, for example, 'most improved', 'encouragement award' or achievement award'.
- 24.7.2.3. This award is nominated by the team coach or, in the absence of a coach, a manager or team official.

25. Presentation policy

- 25.1. A Presentation event is to be held every year, at the conclusion of the season, to acknowledge and celebrate the participation and achievements of all members throughout the season.
- 25.2. The Presentation is to be held at The Bankstown Sports Club or one of its affiliated venues, where possible.
- 25.3. All members are to be notified of the Presentation event each year.
- 25.4. Invited guests for the event shall include:
 - 25.4.1. The Sports Club Board of Directors and their partner/guest;
 - 25.4.2. The Sports Club Sport & Community staff representatives;
 - 25.4.3. Club Patrons and their partner/guest;
 - 25.4.4. Life Members and their partner/guest;
 - 25.4.5. Two (2) representatives of BCNA;
 - 25.4.6. George & Sylvana Vassallo;
 - 25.4.7. Joan Broadfield-Smith.
- 25.5. The Executive may also consider inviting local Council, State Government and Federal Government representatives.
- 25.6. The agenda for the Presentation shall include:
 - 25.6.1. presentations to every team;
 - 25.6.2. presentations to every umpire;
 - 25.6.3. presentation of service awards;
 - 25.6.4. presentation of the Umpire Awards- Senior Umpire of the Year and Junior Umpire of the Year;
 - 25.6.5. presentation of the perpetual awards- The Vassallo Award, The Joanne McConnell Award and the Joan Broadfield-Smith Award;
 - 25.6.6. acknowledgement of Representative accolades;
 - 25.6.7. an address from the Club President;
 - 25.6.8. an address from one Sports Club Director or invited guest;

- 25.6.9. acknowledgment of all sponsors.
- 25.7. At the Presentation event gifts shall be presented to:
 - 25.7.1. Players;
 - 25.7.2. Coaches;
 - 25.7.3. Managers;
 - 25.7.4. Premiers;
 - 25.7.5. Umpires;
 - 25.7.6. Umpire Award Recipients;
 - 25.7.7. Perpetual Award recipients;
 - 25.7.8. Service Award recipients;
 - 25.7.9. Life Members;
 - 25.7.10. Invited Guests.
- 25.8. Any member who cannot attend the Presentation, must submit their apology and reason for not being able to attend in writing, in order to receive their gift and/or awards.