

Green Point Christian College Netball Club



Policy Document

Established in 1995, Green Point Christian College Netball Club (the Club) functions under the umbrella of Green Point Christian College (the College) and as such upholds the ethos and vision of the College. While being managed separately, the Club remains accountable to the College Board and management.

VISION

The Vision Statement of the GPCC is:

'Excellence in Christ Centred Education'

The Principal of Green Point Christian College is the Patron of the Club and ensures that the Club is managed in such a way that it satisfies this ethos. The Principal holds the power of veto.

OBJECTIVE

The Club is committed to providing a positive Christ-centred sporting experience while developing skills and encouraging sportsmanship, participation and success in a safe and nurturing environment. It aims to educate, train, coach and encourage all members while promoting interest in netball and good fellowship among those involved.

It is our aim to have all teams play competitively, however the Club does not accept or promote a win-at-all-cost attitude. It is the intention that games should always be conducted in the spirit of the game and fellowship.

MEMBERSHIP

We welcome players, families, coaches, managers, umpires and committee members from within and outside of the College community. All registering members and families must obey the ethos of the College and the Codes of Conduct of Gosford Netball Association (GNA).

CODE OF CONDUCT

All members are expected to uphold the values of the College and abide by the [Netball NSW Code of Behaviour](#). This includes administrators, coaches, players, umpires, parents/carers and spectators.

ADMINISTRATORS:

All individuals, including committee members, team managers and officials involved in the organisation and management of netball related activities are expected to:

- be fair, considerate and honest in all dealings with others.
- be professional in, and accept responsibility for actions, language, presentation, manners and punctuality should reflect high standards.
- resolve conflicts fairly and promptly through established procedures.
- maintain strict impartiality.
- be aware of their legal responsibilities.
- develop a positive sport environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and providing appropriate development and competitive experiences.
- ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players.
- involve players in the planning, leadership, evaluation and decision making relating to the activity.

- ensure that everyone (administrators, coaches, players, umpires, parents, spectators) emphasise fair play in netball activities and games,
- acknowledge and sign the *GPCCNC Code of Conduct: Administrators*
- where appropriate, distribute a Code of Behaviour sheet to coaches, umpires, players, parents and spectators.

Refer to [Netball NSW's Codes of Behaviour Policy \(v5\) - Part 6: Administrator Code of Behaviour](#)

PLAYERS:

When playing or spectating, all players should behave in a way that represents Jesus Christ in all actions. This involves:

- playing by the rules and knowing the rules.
- participating fairly and safely.
- abiding by decisions, without argument or bad temper.
- approaching any officials (including umpires) in a courteous and polite way.
- cooperating with coaching staff and all other players on the court.
- ensuring that behaviour is fair at all times.
- displaying a good sporting attitude towards all involved.
- being a responsible team member: on time, encouraging all players, bringing appropriate equipment to training/games etc.
- refraining from practices that affect sporting performance.
- respecting and acknowledging the contribution of those who create the opportunity for training and games.
- acknowledge and sign the *GPCCNC Code of Conduct: Players*

Refer to [Netball NSW's Codes of Behaviour Policy \(v5\) - Part 8: Player Code of Behaviour](#)

COACHES AND MANAGERS:

Coaches and Managers are in the unique position where they work directly with players and families to educate and influence the way netball is played and the Club is represented in the broader community. It is imperative that those individuals in these roles:

- display the correct Christ-like behaviour as a role model within the rules and spirit of netball, promoting fair play over winning at any cost.
- encourage and support opportunities for people to learn appropriate behaviours and skills.
- support opportunities for participation in all aspects of the sport.
- treat each person as an individual.
- display control and courtesy to all involved with the sport.
- respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- respect the decisions of umpires, officials, coaches and administrators in the conduct of the sport.
- wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- act with integrity and objectivity, and accept responsibility for decisions and actions.
- ensure that decisions and actions contribute to a safe, harassment free environment.
- do not tolerate harmful or abusive behaviours.
- help each person (athlete, umpire etc.) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- ensure that any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- be honest and do not allow your qualifications to be misrepresented.
- barrack in a manner that is positive and enthusiastic, and never directed negatively.

- place the safety and welfare of the athletes above all else.
- acknowledge and sign the *GPCCNC Code of Conduct: Coaches and Managers*

If the situation arises where the Coach is displeased with an umpiring call/s, then the Coach may approach the Umpire at the correct time as stated in the rules of the game, to enquire as to the call. If the Coach is still displeased with the outcome of the enquiry then this should be addressed, in person and then in writing, to the Club Umpire Convenor for further action. If the Club Umpire Convenor and the President agree that the complaint requires further action then a formal letter will be submitted by the Committee to the GNA.

Refer to [Netball NSW's Codes of Behaviour Policy \(v5\) - Part 7: Coach Code of Behaviour](#)

UMPIRES:

Umpires are charged with the role of managing and controlling the play of netball during a game. This role requires umpires to:

- umpire in accordance with the Official Rules of the Game
- treat all players, coaches, match officials and other umpires with respect
- place the safety and welfare of the players above all else and take appropriate action to manage dangerous play
- be a positive role model through behaviour and personal appearance projecting a favourable image of netball and umpiring at all times
- be courteous, respectful and open to discussion and interaction
- maintain or improve current performance level and seek continual development
- acknowledge and sign the *GPCCNC Code of Conduct: Umpires*

Refer to [Netball NSW's Codes of Behaviour Policy \(v5\) - Part 9: Umpires Code of Behaviour](#)

PARENTS/CARERS/SPECTATORS:

Family members/carers are expected to participate in their child's sport with the following behaviour:

- encourage participation, do not force children, remembering they are involved in organised sport for their own enjoyment.
- focus on efforts and performance rather than the overall outcome of the game/event, thereby reducing the emphasis on winning.
- teach children that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
- encourage children to always play according to the rules.
- if there is disagreement with an umpire or coach, the issue needs to be addressed through the appropriate channels rather than to question their judgement and honesty in public. Firstly with the Coach and/or GPCCNC Coach or Umpire Convenor/s.
- recognise and respect the value and importance of volunteer administrators, coaches and umpires, who give their time and resources to provide recreational activities for all players.
- be a model of good sports behaviour for children to copy.
- be courteous in communication with administrators, coaches, players and umpires whereby teaching children to do the same.
- do not interfere with the progress and/or conduct of a game
- acknowledge and sign the *GPCCNC Code of Conduct: Parents/Carers*

Refer to [Netball NSW's Codes of Behaviour Policy \(v5\) - Part 10: Parent/Guardian Code of Behaviour](#) and [Netball NSW's Codes of Behaviour Policy \(v5\) - Part 11: Spectator Code of Behaviour](#)

FINANCIAL

The Club will administer their own financial accounts through the Committee Treasurer. It will hold a separate bank account and the signatories to that account will be nominated Committee Members with any combination of two having signoff along with nominated College staff. Club accounts should be audited annually.

DISCIPLINE

All discipline issues relating to Club must be addressed in writing to the Club President via the Club Secretary.

Where the Code of Conduct has been breached by a player, administrator, umpire, parent/carer, Coach, Manager or spectator associated with the Club, a verbal discussion will be initiated by the President, appropriate Convenor or the GNA MPIO (Member Protection Information Officer). The incident will be noted at the Committee level and at the President's discretion the College Principal will be kept informed as necessary.

STRUCTURE OF GPCCNC

All positions within the Club are voluntary and the community is appreciative of those who serve in this manner.

All positions are vacated and elected at the Annual General Meeting. All position holders should be familiar with, and supportive of the ethos and vision of the College.

It is expected that all members attend 70% of meetings throughout the season or relinquish their position. This will be at the discretion of the President.

Regular communication across the Committee is imperative and it is expected that positions holders will frequently check their email or delegate access to another appropriate Committee member. If a leave of absence is required this needs to be communicated with the President.

Positions within the Club Committee include:

PRESIDENT:

The President of Club:

- leads and manages the Committee.
- is responsible for decision making and ensuring the Christian values and conduct of the Club are upheld.
- provides a strong focus on positive sporting involvement.
- is the key link between the College, the Club and GNA.
- has the responsibility to fill any vacant positions that may occur between meetings.
- facilitates disputes involving committee members, coaches, players, umpires and parents as they arise.
- writes end of year report for the College Year Book.

SECRETARY:

The Secretary is responsible for:

- providing administrative functions for the Committee
- correspondence to and from the Club including distribution to appropriate committee members
- compiling and distributing minutes of Committee meetings
- ensuring that routine organisational matters are communicated to the committee members
- distribution of information and communication to all Club members.

TREASURER:

The Treasurer of Club is responsible for:

- all accounting procedures including accounts payable/receivable, bank statements and reconciliation
- procurement and distribution of equipment and uniforms
- receipting of registrations
- budgetary preparation and reporting to various bodies
- preparation of annual audit

REGISTRAR:

The position is responsible for:

- liaison with GNA ensuring completion of all Affiliation Forms for Registration and late registrations.
- completion of non-player registration forms for insurance purposes and submit on final Admin days.
- completion of GNA Alteration Form and Cover Sheet for late Registrations (after week 1).
- administration and updating of the Netball NSW and GNA databases and requirements.
- updating database information as received, adding new player member numbers to Affiliation Forms and updating any changes in grading.
- compiling database information to assist the GPCCNC Committee in relation to registration and team formation and grading.

MEMBER PROTECTION INFORMATION OFFICER (MPIO):

The Member Protection Information Officer (MPIO) for GPCC Netball Club:

- is the first point of contact within GPCC Netball Club for any person considering making a complaint or raising a concern.
- provides information about the rights, responsibilities and options available to an individual making a complaint or raising a concern within GPCC Netball Club.
- provides confidential, impartial and timely information and support.
- acts as a sounding board and provide information about the local complaints resolution options available to address the individual's concerns.
- informs and advises administrators and complaint handlers.
- is impartial and doesn't mediate or investigate complaints.

The GPCC Netball Club MPIO works under the [Netball NSW Member Protection Policy \(v5\)](#) and Green Point Christian College.

UMPIRE CONVENOR:

The Umpire Convenor is responsible for:

- the development and training of umpires.
- coordination of game rosters and other umpiring duties as required.
- liaison with umpires, trainee umpires and their families.
- communication for umpire related issues for the Club and GNA.
- ensuring that the umpiring requirements of the Association are met.

COACH CONVENOR:

The Coach Convenor/s of the Club supports:

- the coordination and selection of team coaches and managers.
- coaches and managers with respect to training and resourcing.
- coaches in overseeing playing standard of teams.
- the Grading Committee to coordinate pre-season grading sessions and allocate players into teams.
- the Committee in organising the end of year presentations and activities.
- communication between GNA and the Club.

- coaches in identifying and encouraging potential players for Development and Representative selections.

EQUIPMENT CONVENOR:

This position:

- undertakes sourcing, ordering and storage of club equipment.
- coordinates the collection of training/game bags and balls at registration.
- restocking and allocation of bags and balls for each coach and manager.
- distributes training/game bags and balls to coaches and managers.

UNIFORM CONVENOR:

The Uniform Convenor is charged with:

- ordering stock prior to the season and as required.
- monitoring uniform stock levels for both 'new' and 'second-hand' uniforms.
- attending Club Registration events.

FUNDRAISING COORDINATOR:

The Fundraising Coordinator:

- oversees the Club Fundraising Committee comprising of parents who have volunteered.
- manages all fundraising activities for the Committee.

WEBSITE COORDINATOR:

This position:

- coordinates communication and promotion of Club activities including registration, social and fundraising.
- engages and coordinates team photographers.
- writes and publishes the Club '*Around the Courts*' newsletter.
- liaises with College staff to update the Club webpage.

SCHOOL LIAISON OFFICER:

The School Liaison Officer is responsible for:

- communication between the College and the Committee.
- booking facilities for Club activities.
- ensuring that College policies are met and maintained.

REGISTRATIONS

All registrations will be processed via the Netball Australia Results Vault online database. Once the closing date has passed, late registrations will be accepted at the discretion of the Committee.

GRADING OF PLAYERS

Where there are sufficient players for more than one team in a particular age group, GPCNC will organise for players to be graded into appropriate teams in accordance with the current GPCNC Grading Policy.

TEAM STRUCTURE

Each team will have:

- 7 players (minimum)
- 1 coach / 2 co-coaches
- 1 manager / 2 co-managers
- 1 team photographer (role can be shared)
- at least 1 fundraising representative (role can be shared)

COACHING

Once registration has concluded and teams have been finalised the Coach Convenor/s will source coaches and managers for each team.

Individuals can express an interest in coaching to the Coach Convenor (coachconvenorgpcnc@gmail.com). Selections of coaches will be based on the needs of the individual team and what is in the best interest of the Club overall. There is no guarantee that a coach will continue coaching a team in successive years.

Excluding senior teams, the coach and the manager of a team cannot be the same individual.

The Coach Convenor/s in consultation with the President will appoint Coaches and Managers to each team. Coaches should be fully conversant with the rules of the game and abide by the GNA by-laws, and meet all relevant coaching programs set by the GNA and the Club as a requirement.

It is expected that before the commencement of the training season, two weeks prior to GNA Round 1, Coaches and Managers will have completed the following qualifications and/or provided the appropriate documentation:

Coaches:

- Working with Children Check
- Umpire Certificate Level 1
- Beginning Coaching Principals
- Netball NSW Foundation Course (online)

Managers:

- Working with Children Check

TEAM MANAGEMENT

Players should understand that training is part of being in a team. Therefore all players should be in attendance at training sessions and should give 100% while participating in these sessions. Players unable to attend training must notify the coach at least 24 hours prior.

In instances where the Coach is unavailable for training, a training plan and equipment must be provided and an appropriate replacement found to conduct the training session. For example:

- the manager
- another Club Coach
- Committee member

Changes to any training sessions by the Coach must be communicated with the manager, team parents and Club Coaching Convenor with alternative arrangements in place. This should be undertaken at the earliest possible time keeping in mind after school arrangements of players/families. Player safety is paramount and players at training are to always be under the supervision of the Coach, Manager, parent or other nominated adult.

All players with a team will have equal time on and off the court - there are no designated reserves. The Coach (or Manager) will keep a record for each player through out the season. This record may be called on should concerns be raised.

Players who choose to be absent from games (away, sick, injured etc.) must understand that this time will not be counted as time off the court. Time off the court is defined as the player being in attendance at the game to support their fellow team members. It is important that players off the court should be prepared to play if called upon due to an injury or illness occurring.

This rule however does not mean that a player should be off for a full game. In the spirit of the Club, we attempt to have players spend time on the court each week. However, if the Coach, Manager and parent/s

all agree on a system that is mutually acceptable to all concerned, the Club has no objection providing it falls within the true spirit of this rule.

In the event of semi finals, finals and grand finals, team makeup may be modified to field a strong team, but all players will play at least one quarter.

COMPLAINTS PROCEDURE

Decision making at a Club level, taking into account the interests of all players within Club, may cause difficulty for some individuals from time to time. Players or parents who wish to lodge a complaint, must do so in writing to the President via the Secretary. Individual Committee members have no authority to accept verbal complaints or give opinions on complaints. These will be handled by the President and/or their representative from the Club in consultation with the person/s concerned.

FEEDBACK/SUGGESTIONS

The Club welcomes feedback and suggestions from our membership and these can be directed to our Club Secretary at secretarygpcnc@gmail.com