

BETLES

NETBALL CLUB INC

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BEETLES NETBALL CLUB MEMBERSHIP HANDBOOK

2021



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1. Welcome

Welcome to Beetles Netball Club.

Netball is one of the biggest participation sports in the world. Adapted from basketball, it was once known as 'women's basketball' and was first played in the early 1900s. The game was initially played on grass, and was essentially what we now recognize as netball.

Netball is not only a fun team sport, but also a great way to build fitness, strength and coordination. The objectives of Beetles Netball Club include:

- to encourage, promote and manage the game of netball amongst teams of the club
- to affiliate with Metropolitan Districts Netball
- to affiliate with Queensland Netball
- to encourage and develop high standards of playing, coaching, and umpiring at all levels within the club

If you have any questions that aren't answered in this handbook, please contact us via email

2. About us

Beetles Netball Club formed in 1972 and is now one of the largest clubs affiliated with Metropolitan Districts Netball Association (MDNA). Our fixture games and training venues are based at MDNA, Wembley Park, corner Burke and Robinsons Streets, Coorparoo.

Beetles Netball Club Inc caters for players aged from seven years old to adult players. Beetles have between 30-45 teams playing in the annual (MDNA) winter season on Saturdays, with the season played generally from March to August.

Our club fields ladies' teams in the MDNA night season that is played on Monday nights from February through to December. Individuals can register through MDNA and not through Beetles, but we can direct any enquiries to the right contact team person.

Beetles players aged 9 to 12 years are encouraged to play in the MDNA junior twilight season, held annually from September to December. Any carnivals or events outside of the regular fixture season are optional for Beetles Netball Club Inc players.

3. Club structure

3.1 Management committee

Beetles Netball Club is administered entirely by a volunteer management committee, comprising the following positions:

- President
- Vice President
- Secretary
- Treasurer



3.2 Support subcommittee

A support subcommittee comprises the following positions:

- Registrar
- Coaching Convenor
- Umpiring Convenor
- Sponsorship and Publicity Officer
- Equipment Officer
- Uniform Officer

Within this committee, individual management members may also take on the roles of Grading Coordinator and any roles that may remain vacant, based on their expertise.

4. Uniforms

The Beetles Netball Club Inc playing uniform has been through many changes over the years with it now being a club dress with black bike shorts under the dress for all female players with options for male participants yet to be confirmed. The Senior Open 1 team have a different dress or a bodysuit, which is subject to change depending on Beetles requirements. All uniforms are officially registered with MDNA.

Prices and instruction on how to order a uniform are available on the Beetles Netball Club website.

Due to the differing dress lengths, Beetles strongly recommends that players get “sized” before an order is submitted. Contacting the uniform convenor to assist with this is encouraged.

After ordering, one bulk delivery is sent to a committee member’s home. Subsequently, the Beetles Uniform Officer and management committee distribute uniforms to players prior to the start of the season.

For assistance with uniform items during the season, contact Beetles Netball Club via email.

All players must wear their complete registered team uniform (including the undershorts) during fixture matches. MDNA may penalise teams by deducting competition points for uniform breaches.

During cold weather, any player may wear a long-sleeved skivvy under their netball uniform. If more than one player in a team wears a skivvy, all skivvies must be the same colour. Skivvy colour must be similar to the team’s registered uniform. Bike pants and compression tights may be worn but must not be longer than the netball dress and must be black in colour.

Players at risk of prolonged sun exposure or are conscious of sun safety may wear a long sleeved sun shirt under their netball uniform in a colour similar to the team’s registered uniform.

Jewellery

No adornment may be worn while playing for any reason. This includes studs, sleepers, body piercings and elaborate hair clips. The only exceptions for jewellery are:

- A taped wedding ring



- Medical alert bracelet, adequately taped or otherwise covered

Players who have braces on their teeth should consult their orthodontist or other relevant medical practitioner before participating in netball activities to ensure the braces do not pose a risk to themselves or other players.

5. Registration, teams and players

Online registration opens January the year the competition commences. Emails, Facebook, and Instagram notices are utilised to notify members of online registration opening dates. Beetles Netball Club are not accountable for members not receiving any notices sent. It is the responsibility of the player and parent to register in time. New and returning players are encouraged to 'Like' our Facebook page - Beetles Netball Club - to receive advice on registrations for the next season.

A player's age as of 31st December in the current year determines the lowest age group in which the player may register. Players may be permitted to play outside their age group at the discretion of the committee but may require the approval of MDNA in some circumstances. Decisions may be based on but not limited to the number of other players within the affected age groups and the physical and emotional development of the player involved. Requests to play outside your age group must be received by the committee in writing, during the registration period, but before team lists are finalised.

Every new player must submit proof of birth date to the club for verification. All players must have validated proof of birth dates. MDNA have the right to request players proof of birth at any point during the players time playing netball.

All players who register before registrations close will receive a netball at the start of the season. This ball is to be used for practice at home and should be brought to each training session and for pre-game warm up. Late registered players only receive a ball if one is still in stock. Balls are not stored by the club.

As part of the online registration process, parents accept the conditions of registration, which include but are not limited to the terms contained within the parent and spectator code of behaviour.

5.1 Registration procedure for MDNA competitions

It is an MDNA requirement that all players must clearly print their full name, date of birth, phone number and signature on the official team registration card each season. This specimen signature will be used for the weekly verification of each player's signature required on each match scoresheet. The signature on the match scoresheet must be identical to the signature on the original team registration card for the entire season.

MDNA has strict requirements to track players who "fill in" for other Beetles teams on match days. Players can only fill in for teams that are in a higher grade or older age division than their original team. Players are only allowed to fill in TWICE in the season. Each time a player fills in for a higher/older team, they must provide (1) their signature on the match scoresheet and (2) their original team name and division. The signature will be verified against their specimen signature provided on the original team registration card.



6. Finance

6.1 Fees

Beetles Netball Club charges a registration fee for each player. This fee covers Netball Queensland registration, public liability insurance, MDNA registration, fixture umpiring, equipment, a team photo and club end of season break-up events. Additional fees may be payable separately to cover other costs such as participation in carnivals.

Each player must be fully registered and all fees paid before they commence training for the season. Those players with overdue fees, who have not entered into a payment plan with the club, will not be allowed to undertake training or participate in fixture games until their fees are paid up to date.

2021 Registration player fees

Senior Players (18 years and older)	\$310
Junior Players (10-17 years old)	\$310
Moddies (7-9 years old)	\$265

6.2 Banking details

Any banking to Beetles is to be through the given banking details below. Please always reference a player name and possible reason with any transactions. Eg. J.Smith – uniform.

BETLES BANKING:

Bank: Westpac
Account Name: Beetles Netball Club
BSB: 034-001
Account Number: 614 843
Reference: Player's name (e.g. J.Smith,uniform)

Any transactions from Beetles will be attended electronically. All coaching or umpire payments will be direct deposits and require a Statement of Supplier form completed prior to any payments are made by Beetles.

6.3 Fee assistance

Q grant Fair Play Vouchers

The Queensland Government provides Fair Play Vouchers to assist children and young people to join a sport or recreation club. Eligible children are provided with a voucher of up to \$150 to help pay for club membership and/or participation fees. There is a limit of one voucher per child per calendar year.

Two rounds of these grants are offered each year and vouchers are offered on a first-come, first-served basis. Families can apply in either round and use the voucher to reduce their registration fees. Beetles can provide a refund to families who receive a Fair Play voucher after they have already paid their fees to Beetles.

More information is available from:

www.qld.gov.au/recreation/sports/funding/getinthegame/getstarted.



6.4 Payment plans

Beetles Netball Club recognises that the payment of fees can be a significant financial burden on families. The club will allow individual payment plans with families as needed to allow for the regular payment of fees prior to the commencement of the season. Families seeking to enter a payment plan should advise the club as part of the annual registration process.

Payment plans must be entered into during the registration time process and completed before final payments are due to MDNA for player registration, which is generally two weeks from the commencement of the season.

6.5 Refund Policy

The refund policy for 2021 season:

- Once a player is registered online with Beetles and requests withdrawal from the club prior to being placed in a team or prior to training commencing, a fee of \$100 will be deducted from the refund.
- Once a player is placed in a team and requests to be withdrawn from Beetles prior to training commencing, a fee of \$200 will be deducted from the refund.

Once training commences for the team the player is allocated, no refunds are given, regardless of training attendance.

All requests for full refund are at the discretion of the Beetles committee. At no time will Beetles be refunding the processing fee involved in the registration process.

7. Team composition

7.1 Selection of team coaches and managers

Beetles will request expressions of interest from potential coaches each season. Coaches are appointed to teams based on the coach's request and/or preferences and agreement of the suitability by the Beetles committee.

Team managers are requested for each team at the beginning of the season by the team coaches.

Where more than one individual nominates to act as coach or manager of a team, the management committee will select its preferred candidate(s). One member may be appointed to a role individually, or two members may be appointed to share a role.

7.2 Under 7 to Under 10

According to a Netball Queensland ruling, the Under 7 to Under 10 age groups are non-competitive and teams are generally put together based on friendship groups. At registration, players may nominate a friend with whom they would like to be placed in a team.

The under 7 to under 9 teams are not graded but will be placed in the competition based on playing history. For example: an U9 team which is comprised of all new players should ideally not be placed in the MDNA competition with an U9 team of players who have played for the last two years.

Under 10's are non-competitive, however, are graded by MDNA for the season's competition and as such Beetles will also grade players based on skill development to promote the individual players progression towards competitive netball. Coaches' feedback from previous years is sought to assist in this process.



Teams in the Under 10 age group will play to the full rules of netball, but no finals are played. Games played in U7 to U9 are not scored.

7.3 Under 11 and above

Teams playing in the 11-year age group and above play competitive netball according to the age criteria below. Given this, Beetles Netball Club grades players and allocates them to teams based on ability, skill and age. Consequently, the club runs grading sessions to assist with team composition and determining in which division teams should be placed for the upcoming day season.

Category	Age (years)	Eligible player age (years)
Junior	11	10 and 11
Junior	12	11 and 12
Intermediate	13 and 14 combined	12 to 14
Cadet	15 to 17 combined	14 to 17
Open	18 and older	>13

7.4 Selection criteria

- Club team grading is an extensive process, involving many previous and current coaches as coordinated by the Grading Coordinator. Players are given the opportunity to nominate their preferred positions and the player's position, skill and abilities are recorded by the grading coaches. Their findings are discussed at length with the coordinator during and after the grading sessions. The Grading Coordinator collects all the documentation at the completion of session. These assessments in conjunction with the feedback for the player's coach from the previous season contribute to the formation of teams for the upcoming season.
- Teams are selected by the Grading Coordinator based primarily on the age group grading session in conjunction with recommendations and general feedback from coaches and selectors. The Grading Coordinator in consultation with the committee has the ability to move players from teams at their discretion and has final say on team selection.
- Special needs requests can be made in writing to Beetles for consideration. These requests will be considered when it will not affect other players directly. For example, adding players to a full team or leaving another team short of players will not be considered.
- Only financial players will be available for selection. No preference is given to one player over another when it comes to selection, except where particular playing positions are required.
- Eligible players will be played up out of their age group (if necessary) to extend and develop their abilities at the discretion of the management committee and in line with MDNA requirements.
- If a player is unable to attend grading sessions, the player will be best placed in a team according to previous knowledge of the player by the committee, Grading Coordinator and feedback from the previous season's coach and the playing position of the player.
- Players new to the Beetles Netball Club who are unable to grade, will be placed in a team based on the information the player has provided on registration. This will include the players previous club and the division played. If the information is not available and cannot be obtained from their caregiver, the player will be simply placed in a team with an available space.
- Paper grading may be used for some older teams such as Cadets and Open divisions, who choose not to attend grading and where there is little change of the players from the previous year. Knowledge of players and supplied feedback from the team coach is used to grade players and place them into teams of their appropriate skill level.



- Parents with specific requests based on challenging family situations such as custody issues are encouraged to contact the committee as soon as practical. These situations will be reviewed on a case-by-case basis by the committee to provide the best outcome for the player.

Please consult the club's social sites for dates and times of grading sessions for the upcoming season. Grading sessions follow the registration period to allow adequate time to allocate coaches to teams.

Beetles provide at least one grading session per age group and unfortunately due to time constraints on our volunteer's, further grading times are only offered if they are needed. Players are encouraged to attend grading for a fair team placement.

7.5 Team size and court time

Generally, Beetles teams comprise of around 9 players to maximise court time for all. However, where player availability is more variable such as teams comprising high school and university students, teams may include up to 12 players.

Allocating individual player court time is the responsibility of the team's coach and is based on the needs of the team. The committee encourages coaches to share court time equally amongst players where possible during the regular season. During finals the committee will not influence the coach's decisions.

7.6 Forming teams

A huge number of volunteer hours are involved every year in assigning around 200 - 300 players each season to around 20-30 teams. The committee does its best to group players based on the grading days, coaches' feedback, past playing experience and friendship groups. (NB: U7-U9 teams are assigned based on previous playing level and friendship groups). If you are dissatisfied with a team allocation, please contact the club as soon as possible for a committee member to discuss your concerns.

8. Team training

Beetles Netball Club Inc relies heavily on the volunteered time of a number of people to be coaches. Training days are on a MONDAY evening before 6.30pm. However, to support our volunteer coaches, Beetles do allow other days and times if suitable to all involved. To maintain the large number of coaches required every year, the club offers some flexibility for coaches to work within their own personal work and family commitments. As the coaches are volunteering their time, it is expected parents and players do their best to accommodate the requested training times.

Training times are organised by the coach, in consultation with their team. Coaches are requested to contact Beetles if any concerns are raised and cannot be resolved. Once a training day and time is established, the coach will contact Beetles committee to be allocated a court number for training.

All team trainings take place at the MDNA courts (Wembley Park, Cnr Burke and Robinson St, Coorparoo), which is the same location for the fixture matches played each Saturday.

Some courts may need to be shared with another team as court space can be a premium on certain days and times. Occasionally, MDNA may have events on that can affect the court booking as well. Beetles request members to be considerate and direct any concerns to our committee.



9. MDNA representative teams

MDNA selects representative teams from Under 12 and above. To be eligible to trial for MDNA representative teams, all players must play in the association's regular fixture competition. More specific criteria are explained on the MDNA website under 'Rep Netball' tab.

Depending on the age group, representative teams generally participate in a range of activities including specialist training sessions, round robins, carnivals

All selected players will need to attend extra training sessions and be available to commit to the full representative schedule.

10. Codes of behaviour

Beetles Netball Club abides by the codes of behaviour set out by MDNA. Certain standards of behaviour are expected of players, coaches, officials, administrators, parents and guardians of child participants and spectators.

The codes of behaviour are underpinned by the following core values:

- To act within the rules and spirit of netball
- To display respect and courtesy towards everyone involved in netball and prevent discrimination and harassment
- To prioritise the safety and wellbeing of children and young people involved in netball
- To encourage and support opportunities for participation in all aspects of netball

10.1 General code of behaviour

The following conduct is expected during any activity held or sanctioned by Beetles Netball Club and MDNA:

- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations
- Be ethical, fair, considerate and honest in all dealings with others
- Make a commitment to providing quality service
- Operate within the rules and spirit of the sport including national and state guidelines, constitution and policies, which govern Beetles Netball Club and MDNA
- Do not use your involvement with netball to promote your own beliefs, behaviours or practices where these are inconsistent with those of Beetles Netball Club and MDNA
- Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as your words and actions are an example
- Always place the safety and welfare of children above other considerations
- Avoid unaccompanied and unobserved activities with persons less than 18 years of age, wherever possible
- Comply with all relevant Australian laws (federal and state), particularly anti-discrimination and child protection laws
- Refrain from any behaviour that may bring Beetles Netball Club and MDNA into disrepute
- Provide a safe environment for the conduct of the activity
- Show concern and caution towards others who may be sick or injured



- Be a positive role model
- Be responsible and accountable for your conduct
- Abide by the relevant Beetles Netball Club and MDNA role-specific codes of behaviour and understand the repercussions if you breach, or are aware of any breaches of this code of behaviour

10.2 Administrator code of behaviour

In addition to the general code of behaviour, the following conduct is expected of administrators during any activity held by or under the auspices of Beetles Netball Club and MDNA:

- Be fair, considerate, and honest in all dealings with others
- Be professional and accept responsibility for your actions. Your language, presentation, manners, and punctuality should reflect high standards
- Resolve conflicts fairly and promptly through established procedures
- Maintain strict impartiality
- Be aware of your legal responsibilities
- Develop a positive sporting environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and by providing appropriate development and competitive experiences
- Involve players in the planning, leadership, evaluation and decision-making relating to the activity
- Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, lengths of games and training schedules should take into consideration the age, ability and maturity level of participating players
- Ensure that everyone (administrators, coaches, players, umpires, parents, spectators, sponsors and physicians) emphasises fair play in netball activities and games
- Where appropriate, distribute a code of behaviour sheet to coaches, players, umpires, parents, spectators and the media

10.3 Coach code of behaviour

In addition to the general code of behaviour, the following conduct is expected of coaches during any activity held by or under the auspices of Beetles Netball Club and MDNA:

- Operate within the rules and spirit of netball, promoting fair play over winning at any cost
- Encourage and support opportunities for people to learn appropriate behaviour 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 below the age of 18 years
- Adopt appropriate and responsible behaviour in all interactions
- Adopt responsible behaviour in relation to alcohol and other drugs



- Act with integrity and objectivity, and accept responsibility for your decisions and actions
- Ensure your decisions and actions contribute to a safe, harassment-free environment
- Ensure your decisions and actions contribute to a environment
- Do not tolerate harmful or abusive behaviour
- Place the safety and welfare of players above all else
- Help each person (player, umpire etc.) reach their potential – respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback
- 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

10.4 Player code of behaviour

In addition to the general code of behaviour, the following conduct is expected of players during any activity held by or under the auspices of Beetles Netball Club and MDNA:

- Participate because you enjoy it, not just to please parents and coaches
- Participate fairly and safely
- Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification
- Respect the rights, dignity and worth of fellow players, coaches, officials and spectators
- Refrain from conduct which could be regarded as sexual or other harassment
- Respect the talent, potential and development of fellow players and competitors
- Be a good sport and applaud all good plays whether they are made by your team or the opposition
- Treat all participants as you like to be treated
- Care and respect the uniform and equipment provided to you
- Be open and honest with your coach concerning illness and injury and your ability to train and play fully
- Conduct yourself in a responsible manner relating to language, temper and punctuality
- Always maintain a high standard of personal behaviour
- Be honest in your attitude and preparation to training. Work equally hard for yourself and your team
- Cooperate with coaches and staff in relation to programs that adequately prepare you for competition
- Do not engage in practices that affect sporting performance (alcohol, tobacco, and drug use)
- Be a responsible team member
- Respect and acknowledge the contribution of those who create the opportunity for you to play

10.5 Umpire code of behaviour

In addition to the general code of behaviour, the following conduct is expected of umpires during any activity held by or under the auspices of Beetles Netball Club and MDNA:



- 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
- Ensure the court and its surrounds are compliant with the rules
- Take appropriate action to manage dangerous play
- Always maintain a high standard of personal behaviour
- 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 your current performance level and seek continual improvement

10.6 Parent/guardian and spectator code of behaviour

In addition to the general code of behaviour, the following conduct is expected of parents, guardians and spectators during any activity held by or under the auspices of Beetles Netball Club and MDNA:

- Remember that children participate in sport for their enjoyment, not yours
- Encourage children to participate, do not force them
- Focus on the child's efforts and performance rather than winning or losing
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome
- Show respect for your team's opponents. Without them there would be no game
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players
- Do not use foul language, sledge, or harass players, coaches, umpires or officials
- Support all efforts to remove verbal and physical abuse from sporting activities
- Respect the decisions of officials and teach young people to do the same
- Show appreciation for volunteer coaches, officials, and administrators. Without them, your child could not participate
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background, or religion



11. Communication with members

Beetles Netball Club uses a variety of communication mediums to keep all members informed. The club's primary communication tools are:

- Facebook – Beetles Netball Club page
- Beetles Netball Club website
- Instagram
- Emails to coaches and managers for them to pass on to their respective teams
- Team managers are encouraged to set up Team App during the season to communicate within the team. Team App is a closed group app that requires the permission of the administrator of the app to enable access.

To make sure you are in the communication loop, please LIKE our Facebook page and check our website at least monthly. Watch out for posts on our Facebook and Instagram pages and feel free to share relevant information with your friends and family.

11.1 Electronic communication policy

The club recognises that electronic communication is essential for sharing club-related news and information with members. The club uses a range of electronic tools to communicate with members in a timely and appropriate manner, and all club communication endeavours to protect members' privacy, maintain clear boundaries, and ensure that bullying and harassment do not occur.

The management committee provides accountability and control over material published on the club's website and any related discussion groups or social media websites. The club abides by the social media policy below and that of MDNA and Netball Queensland.

12. Social media policy

Any member may use social networking sites to interact with the club. However, any comments, videos or accusations that can be deemed improper, intimidating, racist, sexist or degrading are strictly prohibited.

Should you wish to make public any photograph or video that includes a club member and you are unsure if it could be deemed improper, intimidating, racist, sexist or degrading, please seek approval from the Beetles Netball Club management committee to ensure you do not breach this policy.

Whilst the club understands that individuals have a right to freedom of speech, there is a social media policy in place that must be adhered to. The policy requires that an individual or individuals be held to the same standards for social media that they would normally and reasonably be held to in other forms of public communication. Comments and accusations that can be deemed improper, intimidating, racist, sexist or degrading can result in immediate termination of membership from Beetles Netball Club.

Behaviour, which is considered unacceptable even if that behaviour did not occur on the netball court, but is netball or club related is included. This type of behaviour is totally unacceptable to Beetles Netball Club at any level and will not be tolerated.

In relation to this policy, Beetles Netball Club would like to make it very clear to its players, coaches, officials and club members, that you are responsible for your statements and actions unless written approval has been granted by the



club to make comment on a matter on the club's behalf. Any misuse of a social networking site on netball or club matters, which includes comments made about our club, an opposition player or club, club member, or official which can be deemed improper, intimidating, racist, sexist or degrading will not be tolerated and Beetles Netball Club will have no hesitation in referring the matter to its management committee for immediate action. If any Beetles Netball Club player, coach, official, club member or wider community member is found to be responsible for an inappropriate comment relating to Beetles Netball Club or netball in general, or is proven to have supported such comments they will also be referred to the Beetles Netball Club management committee for immediate action.

In addition, Beetles Netball Club reminds its players, officials, club members and supporters that, whilst you may think social media postings remain in a private domain, they can be shared by others and made public. Some people recognise the harm and distress this type of behaviour can cause and may bring it to the attention of the club. Such comments could also lead to civil court action by affected parties.

13. Child and youth risk management

Beetles Netball Club is committed to protecting the safety and welfare of children and young people involved in netball activities. The club has adopted a comprehensive Child And Youth Risk Management Strategy as outlined by MDNA and is available on their website.

14. Grievance procedure

14.1 Overview

Beetles Netball Club is committed to ensuring its members participate in a harmonious and equitable environment, where grievances are dealt with sensitively and promptly. Beetles Netball Club's codes of behaviour apply to all members and provide guidelines for thinking, actions and decision-making.

Given these strong values and the organisation's commitment to ensuring complaints and grievances do not grow into major problems causing tension, low morale and disharmony, procedures have been developed to provide an avenue for members to raise and resolve grievances in a fair and equitable manner.

Although the majority of grievances can and should be resolved in an informal way, without conducting any investigation, there will be occasional instances where a more formal process should be followed.

What is a grievance?

A grievance can be about anything done, or not done, by a management committee member, coach, player or club member, which affects someone unfairly or unjustly. A grievance can also be about discrimination, harassment or any other related decision or behaviour which a member thinks is unfair, unjust or upsetting.

This grievance procedure provides advice about what to do if a member has a grievance and what will happen when a grievance is raised.

Circumstances for raising a grievance

A grievance may be raised by a member in the following circumstances:

- Where they feel a decision adversely affects them or their child and is unfair or unreasonable



- Where they feel the conduct of another member adversely affects them (or their child) and is unfair or unreasonable
- Where a member feels they (or their child) have been bullied
- Where a member (or their child) feels intimidated
- Where a member feels they (or their child) have been harassed or discriminated against

Vexatious Grievance

While the majority of grievances are motivated by genuine concern about perceived inappropriate or unfair behaviour or actions, on some occasions a grievance may be vexatious or malicious. If a grievance is investigated and found to be vexatious or malicious, then action may result.

Applicability

The options outlined in the club's grievance procedure are available to all Beetles Netball Club members as detailed under each heading.

Outcomes

Discussion, negotiation, informal facilitation and mediation outlined in this procedure are the guiding principles used to lead to a prompt resolution of grievances, with the aim of resolving each grievance at the lowest possible level.

A member raising a grievance will not be treated unfairly or victimised as a result.

If a complaint is made against a member, that individual will not be pre-judged and will have the opportunity to respond and have a support person present if required.

Each grievance will be dealt with in the shortest time possible under the circumstances.

14.2 Procedure requirements

Purpose

The following procedure has been developed as an effective tool to ensure grievances are addressed as early as possible and at the lowest possible level, before they become major issues that require a formal investigation.

It is only after every effort is made to resolve the grievance locally, that consideration should be given to a more formal process and an investigation conducted as a last resort.

The first level of these procedures is therefore the most important, if early resolution is to be achieved.

First level: one-on one informal discussion and facilitation between relevant parties

1. When a member wishes to raise a grievance, they should initially attempt to resolve the grievance through informal discussions with the other party or parties involved, stating the nature of the offensive behaviour and requesting that it ceases
2. The member against whom the grievance is made, should make a full verbal response to the other member who has raised the grievance, within a period of five (5) working days. This response should include the action that will be taken to address the grievance



3. If the member does not feel they can raise the matter with the other party or if they are not satisfied with the outcome of the discussion with the other party, they should verbally advise a member of the management committee and may request assistance in resolving the complaint
4. The management committee member selected should ensure they make every effort to resolve the matter within the earliest possible timeframe

Second level: escalation to management committee

A grievance should only be raised to this level as a last resort or when the issue is so serious that an investigation is warranted in the first instance.

1. If satisfaction is not reached at the first level of the process, a written formal complaint can then be made by forwarding a letter to the Beetles Netball Club management committee
2. The management committee will then appoint one or more individuals to investigate the issue raised. This may include individual discussions with parties concerned, discussions with witnesses, review of decisions and reviews of processes. The investigators should be mindful of not including hearsay or unrelated issues
3. Once the investigation is complete and all information has been gathered, the investigators should prepare a report to inform a decision by the management committee. The investigator may also choose to have an independent person review the decision
4. The investigator should provide recommendations for resolution of the issue based on information gathered. The investigator may also recommend the engagement of an independent mediator from either within or outside of the club
5. The management committee should reach unanimous agreement of a recommendation for resolution
6. The management committee should reply in writing to the complainant outlining their investigation outcomes and provide formal advice regarding how the matter will be finalised

Documentation

All discussions within the second level of this process should be documented and signed by participating parties.

Confidentiality

Details of any grievance will be kept confidential. Only those members who are required to know of the matter as part of their duties and obligations will have access to this information.

General provisions

Where the grievance resolution process is being followed, member obligations must continue as they were prior to the grievance being lodged.

14.3 Serious grievances

All allegations of a serious or criminal nature will be reported immediately to the police or relevant agency or authority. Under no circumstances will Beetles Netball Club conduct its own investigations into any serious allegations or allegations of a criminal nature.



15. Incidents and injuries

All major incidents and injuries occurring within MDNA boundaries, or during events in which Beetles Netball Club is involved, must be reported to the management committee.

During the season, no extra time is played for an injury time incurred in a normal fixture match. In the event of an injury/illness time during semi-finals and finals, up to 30 seconds extra time per injury is allowed. This can be lengthened at the discretion of the umpire dependant upon the nature of the incident. Injury time is added to the match length and is played at the end of the last quarter during semi-finals and finals.

Team managers are provided with a first aid kit to make available courtside. A first aid provider is on site at the MDNA administration building for all larger injuries incurred during the fixture day.

During club training times if a player is injured there may be first aid qualified club members present. Note, these club members are not legally required to conduct first aid if they do not feel comfortable doing so. If any Beetles player sustains a minor injury at training, they will stop training and their parents/guardians will be contacted. If any Beetles player sustains a major/serious injury and requires further medical attention their parents/guardians will be contacted as well as the relevant medical professionals (ambulance) if necessary.

16. Pregnancy policy

Beetles Netball Club abides by the pregnancy policy of Netball Queensland and members should refer to this policy for more information.

Beetles Netball Club is committed to providing an inclusive sporting environment for pregnant women involved in netball. Beetles Netball Club expects everyone who is bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in our sport that disadvantage them. Beetles Netball Club, in accordance with the Netball Queensland pregnancy policy, will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.

Beetles Netball Club will take reasonable care to ensure the safety, health and wellbeing of pregnant women and their unborn children. Beetles Netball Club will advise pregnant women that there may be risks involved with participating in netball whilst pregnant, and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, are of utmost importance in their decision making about the extent and manner in which they participate in netball.

For further information, visit the Australian Sports Commission, Pregnancy in Sport, Guidelines for the Australian Sporting Industry www.ausport.gov.au/participating/women/resources/pregnancy.

17. Gender identity policy

Beetles Netball Club abides by the gender identity policy of Netball Queensland and members should refer to this policy for more information.

Beetles Netball Club will not tolerate any unlawful discrimination or harassment against a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual. People who identify as transgender or transsexual should be treated fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition.



18. Smoking policy

Beetles Netball Club understands the harmful effects of smoking on health, fitness and performance in sport. Smoking is prohibited within MDNA's boundaries at all times. This includes the grass courts and car parks.

Coaches and officials are reminded of their responsibilities as role models and are asked to refrain from smoking whilst acting in an official capacity. Spectators are reminded that smoking is inappropriate behaviour in a sporting environment and are asked to respect the club's smoking policy.

19. Adverse weather conditions

Beetles Netball Club abides by the adverse weather conditions policy of MDNA and members should refer to this policy for more information.

Beetles Netball Club recognises that adverse weather conditions present risks that can affect the performance and/or the health of participants. Activities that occur in adverse weather conditions can place participants at risk of injury, illness and in extreme circumstances, even death.

Cancellation of activities may occur during:

- Hot and/or wet weather
- Lightning
- Fire, smoke and haze

Beetles Netball Club reserves the right to stop, cancel, postpone or alter an event in the interest of participant health and safety. The club will follow the clear cancellation guidelines for event organisers and coordinators set out in MDNA's adverse weather conditions policy. These guidelines aim to assist when managing events in adverse weather conditions and minimise the risk of injury and illness for all participants.

20. Photography policy

Beetles Netball Club abides by the photography policy of MDNA and members should refer to this policy for more information.

Beetles Netball Club requires the privacy of others to be respected and prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets.

20.1 Photography for private use

There are no restrictions on parents, guardians and/or family members taking photos or video footage of their children participating in Beetles Netball Club and MDNA sanctioned events provided the images are for personal use. Equally, there are no restrictions on officials (including coaches, umpires and administrators) taking images for coaching purposes, umpire development or general publicity.

Where an individual is believed to be inappropriately photographing any member of Beetles Netball Club, the club will do the following:

- Inform a Beetles Netball Club official



- Ask the individual to cease taking photos or video footage
- If the individual does not cease, call the police

20.2 Exceptions to freedom to photograph

If there are specific instances in law where the taking of any image is banned, such as instances that relate to child custody matters, wards of the state, restraining orders and witness protection it is the responsibility of the parent or guardian or individual to notify Beetles Netball Club. In such cases, Beetles Netball will use its best endeavours to prevent the taking of such images.

20.3 Photography for club use

Photography and video footage is only taken by Beetles Netball Club at MDNA sanctioned events and matches for four purposes:

- Player/umpire training and development
- Promotion and publicity
- Participants' and family use
- Research and data collection purposes

Beetles Netball Club requires all persons taking photos for club purposes to obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should make sure the parent/guardian understands how the image will be used.

Beetles Netball Club will only use appropriate images of a child, relevant to netball and depicting the child suitably clothed in a manner that promotes participation in netball. The club will seek permission from the child's parent/guardian before using the image.

Permission for photography is requested as part of the registration process.

When using a photo of a child Beetles Netball Club will not name or identify the child or display personal information such as residential address, email address or telephone numbers without obtaining written consent from the parent or legal guardian.

20.4 Photography for publication or commercial use

Where a photographer or videographer has been contracted by Beetles Netball Club to acquire images of individuals or teams for the purpose of selling images to participants or interested persons, the contractor is required to be suitably identified and provide their blue card issued by the Queensland Public Safety Business Agency. Where a contractor has been engaged, Beetles Netball Club has the obligation to advise the contractor of any limitations as prescribed by a court order or law. A general Image and Video Release Form is to be used.

21. Sponsorship and advertising

We are grateful for the support provided by our team sponsors when Beetles are fortunate to have them on board at any time. Any season when Beetles are fortunate to have sponsors, they are displayed on the Beetles Netball Club website.



We ask members to please show your support to our sponsors who help us in the successful ongoing operation of our club.

22. Umpire development

Beetles Netball Club prides itself on the program it has in place to mentor and support players to commence umpiring in the year they turn 13 years of age.

Before players can commence umpiring, they must complete and pass (with a grade of at least 70%) the free online umpiring exam available on the Netball Australia *MyNetball* website. To help potential umpires prepare for this multiple-choice test, players can read the *Official Rule Book*, available online at no cost from the Beetles website. Players can purchase a copy of the *U for Umpiring Exam Guide* from the MDNA office as an extra resource to help them prepare for the exam.

Upon successful completion of the online exam, beginner umpires need to provide a printed copy of their certificate to the Beetles Umpire Convenor. Beginner umpires will then be rostered to umpire Saturday fixtures with a coaching mentor. The mentor will support the beginner umpire to build their confidence and competence and will advise the Umpire Convenor when the umpire is ready to umpire without the assistance of a mentor.

It is not the role of parents or the umpires themselves to determine when the umpire is ready for assessment. Ongoing monitoring of umpire performance is undertaken and determinations of accreditation are made when experienced club and association umpires advise the umpire is ready to be assessed.

Umpires preparing for national accreditation will be mentored on Monday nights in accordance with the MDNA Umpire Development process. Assessment of Association Silver badged umpires for Beetles Netball Club is undertaken by nationally badged Beetles Netball Club umpires. Assessment of Association Gold badged umpires for Beetles Netball Club is undertaken by nationally badged umpires from another club within the Association.

Assessment of national badges is organised by MDNA. Beetles Netball Club believes in developing its umpires regardless of level so attendance at development sessions and ongoing mentoring is encouraged.

22.1 Umpiring Payments

Accredited Beetles Netball Club umpires are paid at the set periods during the MDNA day season by direct bank payment when a Statement of Supplier has been provided.

23. Coach development

Beetles Netball Club is fortunate to have a large number of coaches who volunteer their time and expertise to develop the netball skills of our players. Each year, club teams are supported by around 20 -30 coaches. Some coaches take multiple teams and some coaches share the role with a peer.

All coaches are required to meet the blue card requirements for working with children. This means that coaches aged over 18 years who do not have a child (under 18 years) playing for Beetles, are required to hold a blue card. While coaches do not always coach their own child, most coaches have a child at the club. The blue card registers are maintained by Beetles as per Qld state legislation.

All coaches are provided with a club shirt and a few resources to use in their training sessions such as training bibs, netballs and cones. Many coaches also purchase additional materials to use in their training sessions. In recognition of



this, a small honorarium is provided to coaches at the end of the season to help coaches replenish their coaching resources and to acknowledge the significant contribution these coaches make to our club.

Beetles Netball Club encourages its coaches to participate in Netball Australia's coaching accreditation framework. The coaching framework is a six-tier progression, with each stage being accredited. Our priority is to support all Beetles coaches to complete the Foundation and Development courses, which are designed for beginner and club coaches. More information on the coaching accreditation framework, as well as upcoming courses, is available on the Netball Queensland website: www.qld.netball.com.au.

Beetles Netball Club provides all coaches with access to an extensive range of online netball coaching resources including training plans, team strategies and specialist sessions through our annual subscription to Energy Netball. For login and password details, coaches can contact the club.

24. Coach roles and responsibilities

The role of the team coach is open to parents and other club supporters on a voluntary basis. If you find you are able to commit to the season, please nominate by emailing Beetles.

The team coach role is to:

- Know and enforce the standards of sportsmanship and fair play as set by the club
- Accept full responsibility for training and coaching the selected team
- Prepare a plan and schedule of training and coaching
- Outline to team members a formulated set of aims and objectives for the season
- Ensure sufficient equipment in good condition is available for training and games
- Ensure all team members are medically and physically fit
- Present the team in the best possible state of preparedness for competition
- Ensure all team members have fair opportunities within the set objectives
- Be responsible for the on-court behaviour of team members
- Liaise and co-operate with the team manager
- Supply to the management committee reports about team performances, and statistics for the annual report and future reference
- Coach the team regularly, at convenient times to the best of your ability
- Participate in any coaching seminars conducted by the club
- Be conversant with the current rules of netball

25. Team manager roles and responsibilities

Team managers are responsible for the administration and management of their team and should help ensure the team's compliance with the club's codes of behaviour.

Team managers have a variety of responsibilities including:



General

- Report any problems that may arise amongst team members, parents, the coach, and supporters to the management committee
- Ensure all equipment is safe and report any defects to the coach and the Beetles committee
- Ensure all welfare and safety requirements for the team are met
- Ensure any new player completes the team registration card
- Acts as a liaison to Beetles committee for their team
- Ensure all club communications are sent to team members
- Ensure the team equipment is returned to Beetles Netball Club at the completion of the season

Game day

- Ensure all equipment is available for games. E.g., position bibs, match balls, first aid kit, timers (during finals), scoresheets
- Ensure scoresheet is completed by players and is with the appropriate scorer
- Ensure any serious injuries are registered in injury register at the First Aid Room at MDNA.
- Arrange scorers and timekeepers (at finals) and ensure they are aware of their duties and the paperwork to be completed
- Ensure availability of first aid kit
- Ensure match ball is provided for use in good playing condition. E.g., pumped up
- Ensure all club equipment (bibs, balls etc) is returned to the team bag following the game
- Ensure all officials sign and complete the scoresheet correctly as per MDNA requirements
- Ensure the scorecard is returned to the MDNA office