

Garville Netball Club Incorporated

Policies and Procedures



History of Garville Netball Club

The Garville Netball Club was established in 1952, deriving its name from the Adelaide suburb Woodville Gardens, where the Club was based for many years. Over the years, it has earned the reputation as one of Australia's best and well known netball Clubs.

It has produced 18 international representatives – more than any other Club in South Australia – including two Australian Captains. Dual world championship Captain Michelle den Dekker, dual world championship players Jennifer Borlase and Chris Burton have all played with Garville.

From 1987 to 1996 Garville played in every State League Grand Final, winning the title six times including four successive titles from 1992 to 1995 making it the most successful Club at State League level.

The Club also holds the record for the most successive South Australian A Grade premierships from 1962 to 1967 and has won more A Grade titles than any other team in the history of netball in South Australia.

Today Garville focuses on maintaining its playing success across all grades, while building on our reputation for fair play, player support and a competitive spirit.

Sponsorship

Garville as a State League Club provides pathways for all our junior players to the State League team and eventually to the Thunderbirds National Team.

The State League is the premier competition in Adelaide and features the best local players in the State, the players are in the forefront for promotion to the Adelaide Thunderbirds.

Amateur Clubs cannot function without sponsors to assist in providing uniforms, netballs, shoes, training attire, court hire, training venues and accredited Coaches, fitness Coaches, and Club physiotherapists. Of particular importance, is the introduction of a specialist junior development squad (the great greys), this will require additional funding to attract top Coaches to facilitate training the squad.

Benefits

The benefits to you/your company can only be repaid by the exposure to all members of our Club and all who patronise ETSA Park on game day, which is approximately 9,000 people.

Naming Rights Sponsor

As a Major Club sponsor you have naming rights (i.e. VIP Garville), and have your corporate logo on:-

- every player's warm up top;
- courtside signage for all State League and State League Reserves games; and
- Garville's website (which attracts approximately 1,000 "hits" per week in the winter netball season.

As well as:-

- Free advertising in the Club newsletter;
- Free distribution rights for your business products throughout the Club;
- Distribution of flyers and business cards to all players and their family members;
- Invitation to all Club functions including the presentation dinner; and
- Entry passes to ETSA Park so you can support our teams throughout the season.

We also have individual player sponsorships for the State League and State League Reserves players as well as the very important team sponsorships which are available and which we can negotiate a package to fit your company's needs.

We encourage all of our parents and players to fully support our sponsors.

Garville Netball Club Coaching Director

Michelle den Dekker (2010 and 2011)

The role that Michelle will be playing throughout 2010 and 2011 is:

- Oversee Coach development at Garville Netball Club.
- Facilitate Foundation and Development level courses for all Garville Coaches.
- Manage and update our Coach database.
- Coordinate and manage monthly workshops “Coach the Coach”.
- Implement and facilitate a mentoring program based on the Netball Australia Model to ensure that all intermediate and advanced accredited Coaches are assigned a mentor role with Coaches targeted by the Garville Coaching Director.
- Ensure all Coaches are members of the Netball SA Coaches Association.
- Liaise with the Netball SA Coaching Director/Coaching Development Manager.
- Ensure all Coaches attend the Netball SA Coaching conference.
- Coordinate Garville Coaches to attend Thunderbirds training sessions in 2011.
- Include Coaching tips in the Club newsletters.
- Be a member of the selection panel for the SPT squad and the Great Greys development squad.
- Communicate and encourage participation of all Garville Coaches to attend Coaching sessions organised by Netball SA

Coaches

1. The Coach is to nominate the Captain and Vice-Captain of the team and notify the Management Committee for ratification of these appointments no later than one week prior to the commencement of the competitive season.
2. The Coach shall nominate a Team Manager who shall attend to the needs of the team as required, and advise such nomination to the Management Committee for ratification.
3. It is essential, and a requirement of AMND and State League, that all Coaches attain a minimum of Australian Coaching Foundation level qualification. Development level is a more desirable qualification.
4. The Coach shall keep apprised of any new rules, techniques, drills, training equipment and opportunities for the development of the players in their charge.
5. The Coach shall plan a training program for the team that is appropriate to the grade and capabilities of the team.
6. Coaches must understand the role of the Coaching Director and avail themselves of the Coaching Director to further their Coaching skills.
7. The Coach has access to the Junior Coordinator regarding problems or concerns they may have with players, parents or Team Managers.
8. If a Coach is unable to attend a match they must inform the Junior Coordinator and, in conjunction with the Junior Coordinator, arrange a suitable replacement.
9. Except for State League, State League Reserves, AMND, A1, Inter 1 and Junior 1 teams, Club policy requires that all players are to have approximately equal court time during the course of the season (minor rounds only).
In observing this policy, the Club and its Coaches also have the responsibility to develop a winning attitude/mentality. On occasions it may be necessary for the Coach to adjust pre-determined court time to meet this Club objective. At Sub-Primary and Primary levels the necessity for shared court time takes precedence over winning as these young players need to learn various court skills. Club policy requires that player vacancies be filled from within the Club wherever possible. Where a permanent vacancy cannot be filled from within, then a player will be recruited to strengthen the squad.
10. In major round matches the Coach will use their discretion in selecting the team that is best suited for the match.
11. Any visiting teams training against the Club should have prior permission from the Management Committee each team is required to supply one umpire for such training.
12. Training during school holidays is at the discretion of the Management Committee.
13. Training is not to be cancelled by any Coach due to inclement weather. All teams must attend at the training venue where training activity will be assessed.
14. Garville Netball Club believes skills are the most vital and important part of the game and therefore should be the priority of the Coach.
15. Selection of teams for competitive matches shall be the sole responsibility of the Coach who may seek advice from qualified personnel, if required.
16. Interchange of players between grades during the competitive season shall be achieved by communication and cooperation between the Coaches and the junior coordination group, this can occur at any stage of the season.

17. Interchange of players shall conform to the Rules of Adelaide Metropolitan Division for that competitive season.
18. Interchanged players who are required to play in a lower grade must start the game, and then play at the discretion of the Coach.
19. Interchange of players will occur with the cooperation of the Coaches concerned and shall take into account the requirements of the higher graded team who shall choose which player they need to take, the junior coordination group will be involved in this process if necessary.
20. Players are expected to attend ALL training sessions, the Coach MUST be notified PRIOR to training if the player cannot attend. Injured players should still attend training. A player who has failed to notify the Coach with an explanation, may not be selected in the starting team line up.
21. The Coach shall at all times represent the Club in a dignified and sportsmanlike manner.
22. The Coach shall accord respect to the players in their charge at all times.
23. Coaches are encouraged, where possible, to attire themselves in the official clothing of the Club and the Club's sponsors.
24. If there are 2 Garville teams in the same grade, when a player is required to fill in, they will be taken from the grade below.

Coaches Code of Ethics

Netball Australia/Australian Coaching Council Coach's Code of Ethics

Respect the rights, dignity and worth of every human being.

- Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion.

Ensure the athlete's time spent with you is a positive experience.

- All athletes are deserving of equal attention and opportunities.

Treat each athlete as an individual.

- Respect the talent, developmental stage and goals of each individual athlete.
- Help each athlete reach their full potential.

Be fair, considerate and honest with athletes.

Be professional in and accept responsibility for your actions.

- Language, manner, punctuality, preparation and presentation should display high standards.
- Display control, respect, dignity and professionalism to all involved with the sport. This includes opponents, Coaches, officials, administrators, the media, parents and spectators.
- Encourage your athletes to demonstrate the same qualities.

Make a commitment to providing a quality service to your athletes.

- Maintain or improve your current NCAS accreditation.
- Seek continual improvement through performance appraisal and ongoing Coach education.
- Provide a training program that is planned and sequential.
- Maintain appropriate records.

Operate within the rules and spirit of your sport.

- The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws and relevant policies (i.e. anti-doping policy and selection procedures).
- Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA).

Any physical contact with athletes should be:-

- Appropriate to the situation.
- Necessary for the athlete's skill development.

Refrain from any form of personal abuse towards your athletes:-

- This includes verbal, physical and emotional abuse.
- Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.

Refrain from any form of sexual harassment towards your athletes:-

- You should not only refrain from initialising a relationship with an athlete, but you should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.

Provide a safe environment for training and competition:-

- Ensure equipment and facilities meet safety standards.
- Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.

Show concern and caution towards sick and injured athletes:-

- Provide a modified training program where appropriate.
- Allow further participation in training and competition only when appropriate.
- Encourage athletes to seek medical advice when required.
- Maintain the same interest and support towards sick and injured athletes.

Team Managers

1. The Team Manager shall be the liaison between the team and the Committee, and shall be responsible for the prompt distribution of Club information and Club requests to players and Coaches.
2. The Team Manager shall be responsible for the collection, security and prompt payment to the Club (within 7 days of receipt) all monies due and collectible from the players, this includes fees and all fundraising monies. The Team Manager liaises with the Club's fundraising Committee Members to ensure the team commits to supporting all fundraising activities.
3. The Team Manager shall keep a record of player attendance at training and matches.
4. The Team Manager shall arrange scorers and timekeepers for each match.
5. The Team Manager, under the guidance of the Coach, shall liaise with other Team Managers regarding scheduling of training matches.
6. The Team Manager shall ensure all correspondence and information is collected and distributed to the Coach and players.
7. The Team Manager shall be responsible for the maintenance and safe keeping of all Club property assigned to the team, and the return of such property to the Club at the completion of the season.
8. The Team Manager shall ensure the team first aid equipment is complete and relevant to the team's requirements.
9. The Team Manager shall be responsible for the safekeeping of all personal property of the players during a match.
10. The Team Manager shall ensure all players are attired in the full correct uniform of the Club for all matches.
11. The Team Manager shall co-operate with the Coach on all matters pertaining to the team and the Club.
12. The Team Manager shall at all times represent the Club in a dignified and sportsmanlike manner.
13. The Team Manager shall accord respect to the players in their charge at all times.
14. Team Managers are encouraged, where possible, to attire themselves in the official clothing of the Club and the Club's sponsors

Scoring Information

The first named team or home team (white card) is the official score card and the second named team or away team (green card) is the check score card only.

The scorer for each team shall be responsible for:-

1. ensuring he/she is over 16 years;
2. ensuring you are with the other team's scorer at all times on the sideline opposite the centre circle so you confirm scores throughout the match;
3. ensuring that a tick is placed in the box next each player who takes the court during the match;
4. recording of all centre passes and goals;
5. score goals numerically (i.e. 1, 2, 3, 4), total the number of goals for each $\frac{1}{4}$ in the small box for each $\frac{1}{4}$ then at the bottom of the scoring put the total goals;
6. make sure the score card is signed by both Captains;
7. print the umpires given and surnames on the card prior the game commencing; and
8. give the team's score card to the Team Manager after the match, who is required to return the card to the office.

Timing Information

The time keeper for each team shall be responsible for:-

1. ensuring that he/she is over 16 years;
2. ensure that they sit/stand with the scorers;
3. ensuring when timing breaks or injury time they go up to the umpires and advise them when there is 30 seconds to go;
4. when timing the quarters, ensure you are standing behind the umpire with ten (10) seconds to go. When the timer beeps call "TIME" in a loud clear voice.

The first named team or home team shall be responsible for timing the quarters. All Sub-Primary, Primary and Sub-Junior grades play 4 x 10 minute quarters. All Junior, Inter and Open grades play 4 x 15 minute quarters.

The second named team or away team shall be responsible for the breaks and injury times. The breaks are 3 minutes and quarter and three quarter time and 5 minutes at half time.

Injury time

The correct rule for injury time is up to 2 minutes for the first time out for both teams per quarter; that means, that each quarter each team can have up to 2 minutes for an injury time out.

If there is more than one time out for any team in the same quarter then the player who calls time has to come off within 30 seconds and be replaced.

Please use common sense when there is an injury and that the player is not able to be moved from the court immediately, play should not resume until it is safe to do so with the injured player's welfare the first consideration. We have a duty of care to all players on court.

Primary Carer

1. Each team must have a primary care person preferably with some form of first aid training, however there is no mandatory minimum requirement.
2. Volunteer primary care personnel have a duty of care to respond appropriately in the case of injury/illness however this does not imply the need to be an expert.
3. The primary care person must stay in the Coaches box with the Coach for the duration of the match.

Please note the following information provided by Viv Bing (Head Trainer Netball SA Sports Trainer Services).

IMPORTANT INFORMATION FOR PRIMARY CARERS DUTY OF CARE & INJURED PLAYERS

Please note the following information regarding injured players:-

If you have an injured player on the court with HEAD AND/OR NECK trauma, or any other potentially serious injury such as:

- ASTHMA OR RESPIRATORY ILLNESS
- A BACK INJURY
- A SUSPECTED FRACTURE
- SERIOUS KNEE INJURY
- HEAD INJURY OR NECK INJURY

DO NOT MOVE the injured player especially if you are unsure of the extent of their injuries. Send a runner to the first aid room to notify the sports trainer/s on duty and they will attend to the player on the court.

HEAD AND NECK INJURIES ARE POTENTIALLY SERIOUS. If the player is conscious you can ask the following questions:-

- What happened?
- Do you feel any pain in the neck?
- Do you have normal feeling in all four limbs?
- Can you move your limbs?
- Do you have any burning or pins and needles in your hands or feet?
- Check who observed the incident (i.e. other witnesses)
- Consider very carefully whether or not you should allow them to continue playing.

REMEMBER ALL SUSPECTED HEAD INJURIES REQUIRE URGENT MEDICAL ASSESSMENT. The syndrome of concussion is very common in sport.

The cause can be:-

- A blow to the face or head.
- The head coming to a sudden stop or being propelled forward suddenly resulting in a sudden acceleration/deceleration (i.e. landing on the back after a fall from a height, being pushed to the ground).

IF THERE IS ANY POSSIBILITY OF SERIOUS INJURY:-

- Tell the player not to move.
- DO NOT MOVE OR AID THE PLAYER TO THEIR FEET.
- Call for assistance from the first aid room IMMEDIATELY.

MANAGEMENT OF AN INJURED PLAYER

If you send someone to the first aid room or sports trainer TO OBTAIN ICE, it is the sports trainers' responsibility to:

- Ensure that there are no life-threatening problems. If there is, these must be identified and managed immediately.
- To arrange for further care of the player, which may include:-
 - On-court assistance.
 - Assistance from the court, by wheelchair or stretcher.
 - Calling for an ambulance if necessary.
 - Arranging for a referral to a doctor or hospital.
 - Notification of parents.
 - We are obligated under a DUTY OF CARE to provide assistance.
Everyone needs to be mindful of the possible ramifications surrounding the mismanagement of any injury and remind team personnel of the appropriate course of action when they have an injured player.
 - If the player is under 16 they must be accompanied by a parent or carer when seeking assistance from the first aid room.

IMPORTANT INFORMATION FOR PLAYERS, COACHES, PARENTS & PRIMARY CARERS

GIVING OUT ICE OR REQUESTING ICE FROM THE FIRST AID ROOM

If you present to the First Aid Room or Sports Trainer requesting ice and you are the parent of a child with an injury or you are an adult player, and you do not require assistance for the injury you may be asked to complete an Injury Management Form stating that you do not require any treatment and will not hold us responsible should you find later that the injury was worse than you first thought.

WE ARE OBLIGATED UNDER A DUTY OF CARE TO PROVIDE ASSISTANCE TO PROTECT ANY LIABILITY TO YOUR ORGANISATION AND OURSELVES.

Everyone needs to be mindful of the possible legal ramifications surrounding the mismanagement of an injury, and remind team personnel of the appropriate course of action and "Duty of Care" when they have an injured player.

If you send a child (under 18) to the First Aid Room for ice, we must send a trainer with them to the court to ascertain the extent of the injury, this is not the responsibility of a child.

If you are the Primary Carer or other spectator you may be asked to sign for the ice after identifying that you do not require any further assistance with the player concerned and that the injury management is now your responsibility.

The correct treatment for Soft Tissue Injuries (sprains, strains and bruises) is R.I.C.E.R. (according to Sports Medicine Australia guidelines) is:-

- Rest STOP the activity and place the athlete in a comfortable position
- Ice Apply ice pack. DO NOT place directly on to the skin. Wrap in a damp cloth. Apply for 20 minutes every 2 hours for the next 48-72 hours. Check for cold burns/sensitivity when applying ice. Where possible – combine ice with compression.
- Compression Apply a firm wide compression bandage over a large area covering the injured part. CHECK circulation.
- Elevation Elevate the injured limb higher than the heart if practicable
- Referral Refer to a doctor/physiotherapist. If injury shows no sign of improvement after 48 hours or pain is severe.

Note: If unsure of injury refer immediately

THE FIRST LETTER IN RICER STANDS FOR REST – you cannot ice an injury whilst you are playing and you should not take the court for at least 15 minutes whilst you ice correctly and then wait another 15 minutes to warm up the injury site (total of 30 minutes). You should wait for the injured area to return to NORMAL body temperature and then if NO PAIN actively warm-up. You should not take the court whilst your injury is still cold or you may cause yourself another injury or sustain further damage.

It is the role of a sports trainer to make sport safer, we are responsible for implementing the appropriate injury prevention and treatment protocols.

Viv Bing
Head Trainer Netball SA
Sports Trainer Services

Umpires

1. Umpires, shall at all times, represent the Club with dignity and sportsmanlike behaviour.
2. Umpires are required to provide their own equipment for officiating at matches.
3. Umpires shall attend training as required by the Umpire Coordinator.
4. Umpires, shall at all times, present themselves punctually for practice and matches.
5. Umpires, shall at all times, attire themselves in a neat and tidy manner.
6. Umpires shall continue to keep up to date with rule changes and interpretations as directed by Netball Australia.
7. Umpires shall ensure their current grading is updated as required by Netball Australia.
8. Umpires shall comply with all aspects of protocol as directed by Netball Australia.
9. Umpires shall remain detached and neutral when officiating at matches.
10. Umpires should develop a rapport with players during matches.
11. Umpires shall remain detached from team issues and sideline issues when officiating at matches.

Players

1. All players are required to attire themselves for matches in the complete official, playing uniform of the Club.
2. All players are required to treat their Teammates, Coach, Manager, Club Officials and opponents with dignity and respect.
3. Players who are dissatisfied with their grading selection are to follow the official appeals procedure, they must send in a letter stating their grievance to the committee. This can be done via email.
4. Players are not to be involved in selection of teams for matches unless requested by the Coach.
5. Any misconduct by players (i.e. swearing, abusing teammates, umpires, etc...) will not be tolerated by the Club at any level. The Committee reserves the right to suspend players found guilty of these offences.
6. Players are encouraged to support the Club sponsors wherever possible.
7. All players in Intermediate grades and players in their last years in Junior grades are encouraged to undertake and pass the Umpire Theory Examination. This is a prerequisite for State selection. Such examinations are usually held in May and September each year.
8. Players are to be aware that netball is a team sport, and whilst personal development is of prime importance, the team development must take precedence.

Players

Medical Matters

1. All players have a responsibility to fill in the medical information form (downloaded from our website) and give it to their Coach at the start of the season. It is your responsibility to bring to the attention of the Coach any medical condition.

A parent or guardian of a Junior player with a medical condition is to be in attendance at all trainings and matches. A player returning from illness or injury that required medical attention is to provide the Coach with a written clearance to resume training or playing; such clearance is to be provided by either the player's doctor, physiotherapist or parent/guardian.

Training

1. Players are expected to attend ALL training sessions. When a commitment is made to the Garville Netball Club, this includes training on stipulated nights.
2. In exceptional circumstances, such as illness or injury the Coach MUST be contacted PRIOR to training if the player cannot attend. Injured players should still attend training where possible.
3. A players, who has failed to attend training and neglected to notify the Coach with an explanation, may not be selected in the starting team line up.
4. Players who regularly miss training without an acceptable reason are liable to disciplinary action.
5. Players should treat the training sessions with a positive attitude, expending the same effort as in match day.
6. Players should cooperate with the Coach at all times.

Matches

State League / Reserves

Each squad is to have 10 players. If any player does not take the court for 1 match and the Coach plans not to play that player the following week, that player will play in the team below (must be in the starting 7) (i.e. State League player to Reserves, Reserves player to AMND)

1. Players should make themselves available for all scheduled matches throughout the season.
2. In extraordinary circumstances, the Coach should be notified well in advance if the player is to be unavailable for any match.
3. In the event of injury or illness, the Coach should be notified immediately the player becomes unavailable – in case of injury the player should still attend training.
4. Players are expected to arrive at least 30 minutes prior to the match or as directed by the Coach. Players who are repeatedly late for warm up may start the game as a substitute player.
5. Players are expected to remain with the Coach and team from the beginning of the warm up to the completion of the cool down. Substitute players are to stay in the Coaches box during the quarters.

Movement of Players

1. Players should be aware that they may be moved on merit to a team in a higher grade, this may be because of illness, injury or unavailability, and may be a temporary or permanent move.
2. If a player in a lower grade is seen to be performing better than a player above, the Coaches may, in consultation with the Senior Coach/Junior Coordinator of that grade, change players. Players should be aware that they may be replaced by a player from below if they are seen to be not coping or performing in their grade or with the demands of training.
3. Players should be aware that they may be required from time to time, play for a team below due to unavailability of players. Such requests are to be treated positively and considered in the best interest of the Club by helping another team.
4. When teams above are short of players, the teams below must give players up to those above even if this means the last team in the grade is left short. We are a State League Club and must put the strongest teams on court in the highest grades.

Disciplinary Action

Whilst players are expected to be cooperative at all times, disciplinary action is sometimes necessary.

This may occur when a player:-

1. refuses to abide by a Coach's decision;
2. shows poor or unacceptable behaviour;
3. is repeatedly late for training and matches;
4. fails to attend training on numerous occasions;
5. fails to notify the Coach as to non-attendance at trainings or matches; and/or
6. is generally uncooperative.

Disciplinary action may include:-

1. removal from court;
2. omission from the starting team for a match;
3. omission from the team for a whole match;
4. demotion to a team in a lower grade;
5. cancellation of membership,

Coaches will usually warn a player when her behaviour is seen to be inappropriate or not befitting of a Garville Netball Club member, but in some circumstances, action may be taken without warning if the behaviour is seen to warrant this.

Coaches will refer all disciplinary matters to the Committee.

Spectators / Parents

1. Encourage the team's performance.
2. Applaud good performance and focus on the efforts by your team and their opponents, rather than the overall outcome of the event.
3. The result of each game should be accepted. An honest effort is as important as victory.
4. Respect the umpire's decision and appreciate they are an essential part of the game.
5. Encourage players to play according to the rules and the officials' decisions.
6. Demonstrate appropriate social conduct by not using foul language, harassing players, Coaches or officials.
7. Respect the Coach of your team and be careful not to give conflicting advice to players.
8. Be aware netball is a team game and respect the object of the Coach to develop the entire team whilst also improving individual development.
9. The Junior Coordinator is not available to parents for the expression of grievances, concerns or problems regarding players or teams. This is to be resolved in the first instance by the Coach and if unresolved, by representation in writing (email is acceptable) to the Management Committee.

Team Equipment

1. Each team shall be issued with Club equipment for use during the season.
2. This will include the following:-
 - Team equipment bag (numbered);
 - Set of training bibs;
 - Set of playing bibs;
 - Match ball;
 - Four training balls;
 - Six cones;
 - First aid kit and list of contents;
 - Timer;
 - Policy and Guidelines Booklet.
3. It is the responsibility of the Coach and Team Manager to maintain equipment at a good standard at all times for the benefit of the players.
4. Requests for replenishment or repairs of such equipment shall be made to the Equipment Officer on a timely basis.
5. All equipment supplied by Garville Netball Club remains the property of the Club for training and playing, and shall be signed for on receipt and returned to the Equipment Officer at the conclusion of each season.