



# LANDSDALE NETBALL CLUB CLUB HANDBOOK



Landsdale Netball Club Committee

NOV 2021

## Table of Contents

About.....	2
Constitution .....	2
Objects of the Club.....	2
The Committee .....	2
President .....	2
Vice President .....	2
Secretary .....	2
Treasurer .....	3
Registrar .....	3
General ordinary committee members .....	3
Club Fees .....	3
Teams .....	3
Grading.....	3
Training .....	3
Court Time .....	4
Return from injury .....	4
Playing up.....	4
Single Game Vouchers .....	5
Club Uniform .....	5
Equipment.....	5
Codes of behaviour .....	5
Disciplinary procedure .....	6
Issue Management – Game Day .....	6
Volunteers.....	7
Coaches.....	7
Managers .....	7
Wind ups .....	7
Awards .....	7
Individual Awards.....	7
Team Awards .....	7
Club Awards .....	8
The Mandy Italiano Club Spirit Award .....	8
Life Membership .....	8

## About

The Landsdale Netball Club (LNC) was established in 2004 as the Landsdale Primary School Netball Club. In 2007, it was incorporated as Landsdale Netball Club Inc. Club colours are Navy Blue, Teal and White. Games are played at the Wanneroo District Netball Association and participate in both the winter and spring competitions. Players come from as far as Ellenbrook, Ocean Reef, Middle Swan, Aveley, and locally such as Wanneroo, Kingsway, Darch and Madeley and of course Landsdale.

In 2004 the club started with two teams (1 netta & 1 sub junior), it has have consistently grown throughout the years and currently has 30 sides! The club caters for players the year they turn seven through to open players. The Club is independently graded at the start of every season and coaches are allocated according to accreditation. The club aims to develop all of coaches and umpires, and this in turn flows through to players.

## Constitution

The LNC adopted the most recent constitution in 2019, in line with the *Associations Incorporations Act 2015*. The most recent constitution will be published on the LNC website. Any specific clarification of the club management should be referred to the constitution in first instance and then referred to the club handbook.

## Objects of the Club

The objects for which the club is established and maintained are to:

- 1) Promote, develop, encourage and manage the game of netball.
- 2) Act for the members in all matters pertaining to netball and to protect the interests of all members and participants.
- 3) Abide by the official rules of the International Netball Federation and the interpretation thereof as determined by the International Netball Federation and / or Netball Australia.
- 4) Affiliate with Netball WA (inc) and Wanneroo Districts Netball Association (inc) (WDNA).

## The Committee

The LNC club is run by a dedicated committee appointed each year at the Annual General Meeting, which is generally held in December, after the financial year ends. The committee meets regularly during the season at Warradale Park Clubrooms, Southmead Drive, Landsdale.

The make up of the committee is referenced in the constitution and includes:

### President

The President takes the role of Chairperson and has the powers and duties for the Club. The LNC President is also the club representative for the WDNA.

### Vice President

The Vice President supports the president and will perform duties if the president is absent.

### Secretary

The Secretary is responsible for all club correspondence and documenting and minuting meetings.

### Treasurer

The Treasurer is responsible for the club's finances. The treasurer will engage with an auditor each year to complete the financial auditing.

### Registrar

The Registrar will manage all club members through the WDNA's preferred registration system and work closely with the treasurer to manage club fees.

### General ordinary committee members

There must be at least 1 general committee member and the committee will determine how many other general committee members. The roles will include:

- Coach and umpire management
- Grading
- Wind up planning
- Social media and website management
- Property and first aid management
- Fundraising and volunteer management

### Club Fees

All fees are payable prior to grading, except in consultation with the committee.

### Teams

LNC has teams in the following competitions:

- Net Set Go
- Under 11 – Under 18
- Open
- No Limits
- Spring - Mixed

### Grading

LNC is a graded club (u12 – open) and grading will take place for each grade in February each year. Grading is undertaken by the senior club grading officer, club volunteers and independent graders (volunteers from other clubs). Graders will take into account:

- Performance at grading
- Coach assessments from previous seasons
- Previous playing experience

It is expected all players attend grading. Failure to attend grading without prior discussion with grading officer or committee, may result in player being placed in bottom team of grade.

### Training

- 1) All LNC teams will train for winter competitions and it is expected players are committed to training if they wish to be a part of the team.
- 2) Training will generally be Wednesday or Thursday afternoons or evenings, subject to coach and court allocation. Training times vary for the different age groups and are also subject to coach availability. In some instances, it is necessary to train on another night but players will be advised at trials if this is the case.

- 3) Spring teams will not train.
- 4) Parents of members aged less than 18 years of age are required to escort their child to and from the court when dropping off and collecting for training, games, and club events. Parents are also requested not to leave their child at the courts without a LNC representative (coach or committee member) present.
- 5) A coach is appointed to each team. Our coaches are volunteers, and have their own personality and style of coaching.
- 6) LNC support coaches with a dedicated committee member to manage, often mentor and provide guidance. The LNC committee may provide access to professional development opportunities for coaches to attend training, workshops or complete nationally recognised qualifications.
- 7) All players are expected to attend weekly training sessions and be available for the fixture games on a Friday (NSG/U11/U12) Saturday (U13 – Open).
- 8) Training is cancelled only at the team coach's discretion.
- 9) Players must inform their coach if they are unable to attend training or matches. If you have dates pre-booked please give the coach advance warning.
- 10) Players are to ensure they arrive at training 10 minutes prior to the scheduled start time, and 30 minutes prior to the start time of the game on a Saturday.
- 11) Games are played on Fridays and Saturdays; times vary according to the age group.
- 12) The WDNA winter season commences around the end of April and runs through to September.

A coach may establish guidelines or rules for training at the start of the season such as:

- Half game only for missed training
- Half game only for returning from sickness / injury
- Game restrictions for behaviour

It is recommended that each coach establish these guidelines with players at the start of the season and provide it to players in writing. Coaches can discuss appropriate guidelines with a committee member at the start of the season if they wish.

### Court Time

Every effort is made by coaches to give fair court time during the season. Missing training, injuries and illness will affect court time.

Coaches may establish minimum court time during finals for team. This should be established made clear to team prior to finals and in consultation with committee.

Players playing up from lower teams (fill-ins) are not guaranteed court time.

### Return from injury

Players must provide coaches with medical clearance from doctor or physio, if they are returning from a significant injury that occurred during game or training and forced the player to leave court.

Where possible, a player returning from injury or illness should complete a full training session before taking the court on a Saturday.

### Playing up

LNC encourages members the opportunity to play up in a higher grade when it arises; however, a coach requesting a player to play up should also be mindful that the team the player is playing with is also endeavouring to win games and make finals.

Coaches should liaise with the development committee member and the other coach if they need to bring a player up. Both coaches need to be accountable to record how many times a player has played up.

A player can only play up three times and on the 4<sup>th</sup> time, they will be required to play in the highest grade for the rest of the season and not return to their original team.

Scoresheets must be filled out appropriately for players, fines may be issued to the club.

### Single Game Vouchers

It is preferable that players are given the opportunity to play up before a SGV is used for a non-LNC player to participate in a game. Please speak to a committee member before purchasing a SGV.

### Club Uniform

All players must wear the registered uniform for game day. This uniform can be purchased from Mecca or second hand through sale opportunities on the club's facebook page.

All players are to ensure their dress is an appropriate fit. The dress should fit comfortably with room to move. Shorts / briefs should not be visible, and it is requested that players wear a full brief under dresses. Males playing the mixed competition may wear approved shorts.

Dresses / Skirts are not required for training. It is preferred players training in the LNC club training top.

All players should wear appropriate footwear during games and training.

### Equipment

Every team is allocated a bag with equipment that will assist in training and game day. It is the coaches responsibility to look after this bag and ensure the equipment is maintained for safe use. The bag will contain:

- Balls (game and training)
- Bibs (game and training)
- Markers and training equipment (such as ladders)
- First aid kit (basic – encourage players to bring ice and strapping tape)
- Timer and clipboard for scorer

If teams require more equipment or replacement equipment, reach out to the club property officer.

### Codes of behaviour

LNC members must also abide by the policies of all governing netball bodies, including;

- Wanneroo Districts Netball Association
- West Coast Netball Region
- Netball WA
- Netball Australia

LNC members, parents of members, and spectators must abide by the Netball Australia National Codes of Behaviour.

The club has two contacts for each of the governing netball bodies, listed below:

- Wanneroo Districts Netball Association – Secretary and Registrar
- West Coast Netball Region – Athlete & Coach Welfare Officer and Registrar
- Netball WA – Athlete & Coach Welfare Officer and Registrar

Under no circumstances are members (including parents and associates) to confront or contact the governing netball bodies regarding expressions of disappointment in selection/grading processes, fees, roster duties, umpiring, poor behaviour from opposition, regulations, policies or any other requests etc.

Concerns are to be put in writing to the LNC Secretary who will forward the information to the committee, who will contact the governing body on your behalf as required.

### Disciplinary procedure

LNC follows the Netball Australia Member Protection Policy National Complaints Handling Regulation. The policy can be found on the **Netball Australia Website**.

Any club members, including but not limited to players, spectators, coaches, umpires and committee members can have a complaint lodged against them if they are alleged to have broken any club policies or acted in a manner that brings the game into disrepute.

LNC is required to deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously and in accordance with the Constitution.

### Issue Management – Game Day

If an issue arises on a game day such as; perceived umpiring bias, the game is getting out of control due to rough play, or if you feel an opposition coach, player, or parent is displaying aggressive and very unsportsmanlike behaviour – the coach will determine whether a WDNA match official is required.

Only a club official can approach the WDNA office to request their attendance courtside by presenting the game day assistance card. If an official attend your court then leaves and the same behaviour continues; once again only a club official may return to the match office and politely request a WDNA official to attend your court a second time.

ANY TIME A REQUEST IS MADE FOR AN OFFICIAL – the president or another committee member should be contacted ASAP.

If the issue is on-going:

The LNC committee member will stay with you and view the situation and they can then make a decision on what procedure the club will follow. After consultation with the committee, a decision can be made by the committee to submit a formal complaint to WDNA, which must then be submitted within 72 hours of the initial incident.

LNC reminds all members only the team captain is permitted to approach the match umpires during game breaks or after the game. Under no circumstances are any other LNC members to approach the:

- Match umpires
- Umpire Mentors
- Opposition: team coach, players or parents during or after a game

## Volunteers

Throughout the season WDNA require LNC to provide volunteers on a game day, to work where required. The club will send out a volunteer roster to all club members as required.

ALL members (or parents) should make themselves available at some point during the season.

All volunteers must be a minimum of sixteen (16) years of age and must wear enclosed footwear. Volunteers who are not correctly attired will be sent away and the club fined.

Every week each team is required to carry out either scoring or timing duty. The team manager will organise a roster; the Manager should not to be added onto this roster as they are required for first aid and team management.

Finals- in consultation with the committee, teams in finals may be appointed a volunteer for scoring and timing duties so parents / partners / friends of the team can enjoy the final. In addition, each team who makes finals may need to provide WDNA one volunteer each week.

## Coaches

Coaches are the backbone of the club. All coaches are volunteers and where possible will be allocated prior to grading. In the event a team does not have an allocated coach, the committee will request a parent, partner or team to source a coach to assist. The committee can provide resources to assist in basic training drills. All coaches are invited to the wind up free of charge.

## Managers

Manager's roles are to assist the coach to ensure the smooth running of the team throughout the season. Manager's will be invited to attend the wind up free of charge.

## Wind ups

Each year, the club will celebrate the achievements and victories of the year with wind ups for the players and committee. The wind-up fee is included in the annual playing fee. Separate wind ups may be held for Net Set Go and U11 players as their season finishes prior to finals. U12 – Opens may have combined, grouped or separate wind ups depending on the committee appetite.

Life members and partner will be invited to the Senior Wind up or celebratory event each year, free of charge.

## Awards

LNC has a number of awards, both club, team and individual awards.

### Individual Awards

The following will be presented at the annual year wind up

- 50 game (certificate)
- 75 games (certificate)
- 100 games (certificate and small gift)
- 10 Year Service Award (certificate, medallion and Time Well Spent Clock)
- 200 games (medallion)

### Team Awards

At the U12 – Open wind ups, the coach will present the following awards:



- Most Valuable Player
- Coaches Award

The committee will determine the award (trophy, cash, item) as well as if any further awards will be offered.

The coach will determine how the award is decided however, it is recommended it is awarded through a transparent method, 3/2/1 voting, parent vote, umpire vote.

Net Set Go and U11 players will all receive a participation medallion as well as one player per team awarded the coaches award.

### Club Awards

At the wind up each year the following awards will be presented:

- LNC Senior Club Person of the Year (over 18)
- LNC Junior Club Person of the Year (under 18)

Both awards are nominated by committee, with the president to select an appropriate winner. The award represents an individual who has shown an outstanding contribution to the club in any capacity; they:

- Must be a member and volunteers in any capacity
- Acts in the best interest of the club
- Encourages good sportsmanship
- Works honestly with all club members

### The Mandy Italiano Club Spirit Award

Introduced in 2021, in recognition to the contribution of the ex- president, the Club Spirit award is available to any member of the Landsdale Community (player, parent, coach, cheerleader, sponsor) who shows the spirit and enthusiasm towards the club. Any member of the netball community can nominate, and the award will be selected by the committee in consultation with Mandy Italiano

### Life Membership

Life membership is awarded to a member of the LNC for 10 years and have held an executive position on the committee for 3 years (and / or have coached for at least 10 years and held any position on the committee for 5 years)

Life Members:

- Sue Eaton (awarded 2016)
- Mandy Italiano (awarded 2017)
- Lisa Giamov (awarded 2018)
- Emma Montgomery (awarded 2021)
- John Italiano (awarded 2021)