



## **Narrikup Netball Club**

Club Handbook

Endorsed 2019

Reviewed April 2025



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

## **CONTENTS**

Part One: About Our Club	4
Brief history of the Narrikup Netball Club	4
2025 Committee	5
President	5
Vice President	5
Treasurer	5
Secretary	5
General Members	5
Part 2: Codes of Conduct	6
Coach -- Draft (Under Review 2025)	6
Player - Draft (Under Review 2025)	7
Parents and all other members - Draft (Under Review 2025)	8
Part Three: Club By-Laws and Policies	9
Club Committee	9
Correspondence	9
Information to Members	9
Uniform	9
Finance	10
Fees	10
Reimbursement	10
Player Registration	10
Selection of Teams	11
Court Time Policy	11
Representative Team/Tournaments	11
Awards	12
Club Wind-Up	12
Fundraising	12
Accreditation	12
Risk Management	12



# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

Part Four: Member Protection Policy	13
Purpose of Our Policy	13
Who Our Policy Applies To	13
Extent of Our Policy	13
Club Responsibilities	13
Individual Responsibilities	13
Protection of Children	14
Child Protection	14
Supervision	14
Transportation	15
Taking Images of Children	15
Anti-harassment, Discrimination and Bullying	15
Inclusive Practices	16
People with a disability	16
People from diverse cultures	16
Sexual & Gender Identity	16
Pregnancy	16
Responding to Complaints	16
Complaints	16
Complaint Handling Process	17
Disciplinary Measures	17
Appeals	18
Member Protection Declaration	19
Reporting Forms <sup>20</sup>	
Record of Complaint	20
Part Five: Player Pathways	21
Potential player pathway (regional):	21



# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

### **PART ONE: ABOUT OUR CLUB**

#### **Brief history of the Narrikup Netball Club**

The Narrikup Netball Club is the oldest club competing in the Albany Netball Association. The club was founded in 1971 in the small town of Narrikup, located between Mt Barker and Albany. At that time Narrikup consisted of five houses, a general store, the local hall, two run down tennis courts and an oval.

Beryl Determes and Glenys Steel, both Narrikup residents with netball backgrounds, decided to form a netball team for their daughters to play in, along with a senior team of local residents. The black and red club colours were chosen to match the Mt Barker school colours, where the local children attended. The teams played in Albany on the old courts which were located on the corner of North Road and Lockyer Avenue.

The Club was involved in the formation of the Narrikup Combined Sports Group in 1972, in conjunction with the local tennis and cricket clubs. The players trained on the courts at Narrikup, located next to the oval, which were initially in very poor condition. With the help of willing parents, the weeds were cleared, netball poles made, and eventually money was raised through local dances to install lights. A small unused club house languishing in the Porongurup's was spotted by Maurice Determes, and was eventually purchased, moved to the oval and fitted with a kitchen. The club house is still in use during the cricket season. The Club remained involved with the Narrikup Combined Sports Groups until 2008, when the Club became incorporated in their own right.

The club had as many as six teams based in Narrikup, with senior teams known as Devils, Demons and Demoniacs, while the younger teams were Swans, Cobs, Cygnets and Angels. The logo of the club was designed by one of the club's early players, Mandy Montgomery, and represents these team names.

In 1999 the club partnered with Flinders Park Primary School to help grow the club and ensure its future. Since this time, the Club has had as many as 19 teams playing in the Albany Netball Association, and has experienced plenty of success both at a team level, and with many of our players achieving success representing Albany and the region. While the club no longer has a physical association with Narrikup, the Club retains strong links with Narrikup through our committee and life members. The name of our Club will always remind us of our humble beginnings!

#### Life Members of the Narrikup Netball Club

- Beryl Determes
- Glenys Steel
- Joan Matthews
- Anne Webb
- Pat Fagents
- Janine Determes
- Lisa O'Farrell
- Marianne Tutt
- Amanda Bracknell
- Tanya McLennan



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

---

## 2025 Committee

### President

Chelsey Jackson (Coaching Coordinator)

### Vice President

Hayley Morton (Umpiring Coordinator)

### Treasurer

Kelly Patterson (Uniform Coordinator)

### Secretary

Jo Proudfoot

### General Members

Tanya McLennan (Grading Coordinator)

Erin Liddle (Umpiring Coordinator)

Melissa Pears (D Grade Coordinator)

Petra Simojoki (Volunteer Coordinator)

Jess O'Brien (Fundraising Coordinator)

Belinda Guy (Equipment/Property Coordinator)



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

---

## **PART 2: CODES OF CONDUCT**

### **Coach - Reviewed April 2025**

1. Operate within the rules and spirit of netball, promoting fair play.
2. Develop a positive netball environment by emphasising enjoyment and by providing appropriate development and competitive experiences.
3. Support opportunities for participation in all aspects of the sport.
4. Treat each person as an individual. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
5. Display control, courtesy and respect to all involved with netball.
6. Respect the decisions of umpires, officials, other coaches and administrators in the conduct of netball programs and competitions.
7. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, length of games and training schedules should take into consideration the age, ability and maturity level of the participants.
9. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
10. Ensure your decisions and actions contribute to a safe environment. Place the safety and welfare of the players above all else.
11. Ensure your decisions and actions contribute to an environment free of sexual harassment, bullying, discrimination or victimisation.
12. Any physical contact with player should be appropriate to the situation and necessary for the player's skill development.
13. Adopt responsible behaviour in relation to alcohol and other drugs.
14. Be honest and do not allow your qualifications/accreditation to be misrepresented.

Taken from Netball Australia's Code of Behaviour.



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

---

## Player - Reviewed April 2025

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Display good sportsmanship, whether winning or losing and acknowledge or applaud all good play, by your own team and opponents
3. Encourage and support teammates positively.
4. Attend training and games, informing the coach if unavailable, and arrive on time with the correct uniform and equipment.
5. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying or victimisation.
6. Respect the talent, potential and development of fellow players and competitors.
7. Participate fairly and safely.
8. Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
9. Conduct yourself in a responsible manner relating to language, temper and punctuality.
10. Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification.
11. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
12. Co-operate with coaches and staff in relation to programs that adequately prepare you for competition.
13. Do not engage in practices that affect sporting performance during Club activities such as training and games (alcohol, tobacco and drug use).
14. Respect and acknowledge the contribution of those who create the opportunity for you to play (e.g. scorers, coaches, timekeepers, administrators and umpires).

Taken from Netball Australia's Code of Behaviour.



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

---

## Parents and all other members - Reviewed April 2025

This includes (but not limited to) all parents, guardians, family members, spectators and Club Officials.

1. Encourage your child to participate but do not force them.
2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/ her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as winning, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to play always according to the rules.
5. Be a model of good sports behaviour for children to copy. Applaud good play by all players.
6. Never ridicule or yell at a child for making a mistake or losing a game.
7. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public.
8. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying or victimisation.
9. Recognise and respect the value and importance of volunteer administrators, coaches and umpires. They give up their time and resources to provide recreational activities for players and deserve your support.
10. Be courteous in communication with administrators, coaches, players and umpires. Teach your child to do the same.
11. Support the use of age-appropriate development activities and modified rules.

Taken from Netball Australia's Code of Behaviour.





# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

## **PART THREE: CLUB BY-LAWS AND POLICIES**

### **Club Committee**

The Club Management Committee consists of the following positions:

- President
- Vice President
- Secretary
- Treasurer

Position descriptions for each role can be requested from the secretary. Club members have the right to refer any issues to the Management Committee for advice or decision.

### **Correspondence**

All official correspondence from the Club must be in writing or email from the Club Secretary, or other person as authorised by the Management Committee.

### **Information to Members**

- a) The Club shall provide the following information in writing (via email) to all members prior to the start of the season:
  - Committee names and contact details.
  - Fees and uniform costs.
  - Club Handbook, including Codes of Behaviour, Club By-Laws and Club Member Protection Policy.
  - The team they have been selected for; and
  - Coaches name and contact details.
- b) Coaches will advise their team members:
  - Team training details - date/time/venue.
  - Fixtures (once available) - games and umpiring duties (where applicable).
- c) The Club will update members with relevant information during the season, either via coaches or by direct email.
- d) It is the Club's policy to use email as the first means of written communication.
- e) Club members are encouraged to like the Club Facebook page to receive additional updates throughout the season.

### **Uniform**

- a) The Club colours are red and black.
- b) Players will not be permitted to take the court unless they are in the correct uniform.
- c) Appropriate footwear must be worn during games and training.



# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

## Finance

### Fees

- a) The Committee shall set fees annually
- b) The fees shall be calculated to cover the costs of:
  - WA Netball fees
  - Great Southern Netball Region fees
  - Albany Netball Association fees
  - Training Fees
  - Narrikup Netball Club contribution (to cover equipment, trophies and wind up costs)
- c) Fees must be paid prior to the first playing date. If fees are not paid in full or payment arrangements have not been made with the Treasurer by the first playing date, players will not be permitted to take the court.
- d) The Treasurer will keep all discussions and arrangements about fees confidential to persons outside the Management Committee.
- e) There is no fee for Non-Playing Members, Life Members, Coaches, Assistant Coaches and Team Managers.

### Reimbursement

- a) Approval from the Management Committee must be received prior to costs being incurred on behalf of the Club.
- b) Receipts for purchases must be supplied to the Treasurer for reimbursement and will be subject to the Committee's discretion.
- c) The Club will reimburse the cost for a coach to achieve a required coaching accreditation e.g. Foundation or Development Accreditation.
- d) Subsidies for other relevant courses will be at the discretion of the Management Committee.

### Player Registration

- a) The Committee will nominate the dates for Club selection trials to be conducted in February each year.
- b) Players who have played for the Club in the previous season will be sent a Pre-Registration Form at least two weeks before the first trial date.
- c) Club trial dates will be publicised through the Club's social media pages.
- d) Players wishing to be selected into a team must complete and submit a Pre-Registration form by the first Club trial date.
- e) The Pre-Registration form will include:
  - Player name
  - Player date of birth
  - Previous team/grade played
  - Player contact details
- f) Players will receive uniform information with the trial registration link and umpiring information will be distributed to players after the ANA Grading has been completed.
- g) Players must complete their full registration (online) before they are able to play in a fixtured game.



# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

### Selection of Teams

- a) A Grading Sub-Committee for each Division i.e. A, B and D, will be appointed by the Grading Coordinator, to select teams for the current season.
- b) The Grading Sub-Committee shall consist of no less than three (3) and no more than five (5) members.
- c) The selection of all teams shall consist of selection trials and paper selection.
- d) To be eligible for selection, players must:
  - Not owe the Club any money.
  - Be eligible for that age group; and
  - Attend both selection trials unless an apology has been given prior to the trial date.
- e) Selection trials will be conducted under the following conditions:
  - All players who have submitted a Pre-Registration form shall be informed of the date, time and place where selection trials are to be held.
  - Two (2) selection trials will be held for A and B Grade and D Grade as required.
- f) The following qualities will be considered when selecting teams:
  - Past performance including coach player evaluations from the previous season.
  - Performance in selection trials.
  - Age-appropriate ability to perform netball techniques and skills, including footwork, ball skills, awareness, versatility, and fitness.
  - Present and potential ability; and
  - Commitment.
- g) Players shall be notified, via email, of the team in which they have been selected as soon as possible following the trials.
- h) The Grading Sub-Committee's decision is final.
- i) Players who express an interest after the designated trial dates will only be placed in a team if places are available, and at the discretion of the Grading Sub-Committee.

### Court Time Policy

- a) Every endeavour will be made by the coach to give all players approximately equal court time during the season.
- b) During finals, allocation of court time is at the coach's discretion.
- c) The coach has discretion to reduce court time as a result of players being absent from training without notification or a valid reason.
- d) Players who are injured are encouraged to attend games and training to support their teammates.
- e) If a player from a lower grade is required due to a temporary shortage of players, coaches must gain permission from their fellow coach prior to approaching players.
- f) A coach may play a player from a lower graded team or a voucher player in preference to the members of his/her team depending on positions.

### Representative Team/Tournaments

- a) Players shall be encouraged to try out for Association Representative teams.
- b) The Club will enter teams, where possible, in Club Carnivals or other tournaments. Team selection will be coordinated by the Grading Coordinator and D Grade Coordinator.



# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

### Awards

- a) The following perpetual trophies will be awarded each season:
  - Club Member of the Year
  - Determes Sportsmanship Award
  - Glenys Steel Umpires Award
  - Anne Webb Coaches Award
  - Fagents Junior Sportsperson of the Year
  - Bagnall Memorial Most Dedicated Award
- b) Nominations for perpetual trophies will be invited from all club members, and will be assessed and determined by a Life Member or other appropriate person appointed by the Committee.
- c) Two trophies per team are to be awarded annually, with the trophy category and winners to be determined by coaches. Teams in modified rules grades receive individual medallions only.
- d) Life membership of the Club will be determined as outlined in the Club Constitution.

### Club Wind-Up

- a) The Club will hold a wind up at a date to be determined by the Committee, either at the end of or just prior to the end of the season.
- b) All current Club members, Life Members and Club Patrons will be invited to the wind up.
- c) The date, time, venue and format shall be communicated to all members at least one (1) month prior to the event.
- d) Presentation of all awards shall be made at the Club Wind-Up.

### Fundraising

- a) The Club may conduct fundraising activities during each year.
- b) The Management Committee shall determine the fundraising activities.
- c) Club members may choose to pay a Fundraising Levy as an alternative to participating in the fundraising activity.

### Accreditation

- a) The Club shall ensure that all officials have current appropriate minimum qualifications.
- b) Where minimum qualifications/accreditation standards are not met, the Club shall encourage and support members to achieve the minimum standards

### Risk Management

- a) Players, coaches, officials and administrators known to be under the influence of alcohol or drugs will not be permitted to attend or participate in netball activities.
- b) Appropriate first aid equipment will be made available at all training sessions and games.
- c) Warm up, stretch and cool down routines are encouraged at all training sessions and games to minimise injuries.
- d) Players must advise their coach if they have sustained an injury.
- e) If a player sustains a serious injury, a medical certificate from an appropriate practitioner may be requested before that player can resume training or playing.
- f) All coaches will comply with the Netball Australia Guidelines for the Management of Sports Related Concussion in Netball.



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

---

## **PART FOUR: MEMBER PROTECTION POLICY**

### **Purpose of Our Policy**

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

### **Who Our Policy Applies To**

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires), players, parents and spectators.

### **Extent of Our Policy**

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our codes of behaviour and behaviour that occurs at practice, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

### **Club Responsibilities**

We will:

- implement and comply with our policy.
- promote our policy to everyone involved in our club.
- promote and model appropriate standards of behaviour at all times.
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially.
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our State body (Netball WA).

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

### **Individual Responsibilities**

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.



# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

## Protection of Children

### Child Protection

Our Club acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Our Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

a) Identify and Analyse Risk of Harm

The Narrikup Netball Club will review existing child protection practices to determine how child-safe and child-friendly the organisation is, and to determine what additional strategies are required to minimize and prevent risk of harm to children because of the action of an employee, volunteer or another member. These practices will be reviewed annually.

b) Develop Codes of Conduct for Adults and Children

The Club will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care.

c) Choose Suitable Officials and Volunteers

The Narrikup Netball Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Club will ensure that working with children checks are conducted for volunteers working with children as required under the current legislation.

d) Empower and Promote the Participation of Children In Decision-Making And Service Development

The Club will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

e) Report and Respond Appropriately To Suspected Abuse and Neglect

The Club will ensure that volunteers and officials are able to identify and respond to children at risk of harm. The Club will make all volunteers and officials aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code(s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment 2 of this policy. This will explain what to do about the behaviour and how the Club will deal with the problem.

### Supervision

Members under the age of 16 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 16 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.



# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

All parents have a responsibility to ensure their children are picked up on time from training and games.

Training at ALAC: the Club has a duty of care to players for the duration of their allocated training time. Once their training is complete, it is the responsibility of the parent/carer to ensure that their child is either picked up or have an alternative arrangement for getting home.

For all players - game days at ALAC: the Club has a duty of care to players for the duration of their scheduled game. Once the game is complete, it is the responsibility of the parent/carer to ensure that their child is either picked up or have an alternative arrangement for getting home.

### Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or over night trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

### Taking Images of Children

Images of children can be used inappropriately or illegally. The club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

### Anti-harassment, Discrimination and Bullying

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening - whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).





# Narrikup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

### Inclusive Practices

Our club is welcoming and we will seek to include members from all areas of our community.

#### People with a disability

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

#### People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

#### Sexual & Gender Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

#### Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

### Responding to Complaints

#### Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously.
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story).
- irrelevant matters will not be considered.
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the Albany Netball Association. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority.





# Narrakup Netball Club

## Club Handbook

Endorsed 2019, Reviewed April 2025

---

### Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President) will:

- listen carefully and ask questions to understand the nature and extent of the problem.
- ask what the complainant would like to happen.
- explain the different options available to help resolve the problem
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about.
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation).
- gathering more information (e.g. from other people that may have seen the behaviour).
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency).
- referring the complaint to our State association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to the Albany Netball Association and an investigation is conducted, the club will:

- co-operate fully.
- ensure the complainant and respondent are not victimised.
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on the Albany Netball Association's recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

### Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

---

Possible measures that may be taken include:

- verbal and/or written apology.
- counselling to address behaviour.
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club.
- suspension or termination of membership, participation or engagement in a role or activity.
- de-registration of accreditation for a period of time or permanently.
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

## Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to the Albany Netball Association. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

## Member Protection Declaration

Our club has a duty of care to all those associated with our club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I \_\_\_\_\_ (name) of \_\_\_\_\_

\_\_\_\_\_ (address) born on \_\_\_\_\_

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.
6. I will provide the Club with my Working With Children Check details, or will submit an application for a Working With Children Check as soon as possible if I don't currently have one and provide the Club with a copy of the receipt.

Declared in the State/Territory of \_\_\_\_\_

On \_\_\_\_\_ (date) Signature \_\_\_\_\_

## Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

## Reporting Forms

### Record of Complaint

<b>Name of the person receiving the complaint:</b>		<b>Date:</b>	
<b>Complainant's Name:</b>		<b>Age:</b>	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
<b>Complainant's Email:</b>		<b>Phone:</b>	
<b>Complainant's Role:</b> <i>Can tick more than one box</i>	<input type="checkbox"/> Administrator (Volunteer) <input type="checkbox"/> Athlete/Player <input type="checkbox"/> Coach/Assistant Coach	<input type="checkbox"/> Parent <input type="checkbox"/> Team Manager <input type="checkbox"/> Other _____	<input type="checkbox"/> Spectator <input type="checkbox"/> Official
<b>Name of the person complained about:</b>		<b>Age:</b>	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
<b>Person complained about role:</b> <i>Can tick more than one box</i>	<input type="checkbox"/> Administrator (Volunteer) <input type="checkbox"/> Athlete/Player <input type="checkbox"/> Coach/Assistant Coach	<input type="checkbox"/> Parent <input type="checkbox"/> Team Manager <input type="checkbox"/> Other _____	<input type="checkbox"/> Spectator <input type="checkbox"/> Official
<b>Location/event of alleged issue:</b>			
<b>Nature of complaint (category/basis/grounds):</b> <i>Can tick more than one box</i>	<input type="checkbox"/> Harassment or discrimination <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Child abuse <input type="checkbox"/> Coaching methods <input type="checkbox"/> Personality clash	<input type="checkbox"/> Sexual/Sexist <input type="checkbox"/> Religion <input type="checkbox"/> Victimisation <input type="checkbox"/> Selection dispute <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other _____	<input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Disability <input type="checkbox"/> Pregnancy
<b>What they want to happen to fix the issue?</b>			
<b>Information provided to them:</b>			
<b>Resolution and/or action taken:</b>			
<b>Follow-up action:</b>			



# Narrikup Netball Club

Club Handbook

Endorsed 2019, Reviewed April 2025

---

## **PART FIVE: PLAYER PATHWAYS**

The following information is a summary of the stages and competitions that are potentially available to Narrikup players. Netball WA provides further information on player, umpire and coach pathways on their website: <https://wa.netball.com.au/>.

### **Potential player pathway (regional):**

- Net Set Go - from age 5.
- Club teams - no set age, but usually from year 2/3.
- Association Representative teams ('members') - 12/under to 20/under - players nominate themselves and trial for selection into Albany teams.
- Regional teams.

For more information on elite player pathways, please refer to the Netball WA website

Regional competitions:

- Albany Netball Association competition (Saturdays).
- Albany Junior Carnival.
- Members Association Carnival (June long weekend).
- Regional Championships (Academy teams).
- Great Southern Netball Region Carnival (location rotates between Associations).
- 30 and over Carnival (Katanning).

**Note:** Great Southern Netball Region is made up of Associations from Albany, Boddington, Denmark, Kojonup, Katanning, Ongerup, Narrogin and Ravensthorpe