



WEST COAST THUNDER MEN'S & MIXED NETBALL ASSOCIATION POLICIES AND PROCEDURES

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1. AFFILIATION

1.1 Each Player / Staff member affiliating with WCOMMNA shall be required to:

- 1.1.1. Complete the approved affiliation registration and other forms as requested and return them to the Association Secretary by the date stipulated
- 1.1.2. Pay the WCOMMNA Affiliation Fee
- 1.1.3. Agree to abide by the Constitution, By-laws, Policies and Procedures and Code of Behaviour of West Coast Men's and Mixed Netball Association (WCOMMNA), Australian Men's and Mixed Netball Association (AMMNA) and Netball WA

1.2 Outstanding Monies

- 1.2.1 Affiliation will not be accepted from players or individuals who have outstanding monies to WCOMMNA or other state bodies.

1.3 Probation

The Board reserves the right to issue a notice of probation to a player/member under the following circumstances:

- 1.3.1 Members who do not attend compulsory meetings
- 1.3.2 Members who do not meet minimum Attendance to training sessions
- 1.3.3 Members who do not comply with requests to supply information
- 1.3.4 Members who do not complete all Registration and Compliance paperwork
- 1.3.5 Members who do not meet Financial obligations
- 1.3.6 Members who continually break code of behaviour rules.

Members who continually fail to meet their obligations as per their affiliations agreement may be placed on probation. Probation is a period during which the member must comply with the affiliation agreement and meet all obligations as requested. After the probation period has expired, the Board will meet to decide whether to lift the probation or whether to advise the member that their membership will not be accepted the following season in Accordance with the Constitution. The board will write to the Member to advise that a Probation notice is being considered and the reason for this. The Board may request a meeting with said member as well.

2. ALCOHOL / ILLEGAL SUBSTANCES

2.1 No Alcohol is permitted within the WCOMMNA training facilities, except for donations for Fundraising events or when an Occasional Liquor license has been obtained.

2.2 No person may participate in any activity or act in any official capacity whilst under the influence of alcohol or illegal substances

2.3 On suspicion or allegation, the team member and Lead coach will be asked to attend a meeting with the President to discuss

3. APPREHENDED VIOLENCE ORDERS (AVO's) or any Other as determined by a Court

3.1 WCOMMNA needs to be aware if such an order exists

- 3.1.1 It is the responsibility of the concerned parties to remove themselves from any situations that may arise.

3.2 WCOMMNA holds no responsibility for any breaches

3.3 Those involved are required to contact the appropriate authorities when applicable

4. BLOOD POLICY

Injury/Illness or Blood

4.1 Refer Official Rules of Netball 9.3.1

5. COACHING ACCREDITATION

ALL coaches who wish to coach at WCOMMNA **MUST** produce evidence a current Netball Australia coach accreditation.

5.1 Lead coaches need to be working towards or attending an Intermediate coaching course as set down by Netball WA or a higher accreditation

5.2 Assistant coaches need to be working towards or attending a Development coaching course as set down by Netball WA or a higher accreditation

5.3 Apprentice coaches need to be working towards or attending a Foundations coaching course as set down by Netball or a higher accreditation

5.4 Coaches may be appointed without meeting accreditation at the discretion of the board

Further information on course details can be found on the Netball WA website.

6. CODE OF BEHAVIOUR

6.1 It is the member's responsibility to ensure that they and their spectators are aware of and abide by the WCOMMNA and AMMNA Code of Behaviour. There is a zero tolerance to any misconduct

6.2 Any concerns must be sent to the secretary and president in writing as soon as possible after a breach, and by later than 12 noon on the Friday prior to the monthly Board meetings (to be held third Sunday of every month, when possible)

7. COMPLIANT HANDLING PROCEDURES

7.1 The procedure applies to the following members and individuals:

7.1.1 Players, Coaches (including Assistant and Apprentice coaches), Umpires and any other official, or clubs who enter any WCOMMNA competition, program or event and

7.1.2 Spectators who are not members of WCOMMNA will be deemed as being associated with the member they are supporting at the time of any incident.

- 7.2 A complaint may be lodged with the WCOMMNA committee within 48 hours of the incident. The offence may have occurred before, during or after the competition, training, program or event but must have occurred on WCOMMNA premises.
- 7.2.1 The car park does not form part of the WCOMMNA premises
- 7.3 Any complaints that are deemed to be frivolous, vexatious or otherwise mischievous in their nature will not be accepted by the board
- 7.4 In the instance where the complaint is in relation to Coaching please contact the WCOMMNA President directly.
- 7.5 Where a WCOMMNA Board member or Official believes, an offence may have been committed or the Board receives a letter of complaint, but no report has been made, the Board may investigate or appoint a person to investigate, the alleged offence. If after the investigation, the Board or person appointed to investigate recommends that a report should be made, the Board or the person appointed by the Board may make a report. A report arising out of an investigation conducted under this clause should be made within one week of the date on which the alleged offence took place, however the report should be made sooner where possible.
- 7.6 A decision shall be made by the Board in a reasonable time upon receipt of the complaint as to whether further action shall be required
- 7.7 If mediation is to take place, the Board shall arrange via member and Club President a suitable date, time and place for a Meeting to occur for all involved parties. As mediation is an informal process, the number of people in attendance shall be limited to the complainant and the defendant plus no more than two (2) additional persons for each party. The outcome of the mediation process shall be documented and placed in the tribunal file. A summary shall be presented at the next Board meeting

8. CONCUSSION POLICY

This policy is designed to use the world's best practice to ensure optimum player safety regarding the management and prevention of head injuries. Its intention to provide a streamlined process to help Coaches provide a safe playing environment and take the pressure off non-medical personnel to make decisions regarding safety to play. It's priority is NOT to act as an enforcement or punishment tool.

Any player suspected of having suffered a head injury/concussion or is knocked unconscious shall:

- 8.1 Be assessed by a Primary carer using the 1st Responder assessment tool, preferably within 10 minutes of the incident
- 8.1.1 Use of the 1st Responder requires NO medical training. 1st Responder is available as an app via App Store apple.co/2bw3yEz or Google Play store bit.ly/2bLeQoH

Any player who FAILS the 1st Responder assessment MUST report immediately to the WCOMMNA Senior First Aid Officer and

- 1) NOT be returned to the field of play/training
- 2) Have their names notified to the WCOMMNA committee who will record the players name. A player whose name is submitted to the WCOMMNA office as having FAILED the 1st Responder:
 - Will NOT be permitted to play/train at WCOMMNA until the Board receives a Medical certificate clearing her/him to play

A player who suffers a concussion should on the day of the game/training:

- 1) NOT consume alcohol and keep well hydrated
- 2) NOT drive a motor vehicle
- 3) NOT be left alone, and be woken every 2-3 hours during the night to ensure they are well
- 4) Seek IMMEDIATE medical attention if they:
 - a) Are unconscious for more than five minutes
 - b) Develop visual disturbance
 - c) Are confused
 - d) Develop nausea/vomiting
 - e) Have a headache and are not responding to paracetamol or ibuprofen

9. CYBER SAFETY POLICY

9.1 As per Netball WA's Cyber Safety policy. To be found at https://s3-ap-southeast-2.amazonaws.com/netball-wp-assets/wp-content/uploads/sites/6/2013/11/06165129/Member-Protection-Policy-and-Attachments_FINAL_2017.pdf

10. ELIGIBLE PLAYERS

- 10.1 An eligible player is one who has met all the registration requirements of WCOMMNA and is above the age at the cut-off date for registration
- 10.2 Players must trial for WCOMMNA to be eligible as well as reside in Western Australia
- 10.3 Players who reside outside of Western Australia may be eligible if they receive clearance from their Men's & Mixed governing body (in writing) AND intend to move to Western Australia prior to February of the competition year

11. ETHICS CLAUSE / MEMBER TRANSFERS

- 11.1 Players who have represented another state at an AMMNA Championships the year prior will need to obtain a clearance from the State Governing body to be eligible to represent WCOMMNA
- 11.2 Players who have not been selected to represent WCOMMNA at the completion of trials and request a transfer to participate for another State will be at the discretion of the WCOMMNA board.

- 11.2.1 The player requesting the transfer will be the only person to conduct such enquiries through to the WCMMNA President

12. FEES

- 12.1 Players and Staff will be provided with a Personal invoice to cover costs of Nationals.
- 12.2 Payment schedule will be supplied to all Players and Staff to adhere to.
- 12.3 Fundraising levy will be included in your Invoice. Please revert to section 14 for details
- 12.4 It is the responsibility of the Players/Staff to inform the team manager in writing via email any issues regarding meeting payment deadlines.
 - 12.4.1 This needs to be submitted, in writing, one week prior to a deadline to allow the Treasurer time to confirm funds in account and how this will impact future payments.
- 12.5 If payments have been missed and you have not advised the team manager, as per 12.4, you are expected to attend training but you are not allowed to participate until an agreement has been reached between the individual, manager and treasurer
- 12.6 Exceptions will be made for extenuating circumstances at the discretion of the WCMMNA board. Each case needs to be sent to WCMMNA Treasurer and WCMMNA President.

13. FIRST AID

- 13.1 WCMMNA will endeavour to have at least one Senior First Aid Officer per team in attendance to all organised sessions to attend to injuries.

14. FUNDRAISING AND SPONSORSHIP

- 14.1 A fundraising levy will be added to each player and staff personal invoice. This will cover costs for WCMMNA Fundraising for those who do not participate
- 14.2 All fundraising profit be fairly and equitably divided between those who participate and will come directly their invoices
- 14.3 Players and Staff are expected to participate in ALL WCMMNA fundraising events and activities.
- 14.4 Sponsorship: only those companies who have submitted monetary donations within the Sponsorship packages will have their logo on the WCMMNA training singlets. These will change year by year.

15. HEALTH POLICY

As per the Netball WA policy, which available to view:

<http://wa.netball.com.au/wp-content/uploads/sites/6/2013/09/Netball-WA-Health-guidelines-for->

16. INCLUSION POLICY

The WCOMMNA Board will give special consideration to any player who may be culturally, linguistically or physically challenged and may make allowances to any Policy or Procedure as deemed necessary.

<http://www.Netball.com.au/national-policies>

17. INFECTIOUS DISEASE POLICY

As per the Netball WA policy, which is available via:

<http://sma.org.au/wp-content/uploads/2009/05/infdisesease.pdf>

18. INJURY

18.1 In injury scenarios, the following process should apply:

- 18.1.1.1.1 In serious cases, such as situations where the injured player:
- 18.1.1.1.2 Cannot weight bear
- 18.1.1.1.3 Clearly has broken a bone
- 18.1.1.1.4 Is unable to move the injured body part (particularly if a lower limb is injured)
- 18.1.1.1.5 Is unconscious; or
- 18.1.1.1.6 If a head or spinal injury is suspected.

18.2 Teams **must** send a person immediately to notify the First aid personnel who will then make the assessment. If a major injury has occurred, it is the discretion of the First Aid personnel as to whether the injured player is moved or not.

18.3 Players and officials must not move the injured player off court unless directed by the First Aid personnel

18.4 It is the players responsibility to seek medical attention and advice once an injury occurs. Players must then obtain a Medical clearance to train by a licensed doctor and/or physio before they can return to training with the team.

- 18.4.1.1.1 This applies to ANY injuries which include niggle injuries or pre-existing injuries which inhibits a player's ability to train at full capacity. Each time this occurs it will be recorded by the Team Coach/Manager

18.5 For players who have been cleared to train by a licensed physio with limitations a Vest must be worn during training to indicate that player is not at full capacity.

18.6 Players who have not been cleared to train must still attend training sessions.

19. INSURANCE

19.1 As per the Netball WA policy, which is available via:

<http://www.vinsurancegroup.com/netball>

20. JEWELLERY

20.1 Refer Rule 5.1.1 (IV) Official Rules of Netball

21. PHOTOGRAPHY/VIDEOING

21.1 WCOMMNA Coaches may use videography in sessions and match play to use as a coaching tool

21.2 Players must advise the WCOMMNA board if they do not wish to;

21.2.1 Be filmed or photographed during the WCOMMNA program

21.2.2 Be used in any publication that the WCOMMNA will use from events on their Social Media platform

21.3 Players and staff must be considerate when taking photos or videos of fellow players/staff in all forms of Social media.

22. PLAYER TRANSFERS

22.1 A player or coach who is refused a transfer has the right to appeal to the WCOMMNA board. Such appeal must be done in writing by the player requesting the transfer and will be heard at the next Board meeting.

22.2 The WCOMMNA Board decision will be final

23. PLAYER/STAFF WITHDRAWAL

23.1 Fees paid to WCOMMNA are non-refundable to those who withdraw once selected.

23.2 If fees are not paid in full and players/staff withdraw, a percentage of your fees are to be paid to WCOMMNA before you can re-trial or reapply.

23.3 Players/Staff who withdraw from WCOMMNA teams three consecutive years running, are not eligible to re-trial for WCOMMNA for a period of two (2) years.

23.4 Clauses 23.1, 23.2 and 23.3 are all at discretion of the board where extenuating circumstances may apply. Each request will be taken on a case-by-case basis.

24. PREGNANCY POLICY

Refer to Netball WA:

Netball.com.au/wp-content/uploads/2015/05/SD-Pregnancy-Policy.pdf

25. PRESENTATIONS

- 25.1 It is expected that all players and staff representing WCMMA will conduct themselves in a professional manner at any/all relevant events.
- 25.2 Breaches in 25.1 will be subject to consequences at the discretion of the team coach, head coach, board or in any combination of the above three.

26. PROOF OF AGE

- 26.1 For any athletes under the age of 18, we will need a copy of birth certificate/passport to confirm age and playing eligibility
- 26.2 For any athletes playing in an aged division, we will need a copy of birth certificate/passport to confirm age and playing eligibility

27. RACIAL AND RELIGIOUS TOLERANCE POLICY

- 27.1 Any proven charges at a WCMMA Board Tribunal will automatically lead to a minimum two-week suspension for the offender. In deciding the final penalty, consideration will be given to the seriousness of the act, the impacts on the victim, the impact on the team and Association and the prior good history or otherwise of the offender. Offenders found to have participated in these types of offences for a second or subsequent time and where a suspension has been imposed previously imposed will face deregistration
- 27.2 Any alleged offender presented before the Tribunal for the first or subsequent time of an offence included in this policy must be aware of the penalties available to the Tribunal members will cover the complete range including deregistration
- 27.3 In the case of a spectator being proved to have engaged in harassment or bullying, the player/staff associated with the offender at the time of conduct shall be deemed to be vicariously liable for the conduct of the offender and shall pay to WCMMA a penalty to be determined by the Board

28. SMOKING

- 28.1 Smoking is NOT permitted within the grounds of training for WCMMA
- 28.2 Smoking is NOT permitted in the WCMMA uniform.

29. UNIFORMS

- 29.1 The uniform of WCMMNA consists of:
 - 29.1.1 FEMALE players: WCMMNA dress, with sports brief no longer than the dress; and position bibs including one set of clash bibs
 - 29.1.2 MALE players: WCMMNA shorts, top and position bibs including clash bibs
- 29.2 All players will be supplied with a WCMMNA training singlet which must be worn to each training session with plain black shorts
- 29.3 WCCMNA walk out polo shirt is included in your team fees and must be worn on all flights to/from the Nationals campaign and at any event where WCMMNA is being represented.
- 29.4 WCMMNA offer additional items to be purchased at additional costs to Players and Staff which will be added to your personal invoice.

30. WORKING WITH CHILDREN CHECK

- 30.1 All Staff members and WCMMNA board members will have existing Working with Children Check