





Kingsway Roos Netball Club
Policies and Procedures

Contents

Access and Equity Policy.....	3
Health and Safety Policy	4
Healthy Sporting Club Policy	6
Sponsorship Policy	8
Financial Management Policy.....	10
Payment and Refund Policy.....	11
Working with Children Policy	13
Complaints Policy & Procedure.....	14

Access and Equity Policy		Approval Date:	30/04/2020
		Review Date:	30/04/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

PURPOSE

To ensure that Kingsway Roos Netball Club continues to strive towards access for diverse members and volunteers and that all people associated with the club are treated equally and fairly, with dignity and respect.



POLICY STATEMENTS

The club will:

- Value the diversity of its participants and welcomes people of all abilities and backgrounds to participate in the club
- Ensure equity is adopted across all areas of its operations including representation in areas of decision-making. The development of consistent and transparent procedures for selection, dealing with grievances, etc. will assist in the fair treatment of those associated with the club
- Respect the rights, dignity and worth of every person and will treat everyone equally; regardless of age, gender, race, ability, religious belief, sexuality and/or preferences or social/economic status
- Recognise the role every person plays to make the club a success. Success is not only measured by the on-court results, but by the feel and atmosphere of the club
- Commit to everyone having the right to enjoy their sport in a friendly and positive environment, free of harassment and intimidation and abuse. All club members have a responsibility to oppose discriminatory behaviour and promote equality in opportunity
- Deal with any incidence of discriminatory behaviour seriously, according to club disciplinary guidelines and grievance procedures. These dealings should be transparent and consistent
- Help new members feel like they belong, by introducing them to other members and showing them around the club

PROCEDURES

The club follows the Constitution for selection, appointment of club positions and the grievance and complaint procedure.

Health and Safety Policy		Approval Date:	30/04/2020
		Review Date:	30/04/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

PURPOSE

To provide a safe and healthy sporting club environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

POLICY



Kingsway Roos Netball Club is committed to keeping all people associated with the Club, safe and to managing any accidents and /or incidents in a manner which minimises harm to individuals and the organisation.

POLICY STATEMENTS

- The Club will adhere to all safety related directives from Wanneroo Districts Netball Associated and Netball WA
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting
- The Club will provide first aid equipment and adequately trained volunteers available for competition and training
- In the case of an accident occurring where there are no trained personnel present, club representatives will act on the side of caution and will seek medical assistance, or ambulance support
- Club coaches will ensure that players utilise personal safety equipment and that general playing equipment is well maintained
- Club officials will inspect playing surfaces to determine safety prior to play including the removal of any temporary hazards
- Accidents, incidents and near misses that occur will be documented on an accident register including the actions undertaken by Club personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to inform risk management strategies required
- Kingsway Roos Netball Club encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.

PROCEDURES TO SUPPORT MEMBER SAFETY

- The Committee reviews policy statements prior to the commencement of the season and amends / develops where necessary
- The Committee communicates policy contents to members through newsletter, email or Registration Forms encouraging everyone to take a role in accident prevention
- Collection of emergency contact details from members occurs at registration. Team data bases to be provided to a chosen official for each team e.g. Coach, Team Manager
- Replenish first aid kits prior to season commencement and replace any items out of date
- Replenish sunscreen supplies and check use by dates
- Safety briefing to be conducted at the commencement of the season for all Committee members, coaches, first aid representatives, team managers etc.
- Provide information to members on how to complete WDNA injury forms and the process for insurance claims
- Maintain the accident register

Healthy Sporting Club Policy		Approval Date:	24/05/2020
		Review Date:	24/05/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

PURPOSE

This policy sets out the aims and principles of food and drink provided by our club and ensures, the club aligns with best practice alcohol service and smoke-free environments.

POLICY

Kingsway Roos Netball Club recognises and values the importance of creating a healthier environment for everyone who attends our games or events.



POLICY STATEMENTS

- The Club will adhere to all food and alcohol related directives from Wanneroo Districts Netball Association and Netball WA
- Everyone involved with the Club is encouraged to contribute to providing healthy food and drink choices on game day and events.
- The Club encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.
- In the interest of health and safety The Club will actively seek to promote, encourage and support strategies to minimise harm from alcohol and other drug use.
- The Club will continue to implement and support the smoke free policy established by Wanneroo Districts Netball Association.

PROCEDURES TO SUPPORT A HEALTHY SPORTING CLUB

- The Committee reviews policy statements prior to the commencement of the season and amends / develops where necessary.
- The Committee communicates policy contents to members through newsletter, or email encouraging everyone to take a role in providing healthy food and drink choices.
- The Club will where possible encourage and provide healthy food and drink options at club events, and ensure free drinking water is available for player access.
- Should catering be provided at club events healthy food and drinks are to be available.
- Where Alcohol is involved the Club will ensure;

- alcohol is served in accordance with the requirements set out in the Liquor Control Act 1988. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons
 - alcoholic drinks are served in standard-sized drink portions
 - low strength alcohol and non-alcoholic choices must be available
 - ensure free drinking water is available at activities or events
 - no activities or promotions that encourage rapid consumption of alcohol (e.g. discounted drink prices, happy hours, drinking competitions)
 - no promotions that glamorise being intoxicated or imply that being intoxicated is desirable, e.g. providing drinks or cocktails with names that imply they will become intoxicated.
-
- The club will recommended and support sun safe practices for all game day activities, including the encouragement of using sunscreen, seeking shade and appropriate hydration.
 - A signed and dated copy of the Healthy Sporting Club policy will be distributed to all members and available on the clubs website.
 - The Policy will be reviewed annually.

Sponsorship Policy		Approval Date:	30/04/2020
		Review Date:	30/04/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

PURPOSE

To ensure that decisions about the type of sponsors a club wishes to be involved with are well documented and that this is adhered to when approaching or being approached by sponsors. To provide the Committee with a guide to safeguard against inappropriate commercial interests becoming associated with the club and to ensure the club's values and vision are reflected by its business dealings.

POLICY

Kingsway Roos Netball Club Committee encourages the involvement of appropriate community and corporate sponsors in the provision of programs, facilities, and events.

The President and/or the nominated Sponsorship Officer have the authority to seek and negotiate sponsorship agreements for the approval of the Committee. These negotiations must be in line with the policy statements below.



Sponsorship participants must all be from reputable organisations whose public image, products and services are consistent with our values and goals.

POLICY STATEMENTS

Kingsway Roos Netball Club Committee and the Nominated Sponsorship Officer(s) -

- discourage arrangements with tobacco related companies, alcohol products or outlets, fast food outlets (as determined by the committee), online dating services
- will ensure that the sponsorship arrangement does not conflict with club policies or impose conditions that would impact on the club's ability to carry out its functions
- will ensure that the sponsorship agreement maintains the professional image of all parties
- will develop and maintain a positive relationship with our sponsors through regular communication
- reserve the right to accept products for distribution on merit, not because they are free
- will ensure that the club obligations under the sponsorship arrangement are met
- will ensure that the sponsorship allocated is spent in the manner for which it was provided

- will ensure that no office bearer or member receives any personal benefit as a result of a sponsorship arrangement
- do not explicitly endorse the sponsor or its product through its association.

Financial Management Policy		Approval Date:	30/04/2020
		Review Date:	30/04/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

PURPOSE

To ensure that the club's finances are handled responsibly and to enable the implementation of sound day to day financial management practices with clear parameters.

POLICY STATEMENT



The Committee will ensure that:

- An experienced (as determined by the current committee) person fulfils the role of Treasurer at the Annual General Meeting
- An approved budget for the year is determined and that expenditure is within budget
- Sufficient income is available to meet the clubs operational requirements
- All funding agreements are adhered to and acquitted as required
- Monthly financial management reports are produced and presented to the next Committee Meeting
- All legal and taxation requirements are attended to and delivered on time
- The club manages all funds in accordance with the Associations Incorporations Act 2015

PROCEDURES

Kingsway Roos Netball Club will abide by the standard procedures listed below.

- Two approvals are required on all bank transfers and payments.
- The Treasurer and two Executive Committee Members are authorised to operate the club bank account.
- Monthly Financial reports are prepared for Committee Meetings and distributed before the meeting.
- Bank reconciliation will be undertaken at the end of each month to ensure receipts and payments balance with deposits and withdrawals.
- The Club will submit an Annual Information Statement to Consumer Protection by the due date (as advised by Consumer Protection)
- No purchases are to be made without a majority Committee Vote.
- Reimbursement of expenses will only occur if the purchase was previously approved by Executive committee. Receipts must be provided.
- All approved operational expenses including but not limited to uniforms, equipment, merchandise and function costs will have a Purchase Order issued.
- Any monies received from fundraising efforts or events are to be counted by a minimum of 2 committee members. This will be recorded in the profit and loss statement.
- Any expense that does not receive a receipt or invoice, a missing receipt declaration must be completed by executive committee.

Payment and Refund Policy		Approval Date:	09/06/2020
		Review Date:	09/06/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

PURPOSE

To ensure that all members and associates of the club understand, club fees, payments and refund processes.

POLICY

Kingsway Roos Netball Club (KRNC) is committed to providing an organised, safe and enjoyable environment in a cost effective manner to ensure maximum participation. The aim of our Payment and Refund Policy is to ensure an open and fair process.

POLICY STATEMENTS

- KRNC player fees are determined by the current year's committee based on the costing of all governing bodies and the general running and operations of the club.
- KRNC aims to be supportive and flexible with players for payment of fees.
- Payment for fees can be completed via My Netball online or direct transfer into the Club's bank account.

PAYMENT OF FEES

- Full payment of all fees including uniforms, must be made by the registered player by the indicated due date. Players will not be able to take court for games days, until full fee payments are made or a payment plan is in place.



PAYMENT PLANS

- KRNC understands that due to individual financial circumstances some players may be unable to make the full fee payment by the allocated due date.
- KRNC will, upon application, confidentially negotiate with players to enter into a payment plan agreement that is acceptable to the club and also affordable to the player concerned.
- Application must be made in advance of the payment deadline through contact with the Treasurer or President via kingswayroos@live.com.au
- If a payment plan is in place, but regular payments are not made in accordance of that plan, players will be unable to take the court.

- Where an agreed payment plan is in place and the player is experiencing difficulties in meeting the payment schedule, the player is required to contact the Treasurer or President. The Executive Committee will consider an adjustment to the payment schedule with a view to reaching a positive result for the player and the club.

PLAYER WITHDRAWALS AND REFUNDS

- A registered player may withdraw from the Club prior to the commencement of the playing season via the following process:
 - Giving notice in writing to the Club Secretary of withdrawal via kingswayroos@live.com.au
 - KRNC to inform Wanneroo Districts Netball Association (WDNA) of registered player withdrawal.
 - Netball WA and WDNA fee portion to be refunded, less a \$20 administration fee. NB: Should WDNA and Netball WA fees have been paid by KRNC, no refund for this portion will be given.
 - KRNC portion of fees will not be refunded, unless approved by committee.
 - No refunds for uniforms purchased will be issued.
- A registered player may withdraw from the Club after registration closure or the commencement of the playing season via the following process:
 - Giving notice in writing to the club secretary of withdrawal via kingswayroos@live.com.au
 - KRNC to inform Wanneroo Districts Netball Association (WDNA) of registered player withdrawal.
 - Netball WA and WDNA fee portion will not be refunded, and a \$20 administration fee may also be charged.
 - KRNC portion of fees will not be refunded, unless approved by committee.
 - No refunds for uniforms purchased will be issued.
 - After the commencement of the season no refunds will be given.
- Illness & injury – no refund will be made for short term illness or injury. Members with a long term illness or injury (that exclude the member for the whole season) may be eligible for a refund upon request in writing via kingswayroos@live.com.au, accompanied by a medical certificate. This will be determined by the KRNC Committee on a case by case basis.

Working with Children Policy		Approval Date:	29/08/2020
		Review Date:	29/08/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

POLICY

Kingsway Roos Netball Club is committed to the safety and wellbeing of children and young people who participate in Club activities.



The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain

paid or unpaid work with children, described as “child-related work” under the Working with

Children (Criminal Record Checking) Act 2004 (the WWC Act).

POLICY STATEMENTS

- In accordance with the Government of Western Australia, volunteers who are involved or come in contact with children require a WWCC.
- KRNC requires a minimum of three (3) Committee Members, Coaches and/or Team Managers (over the age of 18), who do not have a child in the club under the age of 18, to have a WWCC to ensure the safety of our members.
- WWCC exempts those who have a child under the age of 18 playing in the club
- The WWC Check application form is available at authorised Australia Post outlets throughout the state. A list of these can be found at www.auspost.com.au/workingwithchildren
- For members or volunteers applying for a WWCC to support KRNC, the application form must be signed off by a committee member.
- The Secretary will keep a register of all club officials, who hold a WWCC within the club.

Complaints Policy & Procedure		Approval Date:	05/10/2020
		Review Date:	05/10/2021
		Version No:	1
President:	Sign: 	Name: Kayla McNicol	
Vice President:	Sign: 	Name: Sarah Beckford	

PURPOSE

This policy aims to ensure that complaints raised by members (including members of the Committee), volunteers, stakeholders or community members are dealt with in a prompt and equitable manner.

POLICY STATEMENTS

It is recognised that people associated with the Club will from time to time have complaints/ grievances that need to be resolved in the interest of maintaining good relationships. The Club believes that:

- People have the right to have their grievances received with careful consideration through established process that is timely, based on fairness and respect;
- A complaint may be handled informally or formally, the complainant may indicate his or her preferred option;
- The best resolution is one that is reached cooperatively and informally where possible, prior to a formal complaint being lodged in writing;
- A person making a complaint or airing a grievance will not be disadvantaged in anyway as a direct result;
- Where a Committee member receives a formal complaint, it will be considered in a timely and confidential manner and documented.

COMPLAINTS PROCEDURE

If any member (including members of the Committee), volunteer, stakeholder or community member wishes to put forward a complaint, they can do so in the following manner:

- The complaint/ grievance can be raised informally to a Committee member, or;
- Formally in writing, to be then provided to any Committee member.

The Club may impose disciplinary measures on a member, and will be:

- Fair and reasonable;
- Be based on the evidence and information presented;
- Be determined in accordance with our Constitution and/ or the rules of the sport.

An individual may receive the following action:

- A directive that the individual make a verbal and/ or written apology;
- A written warning;
- A withdrawal of any awards, placings, records or achievements bestowed;
- A suspension of the individual's membership or participation or engagement in a role or activity;
- Termination of the individual's membership, appointment or engagement.

The form of discipline to be imposed on an individual will depend on factors, such as:

- The nature and seriousness of the breach;
- If the person knew, or should have known that the behaviour was inappropriate;
- The person's level of contribution;
- The effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences;
- If there have been any relevant prior warnings or disciplinary action;
- Any other mitigating circumstances.