

BYLAWS OF  
PIZZEY PARK NETBALL CLUB INC.

April 2019

<b>1. INTRODUCTORY PROVISIONS.....</b>	<b>5</b>
1.1. INTERPRETATION.....	5
1.2. APPLICATION.....	5
<b>2. HEADQUARTERS AND AFFILIATIONS .....</b>	<b>5</b>
2.1. HEADQUARTERS.....	5
2.2. AFFILIATIONS .....	5
<b>3. LOGO, COLOURS AND UNIFORM.....</b>	<b>5</b>
3.1. LOGO.....	5
3.2. COLOURS.....	5
3.3. UNIFORM .....	5
<b>4. COMMUNICATION .....</b>	<b>6</b>
4.1. CORRESPONDENCE .....	6
4.2. INFORMATION TO MEMBERS.....	6
4.3. ELECTRONIC COMMUNICATION .....	6
4.4. COMPLAINTS AND CONCERNS.....	7
<b>5. GOVERNANCE.....</b>	<b>7</b>
5.1. MANAGEMENT COMMITTEE .....	7
5.2. MANAGEMENT COMMITTEE DUTIES.....	8
5.3. SUBCOMMITTEES.....	11
5.4. MEETING PROCEDURES .....	11
<b>6. FINANCE .....</b>	<b>14</b>
6.1. FEES .....	14
6.2. REFUNDS.....	14
6.3. FEE WAIVERS AND DISCOUNTS .....	15
6.4. REIMBURSEMENTS AND UMPIRE PAYMENTS .....	15
6.5. FUNDRAISING .....	16
<b>7. NETBALL .....</b>	<b>16</b>
7.1. PLAYER REGISTRATION .....	16
7.2. AGE REQUIREMENTS.....	16
7.3. SELECTION OF TEAMS .....	16
7.4. COURT TIME, POSITIONS AND TRAINING.....	17
7.5. TEAM OFFICIALS .....	17
7.6. UMPIRES.....	17
7.7. REPRESENTATIVE TEAMS .....	18
7.8. CARNIVALS .....	18
<b>8. PRESENTATIONS AND AWARDS .....</b>	<b>19</b>
8.1. PRESENTATIONS .....	19
8.2. AWARDS .....	19
<b>9. POLICIES .....</b>	<b>19</b>
9.1. CODES OF CONDUCT .....	19
9.2. ALCOHOL .....	19
9.3. ANTI-DISCRIMINATION .....	19
9.4. ANTI-HARASSMENT .....	19
9.5. BLOOD POLICY .....	19
9.6. DOG POLICY .....	20
9.7. DRUG POLICY.....	20
9.8. FIRE AND EMERGENCY.....	20
9.9. FIRST AID .....	20
9.10. HEAT AND HYDRATION.....	21
9.11. INCIDENTS AND INJURIES .....	21

9.12.	INCLUSION.....	21
9.13.	JEWELLERY .....	21
9.14.	PHOTOGRAPHY OF CHILDREN AND YOUNG PEOPLE.....	21
9.15.	PREGNANCY.....	21
9.16.	PROFESSIONAL DEVELOPMENT .....	22
9.17.	SMOKING .....	22
9.18.	SUN SAFETY .....	22
9.19.	WET WEATHER .....	22

**Compiled by CPR Group**  
PO Box 2092  
Sunshine Plaza Q 4558  
P: 07 5443 6247  
F: 07 5443 6429  
E: [admin@cprgroup.com.au](mailto:admin@cprgroup.com.au)  
W: [www.cprgroup.com.au](http://www.cprgroup.com.au)



## **1. Introductory provisions**

---

### **1.1. Interpretation**

- 1.1.1. In these bylaws:
  - a. **the Act** means the *Associations Incorporation Act 1981*.
  - b. **the club** means Pizzey Park Netball Club Inc.
  - c. **special resolution** means a resolution that is passed at a general meeting (including the annual general meeting) by the votes of at least 75% of the members who are present and entitled to vote.

### **1.2. Application**

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the club.
- 1.2.2. It is the responsibility of all management committee members to familiarise themselves with the club's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the club.

## **2. Headquarters and affiliations**

---

### **2.1. Headquarters**

- 2.1.1. The club's home is Sonia Street, Miami Qld 4220

### **2.2. Affiliations**

- 2.2.1. The club is affiliated with Hinterland District Netball Association (HDNA) and South Coast Netball Association (SCNA) & Netball Queensland.

## **3. Logo, colours and uniform**

---

### **3.1. Logo**

- 3.1.1. Any amendment to the club's logo requires the passing of a special resolution at a general meeting.

### **3.2. Colours**

- 3.2.1. The club's colours are predominantly blue, white and red.
- 3.2.2. Any amendment to the club's colours requires the passing of a special resolution at a general meeting.

### **3.3. Uniform**

- 3.3.1. The club uniform consists of the club's colours of blue, white and red.
- 3.3.2. Club uniforms must be purchased through the club to maintain consistency.
- 3.3.3. Players will not be permitted to take the court unless they are in full club uniform.

## **4. Communication**

---

### **4.1. Correspondence**

- 4.1.1. The president or secretary must sign all outwards correspondence, either in hard copy or electronically.
- 4.1.2. All inwards correspondence is to be addressed to the club secretary.
- 4.1.3. Any club member wanting to send correspondence to HDNA must do so via the club secretary.

### **4.2. Information to members**

- 4.2.1. The club will make the following information available to all members:
  - a. Club contact details;
  - b. Contact details for HDNA;
  - c. Rules and bylaws;
  - d. Fixture details;
  - e. Team training details (days, times and venues);
  - f. Calendar of club events and important dates;
  - g. Details of courses, seminars and other professional development opportunities;
  - h. Codes of conduct.

### **4.3. Electronic communication**

- 4.3.1. The club recognises that electronic communication is essential for sharing club-related news and information with members. The club uses a range of electronic tools to communicate with members in a timely and appropriate manner.
- 4.3.2. All club communication protects members' privacy, maintains clear boundaries and ensures that bullying and harassment do not occur.
- 4.3.3. The management committee provides accountability and control over material published on the club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.
- 4.3.4. No offensive content or photos may be published through any form of electronic communication in connection with the club.
- 4.3.5. Management committee members, coaches and team managers may use email to provide information about competitions, training, events and other club business.
- 4.3.6. Communication involving children is directed through their parents or guardians.
- 4.3.7. The club treats all social media postings, blogs, status updates and tweets as public comment. Postings (written, photos or videos) on any club social media forum must be family-friendly and feature positive club-related news and events.

- 4.3.8. The club expects members to conduct themselves appropriately when using all forms of electronic communication related to the club. For example:
  - a. No person may make statements that are misleading, false or likely to injure a person's reputation;
  - b. No person may make statements that might bring the club into disrepute;
  - c. Abusive, discriminatory, intimidating, bullying or offensive statements will not be tolerated;
  - d. All members must respect and maintain the privacy of other members.
- 4.3.9. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member.

#### **4.4. Complaints and concerns**

- 4.4.1. Any complaints or concerns should be directed to the club's management committee in the first instance. The management committee will then determine what action, if any, should be taken in the best interests of the club and those members involved.
- 4.4.2. No player shall directly approach or question an umpire of a match. All questions and concerns must be addressed through the team captain, or brought to the attention of the management committee.

---

### **5. Governance**

#### **5.1. Management committee**

- 5.1.1. In accordance with rule 17(1) of the rules of Pizzey Park Netball Club Inc., the composition of the management committee consists of a president, treasurer, and any other members the club's members elect at a general meeting.
- 5.1.2. The club's management committee currently comprises the following positions:
  - a. president;
  - b. vice president;
  - c. secretary;
  - d. treasurer;
  - e. 2 x general committee members.
- 5.1.3. The management committee aims to meet at least once every month during regular club activities.

## **5.2. Management committee duties**

### **5.2.1. President:**

- a. attend management committee meetings and general meetings of the club;
- b. preside as chairperson at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the club's rules, bylaws and standing orders;
- c. help the management committee prioritise its goals and work with the committee within those goals;
- d. endeavour at all times to ensure the general wellbeing of the club and act as spokesperson for the club;
- e. liaise as necessary with government departments, Councils, partners, sponsors and governing bodies where club representation is required;
- f. be aware of all current and future club activities and act as spokesperson on and at these activities;
- g. report to the management committee and members of the club as appropriate;
- h. support all club personnel, including committee members, coaches, umpires and players;
- i. delegate tasks to suitable personnel as necessary;
- j. serve as an ex-officio member on all subcommittees of the club;
- k. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting;
- l. perform such other duties as the management committee may direct.

### **5.2.2. Vice President**

- a. Attend management committee and general meetings;
- b. Provide assistance to the president as necessary;
- c. Assume the duties of the president in his/her absence and assist the president in carrying out his/her duties;
- d. Work closely with other management committee members to achieve the objects of the association and to ensure its general wellbeing;
- e. Have a good working knowledge of the organisation's rules, bylaws, policies and procedures;
- f. Be aware of the future direction and plans for the association;
- g. Perform such other duties as the management committee may direct.

5.2.3. Secretary:

- a. attend management committee meetings and general meetings of the club;
- b. issue notices of meetings in accordance with the club's rules, together with an agenda;
- c. keep books containing copies of all the minutes and records of proceedings of all management committee meetings and general meetings of the club;
- d. conduct all correspondence of the club as instructed by the management committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- e. receive and place before the management committee all applications for membership;
- f. keep a record of names and contact details of all members of the club;
- g. ensure that a current copy of the club's rules is available to each new member;
- h. keep updated copies of the club's rules for advice of all members;
- i. arrange for the carrying out of clerical work associated with the club's affairs;
- j. prepare the annual report for presentation at the annual general meeting;
- k. call for nominations for club positions prior to the annual general meeting;
- l. perform such other duties as the management committee may direct.

5.2.4. Treasurer:

- a. attend management committee meetings and general meetings of the club;
- b. keep all books and accounts of the club and prepare a statement of receipts and expenditure, profit and loss report and balance sheet for presentation to each management committee meeting and each general meeting;
- c. coordinate the receipt of monies and issuing of receipts for payments, and ensure payment of such money into the bank;
- d. produce bank statements at each management committee meeting and each general meeting;
- e. pay fees due to HDNA and Netball Queensland, when authorised by the management committee;

- f. prepare an annual budget in consultation with the management committee and subcommittees;
- g. present accounts paid for ratification and accounts requiring payment for approval;
- h. following the end date of the club's financial year, close the club's books and prepare a set of financial statements as required by the auditor;
- i. submit the club's financial statements and other relevant records to the auditor;
- j. present audited financial statements to the annual general meeting, in accordance with the club's rules and the Act;
- k. perform such other duties as the management committee may direct.

- 5.2.5. General committee members:
- a. attend management committee meetings and general meetings of the club;
  - b. work closely with other management committee members to achieve the objects of the club and to ensure its general wellbeing;
  - c. be aware of all current and planned club activities;
  - d. report to the management committee and general members of the club as appropriate;
  - e. perform such other duties as the management committee may direct.

### **5.3. Subcommittees**

- 5.3.1. Club subcommittees include:
- a. coaching;
  - b. NetSetGo;
  - c. registrations;
  - d. umpiring;
  - e. uniforms.
  - f. equipment;
  - g. media;
  - h. member protection;
  - i. grants and sponsorship.
  - j. team selection:
- 5.3.2. The management committee may create and dissolve subcommittees considered appropriate to help with the club's operations.
- 5.3.3. Members are appointed to each subcommittee by the respective subcommittee chair, in consultation with the management committee.
- 5.3.4. A subcommittee has no decision making power. A subcommittee is to provide the minutes and recommendations from any subcommittee meeting to the management committee within seven days of the meeting being held. Subcommittee recommendations must be ratified by resolution by the management committee.
- 5.3.5. Subcommittees may be requested by the management committee to provide an annual report.

### **5.4. Meeting procedures**

- 5.4.1. Standing orders:
- a. these standing orders shall be applicable to all general meetings and management committee meetings and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the rules of the club;

- b. meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of;
- c. in the event that a meeting lapses, all business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business;
- d. any member desiring to speak at general meetings or in the Committee of the Whole shall rise in his or her place and when called upon by the chair shall address the chair. If two or more members rise simultaneously, the chair shall call upon the member who first caught the eye of the chair;
- e. when the chair rises to speak any member standing shall sit down;
- f. except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes;
- g. a motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted;
- h. if required to do so by the chair, the proposer of any motion or amendment shall submit it in writing;
- i. subject to leave of the meeting, the mover may reword a motion or amendment before the chair;
- j. except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment;
- k. a member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently;
- l. when an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of;
- m. the chair shall, as far as practical, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate;

- n. any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order;
- o. any member disagreeing with the chair's ruling on a point of order may move dissent. The chair shall then vacate the chair and such motion shall be put forthwith without debate;
- p. subject to the provisions of the rules and bylaws of the club, on an equality of voting, the chair shall declare the question resolved so as to maintain the status quo;
- q. a member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the chair, shall be put without amendment or debate. The chair shall have absolute discretion to accept or refuse the motion. The chair may also without returning a motion put the question if the chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only;
- r. a member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor;
- s. during the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move: "That the question be not now put." This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put until all amendments have been disposed of;
- t. a member may move: "That the debate [or meeting] be now adjourned." Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except points of order and personal explanations;
- u. a general meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole;
- v. standing Orders (a)-(u), or any of them, may be suspended by a majority of those present. A motion to this effect shall be open to debate;
- w. no member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member

- shall reflect on a clause in the club's rules or a standing order, except on a motion (of which due notice was given) to amend or repeal such rule or order;
- x. notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision had been made;
  - y. any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

## **6. Finance**

---

### **6.1. Fees**

- 6.1.1. As per rule 3.3.1a. in the club's rules, the management committee shall set fees annually.
- 6.1.2. Club fees shall be set in accordance with the club's annual budget and calculated to cover costs such as:
  - a. Team entry fees;
  - b. HDNA and Netball Queensland fees (non-refundable);
  - c. Venue hire;
  - d. Equipment;
  - e. Umpire costs;
  - f. Trophies and awards;
  - g. Administration costs.
- 6.1.3. Fees must be paid prior to the first activity of the season unless a payment plan is agreed with the management committee.
- 6.1.4. If a member on a payment plan misses a payment, that member will be excluded from any activities until payments are brought up to date.
- 6.1.5. Any member who has membership fees in arrears for at least two months may have their membership terminated in accordance with rule 9(3)c. in the club's rules.
- 6.1.6. Any member who conducts himself or herself in a way considered by the management committee to be injurious or prejudicial to the character or interests of the association may have their membership terminated in accordance with rule 9(3)d. in the club's rules. In this case, there will be no refund.

### **6.2. Refunds**

- 6.2.1. Fee refunds for players in competitive divisions are considered based on the following:
  - a. Change of mind prior to trials – full playing fee refund;
  - b. Change of mind following trials – half playing fee refund;

- c. Change of mind following submission of teams to HDNA – no refund.
- 6.2.2. Fee refunds for players in NetSetGo divisions are considered based on the following:
  - a. Change of mind prior to submission of playing fees to HDNA – full playing fee refund;
  - b. Change of mind following submission of playing fees to HDNA – no refund.
- 6.2.3. Players unable to continue due to injury or illness (supported by a medical certificate) may receive a full playing fee refund, based on a pro rata amount throughout the season, until Round 7.
- 6.2.4. Players unable to continue due to irresolvable conflict with their team or the club may receive a full playing fee refund, based on a pro rata amount throughout the season.

### **6.3. Fee waivers and discounts**

- 6.3.1. As per rule 5(1) in the club's rules, fees payable by a member can be waived or discounted by the management committee.
- 6.3.2. Fee waivers and discounts may be offered based on the following:
  - a. Coaches – one playing fee waiver to the value of the level being coached;
  - b. Team manager – half playing fee waiver each to the value of the level being managed;
  - c. Assistant/trainee coach – no fee waiver;
  - d. Committee members – one full fee waiver;
  - e. Coach and committee member – one playing fee waiver;
  - f. Subcommittee members – no playing fee waiver;
  - g. Multi-players – a member playing in both the Saturday winter day season competition and the Monday night competition may receive a fee discount in accordance with the fee structure charged to Pizzeys Park Netball Club by HDNA for a multi-player. That is, the difference between the day player fee and multi-player fee will comprise the amount of the discount;
  - h. In all cases where fee waivers or discounts apply the full fee must be paid in accordance with clause 6.1.3 of these bylaws. The club will arrange for refunds to be made for the fees and waivers in clauses 6.3.2 a to 6.3.2 g of these bylaws during the playing season.

### **6.4. Reimbursements and umpire payments**

- 6.4.1. Management committee members shall be entitled to claim reimbursement for approved out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the club, with the exception of travel or fuel costs. Receipts must be supplied within one month of incurring expenses.

- 6.4.2. Reimbursement for travel or fuel costs for official duties may be determined by the management committee on a case-by-case basis.
- 6.4.3. Umpires will be paid a set fee per match, as determined by the management committee. Payment terms are to be determined by the management committee prior to the season.

## **6.5. Fundraising**

- 6.5.1. The management committee shall determine club fundraising activities from time to time.
- 6.5.2. Individual teams must seek approval from the management committee for any individual fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided to the management committee before approval can be given.

# **7. Netball**

---

## **7.1. Player registration**

- 7.1.1. The management committee shall nominate a player registration period each season that shall be at least one month prior to the start of the competition for which teams are to be selected.
- 7.1.2. Players wishing to be considered for selection into a team must:
  - a. Complete the official registration form;
  - b. Pay fees in full;

## **7.2. Age requirements**

- 7.2.1. A participant's age is determined based on their age as at 31 December of that year.
- 7.2.2. The club abides by the age and gender requirements set by HDNA and Netball Queensland.

## **7.3. Selection of teams**

- 7.3.1. Requests for a player to play in the same team as friends can be taken into consideration by the team selection subcommittee, however the team selection process is based on ability so the club makes no guarantee that such requests will be accommodated.
- 7.3.2. Any requests by players to be allocated to the same team as friends must be made in writing to the secretary at least 5 days before the date of the trials.
- 7.3.3. If selection trials are deemed necessary, the selection trials shall be conducted under the following procedure:
  - a. All players who have submitted a player registration form shall be notified of the date, time and place where selection trials are to be held. The management committee may decide the way in which the notice must be given;

- b. Notice of selection trials must be given at least 14 days prior to the date of the trials;
- c. The team selection subcommittee's decision is final.

#### **7.4. Court time, positions and training**

- 7.4.1. All players in each team will receive equal court time during matches throughout the fixture season. However, should a player be unavailable for matches and/or fail to attend training, this may impact on their court time.
- 7.4.2. Coaches will place players in those positions they feel are most appropriate for the team and align with each player's best interests.
- 7.4.3. During finals, coaches will decide how much court time each player receives, based on the best interests of the team. Availability for matches and training attendance may also impact on each player's court time during finals.
- 7.4.4. Players must attend training sessions and all matches. Should any player be unavailable to attend, they must advise their team coach with sufficient notice.

#### **7.5. Team officials**

- 7.5.1. Coach:
  - a. A coach shall be appointed for each selected team;
  - b. A call for applications for coaching positions shall be made prior to the commencement of the season;
  - c. All coaches must hold a current Positive Notice blue card issued by the Queensland Government and provide a copy of this card, along with any other supporting documentation requested, to the secretary prior to undertaking any coaching activities with children or young people;
  - d. The club will support all coaches to maintain necessary levels of accreditation and to participate in skill development opportunities.
- 7.5.2. Manager
  - a. A manager shall be appointed for each selected team;
  - b. A call for applications for team manager positions shall be made prior to the commencement of the season;
  - c. All managers must hold a current Positive Notice blue card issued by the Queensland Government and provide a copy of this card, along with any other supporting documentation requested, to the secretary prior to undertaking any activities with children or young people;
  - d. Team managers are responsible for scoring and timekeeping or appointing a scorer and timekeeper for each game.

#### **7.6. Umpires**

- 7.6.1. The club must provide at least one accredited umpire per cadet team, to umpire at HDNA.
- 7.6.2. Applications for umpiring will be considered by the management committee and umpiring subcommittee.
- 7.6.3. All umpires must maintain relevant levels of accreditation.

### **7.7. Representative teams**

- 7.7.1. The club will support players who wish to try out for HDNA representative teams and any other representative teams.

### **7.8. Carnivals**

- 7.8.1. Individual teams must notify the management committee prior to entering carnivals hosted by associations other than HDNA.
- 7.8.2. All costs of entering a carnival are to be met by the participating team.

## **8. Presentations and awards**

---

### **8.1. Presentations**

- 8.1.1. At the conclusion of each season, a presentation event shall be held.
- 8.1.2. The date and format of the presentation event shall be determined annually by the management committee.
- 8.1.3. Details of the date, time, venue and format of the presentation event shall be provided to all members at least one month prior to the event.
- 8.1.4. Presentation of all awards shall be made at the presentation event.
- 8.1.5. Recognition of achievements shall be made at the presentation event.

### **8.2. Awards**

- 8.2.1. The following awards shall be presented each season:
  - a. An award for excellence in umpiring;
  - b. An award for the club sports person of the year (both junior and senior);
  - c. An award for club person of the year.
- 8.2.2. Other forms of recognition or encouragement may be awarded by the management committee as deemed appropriate.

## **9. Policies**

---

### **9.1. Codes of conduct**

- 9.1.1. The club adopts and abides by all Codes of Conduct as may be issued from time to time by Netball Australia, Netball Queensland or HDNA.

### **9.2. Alcohol**

- 9.2.1. The club recognises that consumption of alcohol is not appropriate during the conduct of sporting activities, especially when children and young people are involved. Consumption of alcohol is therefore prohibited during sporting activities in which the club is participating.

### **9.3. Anti-discrimination**

- 9.3.1. The club does not tolerate any form of discrimination.
- 9.3.2. Complaints or suspicions of discrimination will be dealt with promptly and seriously, with a view to alleviating issues with care and concern for all involved.

### **9.4. Anti-harassment**

- 9.4.1. The club does not tolerate any form of harassment.
- 9.4.2. Complaints or suspicions of harassment will be dealt with promptly and seriously, with a view to alleviating issues with care and concern for all involved.

### **9.5. Blood policy**

- 9.5.1. If any participant bleeds during club sporting activities, those activities must cease until all facilities and equipment, which have come into contact with blood, have been cleaned or replaced.

## **9.6. Dog policy**

- 9.6.1. No dogs are permitted to enter the club grounds or be in attendance at any club events with the exception of registered guide dogs.

## **9.7. Drug policy**

- 9.7.1. The club is totally opposed to the use of any illicit drugs. The use of illicit drugs is prohibited within the club's boundaries and during any club-related events or travel.

## **9.8. Fire and emergency**

- 9.8.1. The club has guidelines for all volunteers in the case of a Fire Emergency
- 9.8.2. The club requires the following action in the event of a fire:
  - a. Remain calm and avoid shouting "Fire!";
  - b. If possible and safe, attempt to extinguish the fire, call 000 from the nearest safe phone and give the operator the location of the fire;
  - c. Do not prop any doors open;
  - d. Evacuate, using appropriate exits and fire escape routes.
- 9.8.3. The club requires the following steps to be followed in the event that the fire alarm sounds:
  - a. Stop what you are doing immediately;
  - b. Remain calm and follow instructions;
  - c. Do not look for other people or attempt to take along belongings;
  - d. Do not prop any doors open;
  - e. Using the nearest appropriate exit or fire escape route, leave the building quickly and calmly;
  - f. Proceed to safe ground away from the building;
  - g. Do not obstruct fire hydrants or any fire/rescue workers;
  - h. Do not re-enter the building until fire officials or your supervisor informs you that you may.

## **9.9. First aid**

- 9.9.1. The club abides by the first aid policies of HDNA and Netball Queensland.

## **9.10. Heat and hydration**

- 9.10.1. The club's management committee may stop, cancel or postpone training or competition if it is deemed by the management committee that the temperature is too high for participation in sporting activities.
- 9.10.2. It is recommended that all participants drink sufficient amounts of water before, during and after exercise at any time to remain hydrated.

## **9.11. Incidents and injuries**

- 9.11.1. All incidents and injuries occurring within the club's boundaries, or during events in which the club is involved, must be reported to the management committee.

## **9.12. Inclusion**

- 9.12.1. The club abides by the Netball Queensland inclusion policy.

## **9.13. Jewellery**

- 9.13.1. Participants must not wear jewellery or any other object or article of clothing that poses a threat to themselves or any other player, with the exception of a medical bracelet or wedding ring (both of which must be taped).
- 9.13.2. All piercings are prohibited, even if taped. Any players with piercings (taped or untaped) will not be allowed to take to the court.
- 9.13.3. The club advises any participants that have braces on their teeth to consult their orthodontist or other relevant medical practitioner before participating in netball activities to ensure that they do not pose a risk to themselves or other players.

## **9.14. Photography of children and young people**

- 9.14.1. The club recognises the need to closely monitor photography of children and young people. Parents and guardians of junior players who wish to take photographs during a game should consult with their team manager. The team manager should communicate with the opposition team's manager to confirm that no parents or guardians have objections to the respective parents and guardians taking photographs during the game.
- 9.14.2. The club will monitor the use of cameras during club sporting activities and will address any suspicious behaviour in relation to the taking of photographs or video footage.
- 9.14.3. The club abides by the photography policies of HDNA and Netball Queensland.

## **9.15. Pregnancy**

- 9.15.1. The club abides by the pregnancy policies of HDNA and Netball Queensland.

## **9.16. Professional development**

- 9.16.1. The club encourages members to take advantage of opportunities for skill development by attending courses, seminars and other personal development activities.
- 9.16.2. The club may cover up to 50% of the cost of members attending courses, seminars or other training that is considered to be of benefit to the club, subject to management committee approval. The balance of the costs paid by the member may be reimbursed following 12 months service to the club subject to management committee approval.
- 9.16.3. All club officials will be encouraged to obtain relevant accreditation to support their skill development and to improve the quality of instruction provided to club members.
- 9.16.4. The club will not appoint any person to an official position unless that person has achieved the minimum standard of accreditation required or has committed to obtaining the relevant minimum standard accreditation within an agreed timeframe.

## **9.17. Smoking**

- 9.17.1. The club understands the harmful effects of smoking on health, fitness and performance in sport and smoking is prohibited within the club's boundaries at all times.
- 9.17.2. The club complies with the provisions of the *Tobacco and Other Smoking Products Amendment Bill 2004*.
- 9.17.3. The management committee and staff are reminded of their responsibilities as role models and are asked to refrain from smoking whilst conducting club activities.
- 9.17.4. Spectators and visitors are reminded that smoking is inappropriate behaviour in a recreational environment and are asked to respect the club's Smoking Policy.

## **9.18. Sun safety**

- 9.18.1. The club promotes the use of measures to protect participants from the sun during training and competitions held through the day. The club encourages the use of high protection sunscreen whilst participating in sport during the day; however the responsibility of ensuring that each participant is adequately protected from the sun lies with each individual and/or, in the case of children, their parents or guardians.
- 9.18.2. The club abides by the Netball Queensland adverse weather conditions policy.

## **9.19. Wet weather**

- 9.19.1. The club's management committee may stop, cancel or postpone training or competition if it is deemed by the management committee that playing facilities are unsafe for play due to wet weather.
- 9.19.2. The club abides by the Netball Queensland adverse weather conditions policy.