



# OOPS Netball Club Policy and Procedures



**“Our aim is to promote, develop and encourage the enjoyment of netball”**

# OOPS Netball Club Policy and Procedures



## 1. Change History

Version	Last Reviewed	Next Review	Responsibility	Changes
May 2021	22/05/2021	May-2022	Policies and Procedures Coordinator	Document rewritten to align with NV policies
May 2022	29/05/2022	May-2023	Policies and Procedures Coordinator	Adoption of NV inclusion, gender diversity, concussion and air pollution policies Responsibilities of parents/carers and Team Manager at training.
October 2022	17/10/2022	May-2023	Policies and Procedures Coordinator	Selection committee to be a sub-committee as per the constitution. Responsibilities of parents/carers and Coach at training.
January 2023	28/01/2023	May 2023	Policies and Procedures Coordinator	Responsibilities of parents/carers and Coach at training for all teams (excluding those with players over 18 years)
March 2023	March 2023	Dec 2023	Policies and Procedures Coordinator	Selection Policy Update
March 2023	Feb 2024	May 2024	Policies and Procedures Coordinator	14. Payments - Vote passed to remove parent reimbursement of half fees for volunteering as a coach.

## 2. About OOPS Netball Club Inc.

Refer to [OOPS Netball Club | Instagram, Facebook | Linktree](#) for information about the history of OOPS Netball Club Inc. The Club is extremely proud to be associated with Old Orchard Primary School, but is actually a separate entity from the School. The OOPS Netball Club Inc. Policies & Procedures (this document) relates to the operation of the netball club only. It will be distributed via email to all netball families at the start of each season.

All questions relating to netball matters should be directed to the Netball Club rather than the School. In most cases your Team Manager will be the appropriate person to



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contact in the first instance. You should refer to the Team Manager Role Description for information on how the Team manager supports players and members. Any other matters requiring the attention of the OOPS Netball Club Inc. Committee should be directed by email to mail to [oopsnetball@gmail.com](mailto:oopsnetball@gmail.com).

The Primary competition is governed by Whitehorse Netball Association (WNA) By laws, per the [WNA website](#).

## 3. Member Protection Policies

OOPS Netball Club Inc. follows Netball Australia's [Member Protection Policy](#), [Inclusion Policy](#), [Gender Diverse Policy](#) and [Gender Regulation Policy](#) to ensure that every person involved in netball is treated with respect, dignity and fairness.

## 4. Child Safety Policies

OOPS Netball Club Inc. follows Netball Victoria's [Child Safety Policy](#) for conformance to Child Safety Standards that apply to sporting organisations that operate and provide sporting services to children within Victoria. The Standards apply to organisations as a whole, not only the areas that work with children.

## 5. Code of Conduct

All players, coaches, umpires, parent/guardians and administrators will be required to return a signed form to their Team Manager at the start of the season (or when a new player starts), to acknowledge that they have read and agree to the relevant code of conduct below, as well as the [Child Safety Code Of Conduct](#). The Team Manager will coordinate and keep the signed section in the netball bag to refer to as required.

[General Code of Conduct](#)

[Junior Player](#)

[Player](#)

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[Coach](#)

[Umpire](#)

[Administrator](#)

[Guardians](#)

[Spectators](#)

## 6. Training Policies

Players will be required to commit to training sessions organised by the Club and team coach. This is very important to the success of the team. The training sessions are held at Old Orchard PS courts during the week after school finishes.

**Failure to comply, without a reasonable excuse or phone call, may result in loss of court time during the Saturday game.**

It is mandatory that a person over the age of 18 is present during all training sessions. Players who leave the court during training for any reason (e.g., injury or a toilet break) are deemed to be under the care of this person. This applies to all teams. It is the responsibility of the Team Manager to develop a roster at the beginning of the season to ensure there is an adult from each team (in addition to the coach) at every training session. This does not apply to teams which include players over the age of 18.

Good behaviour is essential at training to ensure all team members benefit equally and work to the best of their ability to develop new skills. Any disruptive or disrespectful behaviour during training sessions will also result in players remaining on the sideline.

Coaches volunteer their time and resources and deserve full support and respect by all club members. Their hard work, time, effort and dedication must be appreciated.

For players with asthma, it is essential that you always have your medication available at training and court side during a game.

### Weather & Training

☀️ If at 3pm, the temperature is 35 degrees or above, training will be cancelled.

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☔ If at 3pm it is raining, training will be cancelled.

***Under no circumstances are parents to ring the school office. Team managers are the liaison between the team coach, parents, players and the club.***

## **Air Pollution**

In times of poor to hazardous air pollution (for example from smoke haze), training activity will be modified as per Netball Victoria guidelines for smoke pollution and exercise, in particular for players in a sensitive group e.g., due to allergies or respiratory illness. Refer to local air quality readings for guidance.

## **7. Game Policies**

### **Blood Policy**

The blood policy that requires a bleeding player to leave the court immediately to receive attention and then that player may return to the game.

### **Sun Smart Policy**

WNA adopt the Sun Smart Policy i.e. Wear a 15+ sunscreen, wear the approved WNA sun visor (available for purchase from the rotunda )and drink plenty of WATER.

### **Heat out Rule**

If matches are scheduled at a time of extreme heat, playing times may be shortened or teams may have the option to forfeit the match by mutual consent of both teams. WNA decide this, the Club is not involved in the decision making. In summary, the WNA Heat Policy is that if the temperature range at the start of a match is between 32-37 degrees Celsius, quarters are shortened, and if the temperature is 38 degrees or above, games are cancelled.

### **Concussion Policy**

Concussion is a common problem in many sports especially those involving body contact, collisions, or high speeds. Concerns about the incidence and possible health ramifications for athletes have led to an increase in the importance of recognising and managing the condition safely and appropriately. OOPS Netball Club follows [Netball Victoria guidelines](#) to prioritise assessment, rest, recovery.

### **Wash out Rule**

If it is raining, teams must still register their scorecard and be prepared to take the court. In the event of an extreme downpour, play will be suspended then after a period of 10 minutes, the WNA will announce the decision whether to resume or abandon play. WNA decide this, the Club is not involved in this decision making process. WNA do not allow play in lightning or hail.

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## Playing Up Rule

If a player fills in for any team in a higher section, this will be recorded by the WNA. A player may only do this **twice**. If that player plays up in any higher team a third time, they are then unable to play for their original team for the rest of the season. The players' full details must be recorded on the back of the scorecard, including their NV number.

## Player Rotation & Court Time Guidelines

The player rotation and court time policy is to assist the club's coaches to help develop and strengthen the skills of all our netball players. Coaches need to take into consideration the ages or school levels titled below as guides only, as there may be some players who have started playing netball later or who have progressed more quickly due to their development. At all levels the 'enjoyment' of the sport of netball is paramount.

The club's aim is to develop all players and provide a solid base of skills that will hold them in good stead for as long as they wish to play netball.

## 1st Year - Grade 3 - 8 to 9 year olds

- Focus is on skill development and learning rules of the game.
- The aim is to have fun and improve - winning is not a focus at this level.
- Full Rotation of all positions on court over the season.
- Equal court time for all players. Adjustments for injury, illness, time away will mean that some players have less court time over the season but the average number of quarters per week should be equal.
- Aim for players to play at least 2, but a maximum of 4 positions each game over 2 quarters.
- It is recommended that coaches make a development plan to move players through each area of the court as the season progresses. By the end of each season, all players should have played every position on court several times.

## 2nd Year - Grade 4 - 9 to 10 year olds

- Continued focus on skill development.
- Added focus of 'court and game knowledge'.

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## Focus on :

- Position guidelines i.e. what is the job of the WD, GD etc
- Position Zones i.e. what areas of the court are the 'zone' of a GA – Throw in rules i.e. who takes what throw in
- More complex rules
- Winning is a secondary goal

## 1st Season

- Full rotation of positions on court as per first year. Equal court time

## 2nd Season

- Continued rotation of all positions on court and equal court time. An option, if a player is struggling to progress it is recommended to limit rotations of positions to cover all thirds of the court, but not all positions eg. GS but not GA, WD and/or WA but not C and GD but not GK.
- This may help the player learn and become more confident in positions. Still aim for equal time in all 3 zones of the court. i.e. goals, circle defense and mid court.
- If finals are a possibility, the coach has the discretion to fine tune and streamline players more in the last 2/3 weeks of home/away season in preparation for finals.
- Equal court time is still a requirement.

## 3rd & 4th Year - Grade 5 & 6 - 10 to 12 year olds

- Focus continues to be skills development and game knowledge.
- As players get older fitness training often becomes more pertinent.
- Set plays and court strategies should be 'coached'.
- Equal Court Time, however, coaches have the discretion to deduct court time but only if training attendance becomes a significant issue.
- Finals are at discretion of the coach but each player is entitled to a minimum 2 quarters.



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- Players will be starting to stream into favored, and strongest positions and areas of court. However, all players should still be able to play 3 to 4 positions with confidence.

## 5th Year - Onwards - 13 years onward

- Skill development, fitness and court strategies continue to be important.
- Positions will be established but each player should be able to play at least 2/3 positions with confidence eg mid court player can play WD, WA & C, tall player can play GK & GS, defensive player can play GK, GD & WD
- The coach should still aim to give players variety in their positions played. i.e. do not limit a player to just one position.
- Court time is dependent on training attendance and attitude.
- All players start the season with equal court time and it is at the coach's discretion to deduct court time if training is missed without a valid reason. i.e. one quarter less on match day for missed training.
- Finals are at discretion of the coach.

## Young Adult Teams

- These teams may 'manage' their own team and the club allows them freedom

to play their team as they desire.

- Our main concern is that no player finds themselves treated unfairly.

## Scoresheet

WNA scoring requirements are [here](#) and help on completing the scoresheet is [here](#). A scoresheet is provided for each match from 'Mission Control'. The Home team is the first named team on the scoresheet and has first centre pass. The other team is called the Away team. Each team must provide a scorer.





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The Home team is responsible for:

1. Completing the Scoresheet correctly; your team's players and positions for each quarter, progressive score for both teams, each centre pass, all goals and attempts for both teams and the number of goals for each quarter and the final total. There is a help sheet on the back of the scoresheet clipboard as a reference.
2. Ensuring the scorecard is signed after the match by the Away team's scorer, both team captains and umpires
3. Returning the scoresheet to the officials at Mission Control after the game.
4. If a player is not playing on court, place a '-' (Dash) against their name of the appropriate quarter.
5. If a player from another team is filling in, you need to record their name and team
6. If a player is not currently registered with an of WNA's Saturday clubs/teams, you must record their details on the back of the scoresheet as well as recording their name on the front and the positions they play.
7. Home team is responsible to sweep the indoor court when playing inside.

Please Note: If there are any errors, the team will lose points.

## Fill Ins

When a 'fill in' has played 3 or more games, it is expected that this player pays full club Fees. This is to cover Fees to the Association and the Club and to respect all other club members who have contributed to the fee payment. (Individual cases will be addressed by the Committee when received in writing.)

## 8. Representative Teams

Please refer to the guidelines regarding Junior Development Squad and Representative Teams on the WNA website:

<http://www.whitehorsenetball.org.au/representative-teams>

## 9. Net Set Go

The NetSetGO program consists of 2 tiers - "NET" and "SET". The Whitehorse Netball Association only offers the NetSetGO "GO" portion of the program with participants needing to join a local netball club and be placed in a team to participate



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in this program.

NetSetGo Skills or "NET" is aimed at 5-7 year olds. Participants learn netball related fundamental motor skills with fun music, dance and games.

NetSetGo Competition or "SET" is aimed at 8-10 year olds. Participants are part of modified games with a focus on fun and teamwork.

## 10. Fee Schedule

Fees paid to the club must be paid online via the Club website or as directed and are for the following:

- Netball Victoria (**NV**) membership:- **Annual fee** which includes public liability insurance.
- Whitehorse Netball Association (**WNA**):- **Per Season fee** which covers team registration and umpiring.

Note:

📌 Fees are subject to change.

For more information, refer to the OOPS Netball Club Inc. website.

<https://www.oopsnetballclub.com/registration-information>

📌 Players must hold a current NV membership in order to play on court. Netball Victoria will send out an email confirming membership once fees are paid.

📌 If using players to fill in during the season, their current NV membership number must be noted on the scoresheet.

The club will maintain the policy of **No Pay, No Play!**

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## 11. Registration

Registration must be done online through Netball Connect. The Club Registrations Coordinator will email the Netball Connect registration link to all players when registration for each season opens (generally May and October). Registration is current when the club receives all forms and payment. Players are not covered by insurance until payment is received. The panel nominated by the OOPS Netball Club Committee selects the club teams.

### Team Selection Criteria

Please refer to [OOPS Netball Selection Policy](#)

## 12. Uniform

Information on ordering new uniforms will be communicated as part of the registration process for the next season. An order form is completed and payment made to OOPS Netball Club.

The uniforms coordinator has a limited stock of new and second hand dresses, training tees and hoodies available to purchase. If there is no stock then it will be ordered from our supplier. Only one order prior to the new season starting will be placed with the supplier and can take up to 6-8 weeks to process.

The uniforms coordinator may hold a couple of uniform 'try on' afternoons before training, approximately 1-2 weeks prior to registrations closing.

When the order is received, the uniforms are allocated and distributed at training. For high school players, the person is contacted and collection arrangements are made.

If someone wants to donate or sell a uniform, give it to the uniforms coordinator with contact details and it will be added to the second hand stock.

### For Players

Each player must wear the approved OOPS Netball Club uniform with white socks and runners and bring a drink bottle to each game.

- For girls, the OOPS designed netball dress with navy/black bike shorts or boy leg briefs
- For boys, the OOPS designed T-shirt with navy shorts.
- Optional items available to purchase are, Hoodie, Boy leg briefs, Training Tee and OOPS Scarf.

Adopt the sun smart policy and apply sunscreen. Sun visors are available at Sportslink at a minimal cost.

Hair must be tied back and no jewelry including earrings is to be worn on court unless covered with tape. Nails need to be cut short or taped and will be checked by

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the umpire prior to the game starting.

The club provides coaches with a bag that contains netball bibs, balls, pump, first aid kit, ice pack and drink bottle holder.

## **For Umpires**

If you are an Umpire, you are required to wear all white; T-shirt, skirt, hoodie and rain jacket.

## **13. Reimbursement Process**

All expenses/purchases require prior approval from the President and Treasurer in order to receive a reimbursement.

An email with a scanned copy of the receipt/s must be sent to the Treasurer, within one month of expenditure. Expenses will be reimbursed within 14 days of being submitted.

## **14. Payments**

The OOPS Netball Club Treasurer organises the following reimbursements to be given at the end of each calendar year.

- 📄 Umpires not paid by WNA - \$10 per game per season.
- 📄 Subject to a vote by the committee, gifts/gift cards may be awarded to non-parent coaches and assistant coaches at the Presentation Evening.

## **15. Umpiring**

The club needs to supply umpires to be able to compete in the competition. WNA provides training in their HATS program. Once graduated from this program umpires umpire on their own with a supervising trainer. When WNA believes an umpire is ready to get their 'C badge', the umpire will go through some testing. Once the umpire has their badge they are then paid for their umpiring by WNA.