



Match Committee Guidelines

October 2008

Amended Oct , 2010

Amended April, 2011

Omega Netball Clubs purpose is to promote and encourage the game of Australian Netball in accordance with the rules of the All Australian Netball Association and to encourage participation and enjoyment in the sport of Netball as a means of improving health, fitness, the quality of life and good sportsmanship.

For the purpose of the Match Committee Guidelines the following will be referred to as;

Kingston and District Netball Association

KDNA

Victorian Netball Association

VNA

The committee of Omega Netball Club

the committee

The executive committee of Omega Netball Club

the executive

The Omega Netball Club Match Committee

the match committee

1. Players Registration

- 1.1 Registration forms for the following season are to be made available to all existing players 3 weeks prior to last home and away match of the season.
- 1.2 Registration forms with Full Fees or approved payment plan in writing must be submitted on or prior to the Club Registration Day to the Fees Manager for the Autumn and Spring seasons. This date is set by the committee and usually takes place on the last match of the previous season.
- 1.3 Registration forms require:
 - 1.3.1 Players to sign that they have read and will abide to uphold the VNA Player Code of Conduct.
 - 1.3.2 Parent/guardian to sign that they have read and will abide to uphold the VNA Spectator Code of Conduct
 - 1.3.3 Permission to be photographed for the purpose of an Official Omega Team photographs and on court during the season for the purpose of publishing in newsletters.
 - 1.3.4 Request from any player/s to be in writing with the registration form.
 - 1.3.5 New players to Omega Netball Club must provide a copy of their Birth Certificate, Passport or Health Care book for proof of age with registration form.
 - 1.3.6 New players to Omega Netball Club who have played with another club playing at KDNA must provide a clearance from their previous club with the registration form. This is the responsibility of the player.
- 1.4 Late registration forms will only be accepted if a vacancy in an appropriate team is available.
- 1.5 Withdrawal of players post registration day – refer to fees policy
- 1.6 Data base of all registered, financial players to be completed by Fees Manager and President 10 days post registration day. This will include players address, phone contact, school, parents



names, email and DOB. This document is for the use of the match committee, Adult Coach / Team Managers solely and not to be disseminated in any format to any other person.

2 Coaches, Assistant Coaches, Junior Coaches, Team Managers

- 2.1 Coach, Junior Coach, Assistant Coach and Team Manager Application forms will be made available from the last match of the autumn season. These to be submitted to the club secretary by date determined by the committee.
- 2.1.1 Coaches may appoint a Team Manager or Assistant Coach as outlined in the Omega Netball Club constitution to assist the Coach with the consent of the Committee.
 - 2.1.2 Adult Coaches, Assistant Coaches and Team Managers must hold a Current Working with Children's check.
 - 2.1.3 Coach, Assistant Coach, Junior Coach and Team Manager application forms require applicant to sign that they have read and abide to uphold the VNA Coach's Code of Conduct.
- 2.2 Adult Coaches will be appointed for 1 year / 2 seasons per year. Appointments to team will be made post team selections.
- 2.2.1 1 Adult Coach per team will be registered with the VNA
This will be paid for by Omega Netball Club.
 - 2.2.2 Adult Coaches are responsible for taking weekly training sessions throughout each season with age appropriate drills and the coaching of their appointed team for matches at KDNA.
 - 2.2.3 Adult Coaches are deemed as the supervising adult.
- 2.3 Junior Coaches will be appointed for 1 year / 2 seasons per year. Appointments to team will be made post team selections.
- 2.3.1 A Junior Coach is any person under the age of 18 at the date of appointment.
 - 2.3.2 Omega Netball Club is dedicated to train, mentor and develop our more senior players in the role of coach. Junior Coaches will be working alongside an Adult Team Manager or Adult Coach. Omega Netball Club is responsible for the appointment of the Team Manager for teams with Junior Coach/s
 - 2.3.3 Junior Coaches are responsible to facilitate training sessions with age appropriate drills, and to work with their appointed team for matches at KDNA.
 - 2.3.4 All Junior Coaches will be offered full payment by Omega Netball Club to undertake 1 Foundation course or Development course for coaches run through Netball Victoria per annum.
- 2.4 Team Managers appointed for 1 season with the consent of the committee.
- 2.4.1 The Team Manager is there to support the Junior Coach / Coach with the dissemination of information and parent contact.
 - 2.4.2 Team Managers of Junior Coaches need to attend all meetings on behalf of the Junior Coach.
 - 2.4.3 Team Managers are deemed as the supervising adult.



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- 2.4.4 Team Managers of Junior Coaches need to attend training sessions and KDNA matches. We understand that this may not always be possible and another Omega Netball Club Adult Coach may step in, who holds a current working with Children's check and has been approved by the committee.
 - 2.5 Assistant Coaches will be appointed for 1 season with the consent of the Omega Netball Club committee.
 - 2.5.1 Assistant Coaches are responsible to assist Coaches in taking weekly training sessions throughout each season with age appropriate drills and the coaching of their appointed for matches at KDNA.
 - 2.5.2 Assistant Coaches may step in as the supervising adult in the event that the Coach is absent at training or any match.
 - 2.6 Adult Coach / Team Manager are to ensure data is updated during season by informing Omega Netball Club secretary of any changes.
 - 2.7 Adult Coach / Team Managers are responsible to disseminate all newsletters and information to all players in their team throughout the season/s
 - 2.8 Coaches to keep a weekly record of players positions. 11&U and Netta players must be rotated through all positions so that they develop skills in all playing positions. (In accordance with KDNA regulations) The Omega Netball Club committee may request to sight the records and must be produced upon request.
 - 2.9 Adult Coaches and Junior Coaches are required to complete grading sheet as outlined in 6.7 Selection Criteria of this document, by the end of each season for their team. Adult Coaches are required as part of their position as a coach to participate in grading of other teams across an age section as per Section 5 – Team Selection.
 - 2.10 Adult Coaches, Team Managers and committee members are responsible to undertake at least 1 KDNA Club Duty day per year with either set up or pack up duty as determined by KDNA.

3 Duty of Care

- 3.1 Coaches are not responsible for any siblings of players at training.
- 3.2 Netta and U11 parent/s are requested to be present during training sessions unless other arrangements have been made.
- 3.3 Coaches have the right to cancel training due to:
 - 3.3.1 Weather conditions: heat and wet weather guidelines from VNA
 - 3.3.2 Lack of parent/s presence for Netta and U11
 - 3.3.3 It is the Adult Coaches responsibility to be present at every training session. Where this is not possible, another Omega Adult Coach or Team Manager may step in. No training session may take place unless one of the 'Adult Coaches from Omega Netball Club or Team Manager is in attendance. If this is not possible the training session will need to be cancelled.
 - 3.3.4 As the Coach deems necessary.
- 3.4 Coaches are not responsible for the players after the conclusion of training unless prior arrangements are made.



- 3.5 Coaches are to ensure that all medical indemnity forms are completed by every player at the start of the season and kept in the medical wallet in Coaches kit at all times.
- 3.6 Coaches, Assistant Coaches, Junior Coaches are required to fill out a medical indemnity form and this is contained in the medical wallet in Coaches kit for the team that they are appointed to.
- 3.7 In the event of an injury, Coaches are to fill out an accident report and submit to Omega Netball Club Secretary within 7 days of incident.

4 Coaches Kit

- 4.1 Contents of the coach's kit are to be determined by the committee annually.
- 4.2 It is the responsibility of the Equipment Manager to upgrade and replace annually any equipment in time for the Autumn season.
- 4.3 Coaches will be supplied with a kit at the start of the Autumn season.
- 4.4 Coaches are responsible for all equipment throughout the year. Any lost or damaged equipment must be reported to the Equipment Manager promptly.
 - 4.4.1 Equipment will not be replaced during the season unless it hinders the players to take to court for matches or if the equipment is faulty.
- 4.5 Kits to be returned to Equipment Manager at the end each year in clean condition.
- 4.6 Coaches to inform Equipment Manager of any replacement requirements for Kit prior to the start of Spring season.
- 4.7 Coaches, Assistant Coaches and Junior Coaches will be issued with an Omega Coach shirt. This remains the property of Omega Netball Club and is to be returned when they cease to be a coach with Omega Netball Club.

5 Team Selection Process

- 5.1 Team selection for each season is the responsibility of the Match Committee.
- 5.2 The Match Committee will consist of each Adult and Junior Coaches of the previous seasons teams. In the event that a Coach cannot be present, a Team Manager or Assistant Coach may attend on the Coaches behalf.
- 5.3 The Secretary of the Omega Netball Club Committee will attend the Match Committee for the purpose of taking the Minutes of the meeting.
 - 5.3.1 The minutes of the Match Committee shall be regarded as confidential and only disseminated to the Committee and the Match Committee.
- 5.4 A chairperson for the Match Committee meeting will be nominated per season from the Committee who is not a current coach of an Omega Netball Team. This person will be nominated at the Committee meeting prior to the Match Committee meeting.
- 5.5 The Match Committee to meet 2 weeks after the Omega Registration date.
- 5.5 The Match Committee will be provided with the following information; previous seasons teams, players history, grading for each player, and any request from player / parents. This information will be formulated by Fees Manager and Club President. The document contents is strictly



confidential and for the use of the Match Committee solely. It is not to be disseminated or discussed with anybody outside the Match Committee.

- 5.6 Teams will be selected following the Team Selection Criteria.
- 5.7 Coaches, Junior Coaches, Assistant Coaches and Team Managers will be appointed after teams have been selected.
- 5.7 All members of the Match Committee have equal voting rights.
- 5.8 The Match Committee compile the placement of players into the teams, team grades and Coaches, Team Managers and Assistant Coaches appointment to the Omega Netball Club Committee for preliminary approval.
- 5.9 The Club Secretary is to send out player placement into teams and appointment of Coaches, Junior Coaches, Team Managers and Assistant Coaches to all Omega Netball members via email or post for any player who does not provide email details.
- 5.10 Any Player/ Parent may dispute the team selection in writing to the Club Secretary within 1 week from teams being sent out. In the event of a dispute being received;
 - 5.10.1 The Club Secretary will call for a Match Committee dispute meeting to be held.
 - 5.10.2 Each dispute will be tabled at the meeting with the current Match Committee for the purpose of providing a recommendation to the Committee for final decision/s.
 - 5.10.3 The dispute/s will be considered in accordance with the criteria for team selection.
 - 5.10.3 The complainant will receive in writing the final decision within 7 days from the Club Secretary.
- 5.11 The Committee to ratify:
 - 5.11.1 Appointment of Coaches, Junior Coaches, Assistant Coaches and Team Managers.
 - 5.11.2 Player placement to teams.
 - 5.11.3 Recommended grading of teams for KDNAThese decisions are final.
- 5.12 Coaches & Team Managers will be informed of teams and required to make contact with all players in their team 1 week before the start of the season to inform players of the first training time. Fixtures and Match times will be determined by KDNA and disseminated once available from KDNA.
- 5.13 Team sheets to be submitted to KDNA registration officer by due date by Club Secretary / President. The KDNA Match Committee is ultimately responsible for the grading of all teams. Re-grading of teams by KDNA can occur up to round 5 of each season.

6 Team Selection Criteria

- 6.1 That all teams be registered with a min of 8 players and a max of 10 players for each season.
- 6.2 The selection of teams will be for one season.
- 6.3 That players be placed within their age section.
 - 6.3.1 If a team in a higher age section does not have 8 players then appropriate top



age and ability player/s from the next lower age section will be considered for the team. (Top age meaning within 6 months of going into age section)
Parent of the players will be consulted.

6.3.2 Written application to KDNA must be lodged with the KDNA registration officer for approval of players to play outside their age section.

- 6.4 KDNA recommend for all 11&U Players be given a chance to play in 11&U A section prior to going to 13&U.
- 6.5 Players to be placed in teams within each age section of similar ability.
- 6.6 Team Balance of positions for players within each team will be considered for all 13&U, 15&U, 17&U and Open teams.
- 6.7 Ability will be determined by grading sheets that have been undertaken the previous season.
- 6.7.1 Grading sheets will be age section specific in line with Netball Victoria age specific skills.
- 6.7.2 Grading sheets will be undertaken by the coach of each team and two independent Adult Coaches or Assistant Coaches.
- 6.7.3 Grading sheets to be submitted to Club Secretary / President on or prior to Registration day.
These will be made available to the Match Committee.
- 6.8 If two players request to play together (same team), this must be made known by both player's in writing and lodged with the registration form. Both players will be allocated to a team that reflects the lower grading of either player.
- 6.9 Any new players to the club, previous netball history will be considered for team placement. This information will be provided to the match committee to consider.
- 6.10 KDNA By-laws will be adhered to at all times in regards to KDNA rep players.

7. Code of Conduct

All Players, Parents, Coaches, Assistant Coaches and Junior Coaches will abide by the VNA code of conduct for each category and the KDNA By-laws.

All committee members to abide by the Duties of Committee of Management Members in Victorian Incorporated Associations.

- 7.1 If a Coach, Assistant Coach, Junior Coach, Team Manager, Player, Parent or Committee member are found to be in breach of the above mentioned, due action will follow.
- 7.1.1 A panel consisting of the executive:
President, Vice President, Secretary, Treasurer, and one independent committee member will be formed for the purpose to determine appropriate actions.
(Independent meaning committee member not associated in any way to the Team, Coach, Player, Parent or Committee member in question).
- 7.1.2 The person in breach of the code of conduct, the KDNA By-laws or the Duties of Committee of Management Members in Victorian Incorporated Associations will be notified in writing by the club secretary of the panel decision within 7 days.