

Magpies Netball Club Inc.

Governance Handbook



Purpose

This document outlines the policies, procedures and documentation that guide the running of Magpies Netball Club Inc. The document may outline the policy or procedures or direct members to separate documents that cover the topic. There are many more policies on the Netball Australia and Netball Queensland websites that are not listed below due to rareness of needing reference to them. They will be referred to should the need arise.

List of Documents

The documents have been authored by a variety of member associations. As an affiliated club, we are compelled to follow the policies of these associations. As such, we have linked the document/policies here rather than recreate them. Each document/policy is listed below and an indication given as to who is the author of the policy.

Policy Name	Magpies Netball Club Policy	Magpies Sporting Club	Mackay Netball Association Policy	Netball Queensland Policy	Netball Australia Policy
Magpies Netball Club General Procedures	✓				
Magpies Netball Club Behaviour Guidelines Summary	✓	✓	✓	✓	✓
Magpies Netball Club Breach of Code of Conduct Guidelines	✓				
Magpies Netball Club Code of Conduct - Coaches	✓				
Magpies Netball Club Committee Membership Form	✓				
Magpies Netball Club Complaints Handling Procedure	✓				
Magpies Netball Club Complaint Form	✓				✓
Magpies Netball Club Conflict of Interest Policy	✓				
Magpies Netball Club Conflict of Interest Procedure	✓				
Magpies Netball Club Risk Management at the Courts	✓				
Magpies Netball Club Role Descriptions	✓				
Magpies Netball Club Social Media Policy	✓				

Magpies Netball Club Sunsafety Policy	✓				
Magpies Sporting Club Affiliation Agreement	✓	✓			
Netball Australia Code of Conduct					✓
Netball Australia Netball Integrity Policy Framework, Conduct & Disciplinary Policy					✓
Netball Australia Member Protection Policy					✓
Netball Australia Policy and Position Statement on Concussion in Netball					✓
Netball Australia Privacy Policy					✓
Netball Australia Safeguarding Children and Young People Policy			✓		✓
Netball Australia Sports Medicine Policy for Community Netball					✓
Netball Queensland Adverse Weather Condition Policy		✓		✓	
Netball Queensland First Aid Policy			✓	✓	
Netball Queensland Inclusive Uniforms Policy				✓	

Magpies Netball Club Constitution

The current constitution was proposed at the 2023 AGM with further amendments made in June 2024 with a new constitution passed based on the Model Rules for Incorporations. The constitution should be the point of truth for all legal matters.

Magpies Netball Club General Procedures

This document outlines the general procedures to be followed throughout the season.

Magpies Netball Club Behaviour Guidelines Summary

This document summarises the behaviour expectations of all members and spectators of the club. It is based on information gathered from all affiliated bodies.

Magpies Netball Club Breach of Code of Conduct Guidelines

This document outlines a description of behaviours that breach the code of conduct and ways to manage these behaviours. It also lists penalties that can be applied to breaches. This document is printed in the Coaching Book provided to every team coach each year. It is explained at the Coach Induction.

Magpies Netball Club Code of Conduct Coaches

This document outlines expected conduct by club coaches. It is found in the Coaching Book provided to every team coach each year.

Magpies Netball Club Conflict of Interest Policy and Procedures

This policy document defines what a perceived or actual conflict of interest is. The Procedures document outlines the guidelines under which volunteers act when there is a perceived or actual conflict of interest and how the club acts to mitigate any conflicts.

Magpies Netball Club Risk Management at the Courts

This document outlines suggested ways to reduce risks whilst at the courts for training or games.

Magpies Netball Club Role Descriptions

Role Descriptions will be written for the following roles progressively throughout the 2024 season to be completed prior to the 2024 AGM:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Uniform Coordinator
- Sponsors and Grants Coordinator
- Raffles Coordinator
- Events Coordinator and Committee
- Umpiring Coordinator
- Development Manager
- Disputes Officer

Magpies Netball Club Social Media Policy

This policy outlines the guidelines under which volunteers act when managing the club's social media accounts.

Magpies Netball Club Sun Safety Policy

This policy outlines the guidelines under which the club endeavours to reduce exposure to the sun.

Magpies Sporting Club Affiliation Agreement

This agreement is signed off at the start of each new year. It outlines the expectations that we need to follow as an affiliate of the Sporting Club. The agreement is sent via email from the Sporting Club each year.

Netball Australia Code of Conduct

This policy is available on the Netball Australia website.

From a club perspective, we have a statement in the **Code of Conduct - Coaches**, and **Behaviour Guidelines** which refer to the Codes of Conduct that we fall under. The club has also

developed our own **Breach of Code of Conduct Guidelines** which provide guidance when dealing with breaches of the codes.

Netball Australia Member Protection Policy

This policy is available on the Netball Australia website. It includes policies covering abuse, bullying, harassment, sexual misconduct, discrimination, victimisation, and vilification.

Netball Australia Netball Integrity Policy Framework, Conduct & Disciplinary Policy

This policy is available on the Netball Australia website.

From a club perspective, our policies would be composed with this policy as the overarching guidelines. The Complaint Form and letters at the end of the policy are useful resources to use. Mackay Netball By-Laws encourage all coaches and club officials to complete the Sports Integrity Australia online learning: <https://elearning.sportintegrity.gov.au/login/index.php>

Netball Australia Privacy Policy

This policy is available on the Netball Australia website.

From a club perspective, we have a statement in the **Coach Code of Conduct, Team Manager's Guidelines**, and **Committee Membership Form** documents that relate to treating information with utmost privacy.

Netball Australia Policy and Position Statement on Concussion in Netball

This policy is available on the Netball Australia website.

From a club perspective, we have access to training in Concussion through our sponsor, Forebode Health and Injury Management. We encourage our coaches as well as all members and parents to access the free concussion course that is available in the Forebode Magpies Netball Members Portal.

Netball Australia Safeguarding Children and Young People Policy

This policy is available on the Netball Australia website.

From a club perspective, we follow the By-laws of Mackay Netball who expect all coaches and committee members to have Blue Cards. They also expect managers of teams who do not have a child in the team to also have Blue Cards. We follow the Queensland Government Blue Card Services portal guidelines.

Netball Australia Sports Medicine Policy for Community Netball

This policy is available on the Netball Australia website.

Netball Queensland Adverse Weather Condition Policy

This policy is available on the Netball Queensland website.

From a club perspective, we follow the guidelines of Mackay Netball on competition days. We reserve the right to approach the Mackay Netball board members to discuss the weather conditions if deemed necessary. On training days, coaches make decisions on proceeding with

training taking into account the impact of weather on player safety. Cancellations or alternative team bonding activities are recommended if poor weather occurs.

Netball Queensland First Aid Policy

This policy is available on the Netball Queensland website. It is also part of the Mackay Netball By-Laws.

From a club perspective, we have a basic first aid kit in each coach bag. Access to ice is available in the lights room when at training. If in doubt, speak to player's parents or call an ambulance in an emergency. Keep a record of injury details on specified page in Coach Book.

Netball Queensland Inclusive Uniforms Policy

This policy is available on the Netball Queensland website.

From a club perspective, we have options of uniforms including dresses or shirt and shorts.