

# Magpies Netball Club Inc



## Club Procedures as at January 2025

This document outlines procedures followed throughout the season. It is composed as a guide. Legal expectations are established in the Magpies Netball Club Constitution (passed at the June 2024 Special meeting). We must also adhere to our Affiliation Agreements with Magpies Sporting Club and Mackay Netball Association.

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### Academy

The Magpies Netball Academy was initially established in 2023 to provide additional development opportunities for players who may not have access to development opportunities through Rep programs or who simply would like to improve their skills further. In its first year, academy sessions were run several times each term for short time frames. It was determined that this frequency was too high and in its second year, the sessions were reduced to 2 in Terms

1 and 4, and 1 in term 2 and 3. A 2-day academy camp started out the year in 2024 which was delivered by a visiting coach. It was very well received. The sessions will be longer sessions so skills can be extended. Additional visiting coaches throughout the year is recommended. Current coaches are asked to attend to also learn from these sessions to take back to teams across the club.

The academy is organised by the Development Manager in conjunction with the Development subcommittee. Events are usually held at St Patricks School, Mercy Campus.

Academy members are provided with an academy training singlet which is coloured grey to differentiate it from the normal training singlet. There is a cost to be part of the academy. It was \$75 for the first two years. If athletes want to join later in the year, this can happen at a pro rata cost to reflect not receiving a singlet.

The program should be reviewed each year to leverage greatest impact on development.

The 2025 program has a reduced cost with participants purchasing their own singlet as needed. The program will be delivered by Carynne Robinson who will fly in for the days of delivery. This will ensure consistency of the message being delivered.

## **Annual General Meeting (AGM)**

The Annual General Meeting (AGM) has historically been held in December each year. When the new constitution was passed in June 2024, the end of the financial year was amended to 31<sup>st</sup> December. This means that the AGM will be held in the first 6 months of the new year. 2025 will be the first year this happens so it will be the trial year for the best choice of date.

When the date is arranged, members need to be advised via social media and emails.

At the AGM, normal AGM meeting requirements are followed as outlined in the Constitution. Reports are read by the President, Treasurer and previous minutes by the Secretary. An independent party chairs the elections.

The new constitution established 2 year terms for President, Vice-President, Secretary and Treasurer roles. The timing of these elections are listed below as extracted from the constitution.

*At each annual general meeting of the association, the members of the management committee must retire from office based on the below timeline, but are eligible, on nomination, for re-election.*

*a President and treasurer must retire from office when the annual general meeting is held in even years. They will be elected for a two year term.*

*b Secretary and vice president(s) must retire from office when the annual general meeting is held in odd years. They will be elected for a two year term.*

Position Descriptions are to be available for all positions prior to the meeting so volunteers know the requirements of the role.

Volunteers also need to be advised of the Public Liability Insurance Cover that is available to them in their role at the club. This information is available through the Netball Queensland website.

The AGM is then closed and the usual monthly meeting will be conducted.

A suggested improvement following the AGM is holding an Executive Committee Workshop Day where the Executive Committee can ensure all members are aware of their obligations, enable access to emails and change passwords. They would also review the strategic plan to provide

guidance on the year ahead. It is also recommended that times are established when subcommittees can be present (one subcommittee at a time) to outline their obligations as well so everyone is on the same page moving forward.

## **Blue Cards – Child Protection**

We follow the By-laws of MNA 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. Blue Cards are free to apply (choose volunteer option), with forms available online.

## **Club Meetings**

Club meetings are held monthly, usually on Sunday afternoons at Magpies Sporting Club. All are welcome. Meetings are chaired by the President under the guidelines set out in the Constitution. The Secretary – Minutes and Meetings, takes the minutes and distributes these to all members soon after the meeting.

## **Coaches**

Coaches are the backbone of the club. Without coaches, we cannot operate successfully. Coaches are recruited by either being asked or through call-outs for volunteers. Coaches are provided with a coach diary, coach shirt, coach bag containing training equipment, full reimbursement of approved training courses and reimbursement of their own or their child's playing fees (subject to budget). Sole coach is full reimbursement, joint coaches is half reimbursement. Coaches are also provided with access to a coaching app to help with their coach development and knowledge.

Coaches are allocated to teams based on their experience. Coaches should not coach their own children in competitive age groups. This removes conflicts of interest regarding match time and trophy allocations. Refer Magpies Netball Club Conflict of Interest policy document for full details.

Coaches are expected to follow the expectations listed in the front of the Coach Diary including the Code of Conduct.

At the beginning of the season, a coach forum will be held to establish coaching expectations. This will allow them to meet other coaches. A Foundation Coaching Accreditation will be run prior to the forum to upskill new coaches. This is delivered by a senior coach while participants work through online modules.

At the end of the season, a thinktank feedback session is conducted to review the season looking towards any improvements for future years.

## **Communication**

Communication is of utmost importance and can prevent many issues from occurring. We utilise electronic forms in the majority of cases. We communicate primarily via our social media of Facebook and Instagram. Encourage all members to "Like" us to stay informed. Emails will also be used for more lengthy topics. We also have our website established which provides a basis for our club information. This is still being completed. Teams may have their own team chats which will provide information relevant to each team. Teams containing school aged members should include parents in the chat.

## **Court Time and Rolling Subs**

Players are to get at least half a game in club matches. If not, then this needs to be noted in the coach's diary and signed by the team manager. Should the manager not agree, then this should be stated on book and signed by both coach and manager. It is the club's expectation that all players receive match time in finals.

Rolling subs makes this easy to achieve. It is recommended that coaches keep a record of court time to help should there be any questions about court time.

Rolling subs take place from the boxes marked on the courts. Follow the guidelines from MNA for their accurate use. Basically, the subs who are rolling are in the front of the box, and the coach and other subs can be in the back of the box. No water bottles or coaching bags should be in the box.

## **Development Players**

MNA guidelines state that we must have two development players in our Premier League Team. Refer MNA By-laws for court time requirements. The development players are selected as part of the team selection process. The development players are offered the position and are given the Premier League Development Players information sheet to ensure they understand what the expectations and court time expectations are.

## **Disputes**

A Disputes Officer is elected each year. Their role is to manage any disputes that occur throughout the year. They must do so by following the appropriate procedures set out in the constitution and codes of conduct.

## **Events**

The Events Committee are involved with the organisation of the events held by the club each year. These events include but are not limited to:

- Trials for each age group
- Season launch
- Academy sessions
- Affiliate challenge
- End of season celebrations
- Coach Development Courses
- Coach Start of Season Forum
- Coach End of Season Thinktank

## **End of Season Celebrations**

The Events Committee have full details of organisation requirements of all functions.

### **NSG Breakup**

This is a casual event where the children play fun games on the oval area at Magpies Sporting Club. It is usually held on the same or next weekend following the final game of the season. A sausage sizzle is held and a drink is provided to all players at no cost. Volunteers from the teams cook the sausage sizzle. Coaches collect numbers from their team and communicate this to the Events committee for catering purposes. A cake is cut by the recipient of the Mia McEldowney award and is shared between all attendees. A small gift is organised by the club and presented

to all players. They also receive a lolly bag. Coaches are presented with thank you gifts and managers are presented with certificates of thanks.

### **Junior Breakup**

The Junior Breakup is held on the grounds of Magpies Sporting Club. Numbers of attendees are collected by club coaches/managers and communicated to the Events Committee. Pizza and snow cones are usually provided. Any dietary needs must be communicated when numbers are collected. Teams are encouraged to bring chairs, a table and nibblies to share while waiting for the pizza. Barefoot netball is played and jumping castles are arranged. This is a free event.

Team trophies are presented by coaches. Coaches usually give a small speech about their season and the recipient of the trophies. Major awards that relate to juniors are also presented. These may include Junior Magpie of the Year, Umpire of the Year, 10 Year Service Awards and Coach of the Year if the recipients are involved in the junior competition. Junior members of the Team of the Year are also announced and invited to attend the Senior Presentation night.

Thank you gifts are handed out to coaches of junior teams, and certificates are handed out to managers. Certificates are also handed out to all umpires who are present. Small gifts are usually given to all players at the event.

### **Senior Presentation Night**

The Senior Presentation Night is a formal affair held upstairs at Skys Function Room. It is the club's major event of the year. Tickets are purchased through Trybooking. The menu for the night is decided by the executive committee based on an alternate drop food selection. As part of our Affiliation Agreement, we receive the food costs at 50% of public rates. Refer to current Affiliation Agreement for current details.

Team trophies are presented by coaches. Coaches usually give a small speech about their season and the recipient of the trophies. Major awards are also presented including Senior Magpie of the Year, Umpire of the Year, Spirit Award, 10 Year Service Awards, Life Membership and Team of the Year awards. Sponsors, coaches and committee members are presented with thank you gifts, and managers with certificates of thanks. Any senior umpires are presented with certificates of thanks. Small gifts are usually given to all players on the night.

The night has recently been hosted by a confident high school student which provides great life experience for them and allows committee members to enjoy themselves.

Volunteers are asked to help out with dressing the room on the morning of the presentation night to ensure that all tasks are completed in as short a time period as possible. Trophy recipients must be kept secret.

Sponsors are invited and are provided with a drinks armband to enable them to purchase drinks during the night from the bar. A bar tab is established for this purpose.

A slideshow is prepared which outlines the events of the night. This usually lists awardees so needs to be kept secret as much as possible.

A photobooth is usually arranged as well as an independent photographer. Music will also need to be arranged.

### **Finances**

The financial position of the club is primarily controlled by the Treasurer and Assistant Treasurer in conjunction with the President. The club currently banks with Bank of Queensland, Mackay. The current signatories to the accounts are President, Treasurer and Assistant Treasurer on a joint signature basis. A corporate card account is held by these three members which is

accessed by only one person at a time however limitations are written in the Constitution to limit unlawful access to club funds through this card facility. All accounts are paid via Online Banking.

The Xero Accounting Program is used to manage accounts. Full details of financial controls are written in the Constitution as well as procedures in the Treasurer Role Description. The Treasurer will present a report at every meeting as at the end of the previous month. The Treasurer must arrange for the accounts of the club to be verified each year prior to the AGM. The AGM specifies which accounting firm will complete the verification each year.

The Treasurer and President will establish the budget each year and present this to the club and to Magpies Sporting Club (MSC) using the format requested by the Sporting Club. It is usual practice to request sponsorship funds from MSC to cover facility costs such as training venue hire and shed hire. Training singlets and socks, which are provided to players at no cost, are usually replaced in bulk every 3 years to all members which is usually funded by MSC. MSC also partially fund breakup events as part of the Affiliation Agreement.

## **Insurance**

We have an insurance policy, currently with Regional Insurance Brokers, to cover our uniforms and sporting equipment. This policy should be reviewed each year based on cost and coverage needs.

## **Magpies Sports Council**

Every month, as part of our Affiliation Agreement with Magpies Sporting Club, we are expected to attend the Sports Council meeting which is on a Wednesday night. The Sports Council representative will compose a brief report to the Sporting Club outlining the past month's activities and any good news stories. The committee is usually asked for ideas to contribute to the report which is also shared on the committee chat. The Sports Council Rep will present this at the meeting and report back with any information that affects our club.

The Rep is also to ensure that any information or requests coming from the MSC Sport and Community Liaison Officer (SLO) are brought to the awareness of the President and any other committee members whom the issue may affect. If the Sporting Club requires any other action, the Rep will coordinate that.

## **Magpies Sporting Club Gym**

Access to the Sporting Club gym is available for Premier League and Div 1 players. It is recommended by the sporting club that a qualified gym instructor conduct the sessions. This is compulsory for players who aren't 18.

## **Office Duties**

An Affiliation requirement with MNA is the need to complete Office Duties as often as rostered by MNA. This will likely be at least twice per season for both juniors and seniors. This requires the club to run the timing of the games, score card checking, umpire sign-in, checking cleanliness of toilets, manning entry and exit gates and collection of entry fees, as well as any other activity requested by MNA. It is the role of the Vice President Juniors and Seniors to coordinate volunteers from each team to help with these duties.

## **Photo Consent**

The Registrar will send notices to coaches identifying those members in their teams who do not have consent for photos to be taken. Coaches must ensure (to the best of their ability) that

photos that are taken of these children are not shared on social media when submitting photos to the social media coordinator. The child's face can be covered by emojis so as not to exclude them from events. The social media coordinator should also be aware of those without photo permission so that a second level of checking can occur.

## **Photos**

It is tradition to take team photos each year. Purchase of photos is offered to junior teams, but we have found that senior teams are happy with team snaps on their devices rather than printed photos. Ideally, these photos should be taken mid-season and distributed within the next month. An indoor venue is preferable to reduce the impact of the wind and shadows.

## **Premier League Scorers**

We are required to provide either one or two scorers for all Premier League games based on the roster prepared by MNA. We score our own games. These scorers need to have completed the MNA PL scorers training before commencing. They are paid by MNA and we also pay them. The Treasurer will email a claim form to the scorers at the end of the season and will pay them on receipt of the claim.

## **Raffles**

Each team will be rostered to complete the raffles at Magpies Sporting Club throughout the year. It usually takes about 30 minutes on a Tuesday night and is lots of fun. It is an easy way to give back to the club. These raffles are the only fundraising completed by the club throughout the year.

The raffle coordinator will roster each team on for 2 consecutive weeks. The coordinator will provide instructions for completing the raffles via email or text. There are also guidelines at the front desk of the Sporting Club to follow on arrival.

Meat trays are organised by the coordinator to be delivered automatically each week with the statement paid by the Treasurer. Meat trays are currently sourced through Frescos Quality Meats. Stickers have been provided to Frescos to be placed on the meat tray prior to delivery to the Sporting Club so no confusion can occur as to whose meat tray it is.

## **Refund of Fees**

MNA and NQ set the guidelines regarding refunding of fees. If the member has registered but has not taken to the court in Magpies trials, they can complete the deregistration process through Netball Connect and are usually entitled to a full refund of fees. This will be completed through Netball Connect.

If a player has participated in trials, guidelines state that they are not entitled to any refund of the NQ and MNA components. The committee can consider a refund of a portion of the Magpies fees based on the situation however if this is related to an injury, the member is encouraged to pursue a claim through the insurance coverage linked to their registration to recover any injury costs or loss of income.

## **Registrations**

Registrations for all competitions are completed electronically through Netball Connect. MNA set up the competitions from their end and following this, the Registrar will set up the competitions under our system. Once an opening date is decided upon, registrations will then be able to be accepted. Registrations will be closed once we have sufficient players in each grade.

All coaches, managers, committee members and umpires must be registered in Netball Connect. Team selections must be entered into Netball Connect by the Registrar and submitted to MNA by the due date for draws to be completed.

Following registration, the Club Secretary will email a Welcome Pack to all members so that they are aware of what happens next including trial dates.

## **Risk Management**

The club commits to providing a safe environment for all members and spectators. A separate document outlining risk management procedures whilst at the courts is found in the Governance Handbook.

### **Events safety**

Ensure all areas are free of potential hazards that would cause injuries such as cords or spills. Ensure that people consider safety when lifting and carrying items. Ensure all items are packed away safely at the completion of event. A Job Safety Analysis (JSA) checklist will be developed to be used at all events.

### **Password safety**

Online platforms such as Office 365, social media and websites should be securely managed by the Secretary – ICTs. The President (or a delegated alternative) should also have access to the Passwords and operating systems as listed above.

Access to online platforms should be reviewed following the AGM each year to ensure only appropriately approved people have access.

Also refer to Social Media policy.

### **Sun safety**

Refer separate Sun Safety Policy.

## **Selections**

Selections are held in January and February each year to select teams. All players are involved in this process. Selections will be timetabled based on committee decisions giving sufficient time for registration of each team by the cutoff date of Mackay Netball Association (MNA).

An independent selector is always on the selection panel to provide unbiased player ratings. This selector should be an experienced coach of an Intermediate level or above. There should be a further two selectors who are experienced coaches. The selectors should not be involved in selecting their own family member/s to avoid conflicts of interest.

Following ranking of players into 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> ranked teams, executive members will finalise selection of teams taking into consideration requests to play with friends. These requests will only be met if both parties make the request and if it meets the requirements of the club and is within the competition structure guidelines of MNA.

Teams will be emailed out to members as soon as possible after decisions are made and training will commence soon after.

## **Sign on Day**

A sign on day is traditionally held in January. This is where new players can come and ask questions and organise uniforms. Registrations are all completed online however if members are having difficulty, we can provide guidance but can't complete the registration for them.



## **Sponsorships and Grants**

Sponsorships will be managed each season by the Sponsorships and Grants Coordinator in coordination with the President. Refer to the Sponsorships and Grants Coordinator Role Description.

### **Sponsorships**

The coordinator will create a sponsorship package each year to distribute to existing sponsors first and then new sponsors. The coordinator will liaise with sponsors to come to an agreeable package in consultation with the executive and will then advise the committee of progress.

The coordinator will submit a brief report to each committee meeting to summarise what has happened in the month prior and upcoming regarding sponsors.

The coordinator will regularly contact sponsors to check in with them and invite them to games and functions or events. The coordinator will create thank you certificates at the end of the season and coordinate thank you gifts for each sponsor. The coordinator will also work with the social media coordinator to ensure that sponsorship entitlements are fulfilled.

The coordinator will contact current sponsors towards the end of the current season and offer them the opportunity to extend their sponsorship for the coming season. It is preferable to have sponsorships locked in as soon as possible so that new sponsors can be sourced should a sponsor decide not to continue.

### **Grants**

The coordinator will discuss with the committee what projects/costs are upcoming and then source appropriate grants to cover these costs.

The coordinator will apply for the grants under the supervision of the President. The coordinator will ensure all grants are spent and acquitted accurately, working closely with the Treasurer to complete this task.

The coordinator will report each committee meeting on any grants applied for, granted, spent or acquitted.

## **Strategic Plan**

The club's main focus is outlined in the Strategic Plan. Each strategic plan covers 3 years. Some organisations believe that 3 years is too long however it fits for our club and is in line with the Netball Qld Strategic Plan. The current plan is 2023-2025. It is suggested that two members of the committee attend the Netball Qld Leaders Conference in 2024 to obtain background information on the future position of Netball Qld so the club can consider this when planning our next 3 years.

The President will lead the Strategic Plan review and planning. Towards the end of the final year of the current plan e.g. 2025, the committee will complete a SWOT analysis of the club. They will also survey all members to obtain their thoughts on the club's future and where improvements can be made.

The completed new Strategic Plan will be presented to members initially at the Senior Presentation Night and formally adopted by the club at the next AGM. This will position the club to then move forward with operations for the next 3 years.

The current strategic plan should be reviewed regularly to guide the committee in making improvements and confirm funds distribution.

## Team Managers

Every team needs to have a manager. Once teams have been selected, make a call out on social media for team managers. This then links to coaches asking for volunteers from their teams. Update the Team Manager Expectations document and share it with volunteers. Managers will need to be registered on Netball Connect so that they can allocate scorers in Live Scoring. Managers of junior teams will also need a blue card if they don't have a child playing in the team they are managing.

## Tipping Competition

An item on our Strategic Plan is to improve knowledge of Suncorp Super Netball. A way that the club has decided to do this is to host a netball tipping competition. This is offered to all members however if the member is not an adult, they must join through their parents as it is a form of gambling. The competition is run by a member of the committee and prize money is presented at Senior Presentation Night.

## Training

**Players** – Training primarily occurs at the Mackay Netball Association courts in Casey Avenue. Premier League will usually train on boards at an indoor venue.

All training times are left up to the coaches and will usually stay the same throughout the season. It is recommended that age groups train on the same day so that group development can occur. It also enables teams with players missing or sick coaches to join other teams of the same age group so they don't miss out on training.

Parents and players are responsible for arrival and pick-up from training. It is the players' responsibility to train with their team weekly. They must contact their coach or manager if they are unable to train or play. They must be honest in their attitude and preparation to training. How you train is how you play! It is not fair to the coach or the rest of the team if players don't train every week. If players miss training without notifying the coach, their court time will be affected.

**Coaches** - Training expectations are listed in the front of the Coach Diary. Please refer to that document for full details.

## Trophy Selections

Trophies are presented at end of season functions for competitive grades.

NetSetGo (NSG)

There are no team trophies presented for NSG. Those players who are graduating from NSG (turn 10 in that year) are presented with a graduation certificate.

There is one trophy presented each year to a graduating player. This is the Mia McEldowney Memorial trophy in memory of Mia who played in NSG as a young player. Mia was diagnosed with a brain tumour in 2019 and lost her battle in 2020. She loved to play netball. The trophy will be selected by Vice President Juniors in conjunction with the President.

Competitive Grades

Each coach will select 3 trophies from the categories each season. Some coaches choose a 4<sup>th</sup> as well but that needs to be at the coach's cost. The trophy selection document is sent to coaches at the end of July for return in time for trophies to be ordered.

The trophy selection document outlines all the categories and qualities of each recipient.

Junior trophies are handed out by coaches at the Junior Breakup.

Senior and PL trophies are handed out by coaches at the Senior Presentation Night.

## **Umpiring**

The below information was current for 2024 season. The 2025 season sees a change in umpiring with the Mackay Netball Umpiring Development Committee taking over the organising of umpire development and allocation. Clubs will still be expected to encourage players to umpire and to assist with provision of mentors to help with development. Umpires will register to umpire with MNA rather than with clubs.

For every team playing each week, as a club, we need to cover that many umpire duties. If we have 20 teams, we have 20 duties (excluding PL where MNA always source the umpires). This means that players need to be ready to umpire in need. As a club, we endeavour to develop enough umpires to be able to cover all duties including support for those who need it. Should this not be available, Senior teams may be called upon to provide an umpire for either the game before or after theirs according to the roster. This duty should be shared amongst the team.

For Junior teams, all umpires are supported by Magpies mentor umpires according to experience levels. Umpires must be turning 12 in order to umpire competitive games.

If umpires have completed an In-house umpiring course and are 12 years or above, they will be paid by MNA commensurate with their experience.

Umpires will receive a white umpire shirt to wear whilst umpiring. Those who are keen to improve will receive a development booklet to bring to each game. This will enable mentors to provide written feedback each game.

**NEVER CRITICISE AN UMPIRE.** If it is believed that an umpire needs support, team coaches or managers will find a member of our committee who will assist with finding appropriate support.

Procedure for Committee members – attend court in question and discuss umpire with coach and/or manager. If our Umpire Coordinator is available, ask her to attend the court and assess the situation. If Umpire Coordinator is unavailable, go to the office and ask politely for umpire support for the court in question. If a member of Magpies is acting inappropriately towards the umpire, ask them to refrain. If behaviour continues, follow Breaches of Code of Conduct Guidelines. If needed, get additional support and have member removed from the grounds.

## **Umpire Allocation**

The Umpire Coordinator is responsible for allocating umpires to games based on current procedures of the MNA Umpire Development Committee (UDC). In 2025, the umpire coordinator will need to arrange umpires for NSG games. They will also help source umpires as needed by the UDC.

In 2024, the umpire coordinator will allocate our own Magpies umpires to games for NSG, 12s and 14s competitions. They will coordinate with MNA to allocate umpires for 16s. The first 3 rounds of Seniors will be allocated by our umpire coordinator. The aim of the UDC this year is to allocate umpires for seniors from round 4 using the Netball Connect umpire functionality. Umpires for Premier League are allocated by MNA.

The umpire coordinator will aim to allocate umpires as quickly as possible after receipt of the draw from MNA. The aim should be to give umpires 2 days notice of a duty.

Umpires need to be registered as umpires through Netball Connect. This will enable allocation of umpires for PL, Seniors and 16s. This will also be used to facilitate payment for completed duties.

## Umpire Development

Umpire mentors will work with umpires to develop them throughout the season. Mentors will be badged umpires (or umpires close to receiving their C badge with sufficient experience to support more junior umpires). Mentors will provide feedback to umpires at each break to improve their effectiveness. This may include walking beside modelling and prompting or giving feedback just at breaks depending on need.

Umpires who are keen to improve will be provided with an umpire development booklet. They will bring it to all duties and the umpire mentor will give feedback in the book. The mentor will ask the umpire what they would like to focus on for that game and feedback will be provided on that topic. If observations provide other opportunities for feedback, provide this in a supportive way but do not overwhelm the developing umpire with too much information.

Umpire mentors will be paid for their role at a rate determined by the committee each year. This payment is financed by the Team White Sponsor. Umpire mentors must keep their own records of mentoring completed and submit their payment request to the Treasurer upon receipt of an email with claim form.

## Uniforms

There are two choices for our uniform. One is a black and white dress and the other is a shirt and shorts combination. Both of these are purchased from the club. Uniforms must be worn for all club games.

Bummers/netball shorts: Plain black or Magpies designed netball shorts or bummers must be worn under the dress. These pants must not be visible below the hemline of the dress when the player is in a standing position.

Shoes: There are no restrictions as to the type of runners needed for netball however, we recommend that they are a good fit and are in good condition in order to provide adequate support for knees, ankles and feet.

Training singlets and socks will be provided during the season for those who are new to the club or who need replacements. These singlets must be worn to training sessions, and socks to the games.

All merchandise must be approved by Magpies Sporting Club prior to production as part of our Affiliation Agreement.

Blackchrome is our current uniform provider.

The Uniform Coordinator manages all uniform design, ordering and delivery under the supervision of the President. Refer Uniform Coordinator Role Description document.

At the beginning of each year, a thread is commenced on our Facebook page where people can buy and sell second hand uniforms.

The sale price of the merchandise needs to be set by the uniform coordinator and the treasurer prior to commencement of sales for the season.

The uniform coordinator also must maintain stock levels and consult with treasurer and president when reordering stock.

## **Merchandise**

A variety of merchandise is available for purchase from the club. This includes supporter shirts (short and long sleeve), hoodies, hats, visors, umbrellas and shorts. These items are ordered at the start of each season so that minimal stock is held.

There is a sizing kit of all merchandise items owned by the club to help members choose the correct size. All merchandise is ordered online via the Netball Connect app (previously done on Trybooking). The uniform coordinator manages all merchandise.

## **Blood dresses**

Netball rules state that a player cannot continue to play in a uniform that has blood on it. The committee will endeavour to have two spare dresses in sizes to cover the majority of players in each coach bag that can be used if a player is ordered off for this reason. The dress will be washed by the player and returned to the coach before the next game.

## **Volunteer Recognition Awards**

Part of the President's Role Description is to complete volunteer recognition awards. These awards are intended to recognise the importance of volunteers to our sport.

As a club, we recognise our volunteers through giving thank you gifts to coaches and committee members, and certificates to managers and umpires. Coaches' playing fees are also paid for by the club as outlined in the Coaches section. Managers have their Season Pass paid for by the club.

Major awards are also awarded to:

- Senior Magpie of the Year
- Junior Magpie of the Year
- Coach of the Year
- Umpire of the Year
- Up and Coming Umpire of the Year
- Team of the Year
- 10 Year Service Awards
- Spirit Award

Requirements for each award are included in the Trophy Selections Document.

Life membership can also be presented according to the guidelines in the Constitution.

There are also external awards in which we nominate volunteers to be considered against the wider community. The awards usually nominated in (but not limited to) include:

- Magpie of the Year Awards (Magpies Sporting Club Affiliate Awards)
- Mackay Netball Association Volunteer Recognition Awards
- Mackay Regional Council Australia Day Awards