

Queenscliff Football & Netball Club

Members' Handbook



Contents

WELCOME.....	4
Additional Reading	5
Disclaimer:.....	6
MISSION STATEMENT	7
INFORMATION FOR THE SEASON	9
Communication	9
Club Committee.....	10
Parental and Family Involvement.....	10
Membership.....	10
Fixture	10
Finals	11
Coaching.....	11
Sporting Ground Venues.....	11
Uniform	11
Merchandise.....	13
Sponsorship.....	13
CLUB PROCEDURES	15
1. Awards	15
2. Complaint, Grievance & Resolution Procedure.	16
3. External Commitments Procedure	17
4. First Aid and Injury Procedure.....	17
5. Game Day Procedure	18
6. Junior Development.....	18
7. Rotation of Junior Players	20
8. Junior Team Selection Policy.....	20
9. Training Procedures	21
10. Umpires Procedures	22
11. Working with Children Check.....	23

OTHER INFORMATION.....	24
Read the Play Program	24
Social.....	24
Canteen and Clubroom Maintenance	25
A Brief History of Queenscliff Football Netball Club	25
Additional information available on request	26
Useful websites	26
APPENDIX 1 – Codes of Conduct.....	27
Players Code of Conduct	27
Parents Code of Conduct	27
Administrators Code of Conduct.....	28
Officials Code of Conduct.....	29
Spectators Code of Conduct	29
APPENDIX 2 - Complaint, Grievance and Resolution Procedure	31
Issue Resolution Procedure	31
APPENDIX 3 - 2018 BFL Fixture	33
Football	33
Netball.....	33
APPENDIX 4 - Contacts - QFNC Committee	34
APPENDIX 5 –Job descriptions for QFNC Junior Football roles	36
FOOTBALL ROLES.....	36
NETBALL ROLES	47
APPENDIX 6 – Club songs	54

WELCOME

On behalf of the Queenscliff Football Netball Club (QFNC), we would like to welcome all players, supporters, and their families to Season 2022 with the Bellarine Football Netball League (BFNL).

As a sporting club in a small town we are proud of our association with our local community and work hard to continue to foster a positive, constructive and ongoing relationship with that community. The QFNC aims to provide our children, young people and adults the opportunity to play a team sport in a manner that will allow them to develop their individual skills, attributes and foster good spirit among the players, coaches, administrators and supporters of the QFNC. We are an inclusive club where every person should feel comfortable and supported in their endeavours to do better for themselves and the right thing by the QFNC. We encourage every member to participate in promoting this atmosphere at the QFNC.

There are many opportunities to participate in our club, both social and sporting. Our committee members are all volunteers and put in a lot of time and effort to ensure that we can field teams in both netball and football in the BFL competition. Please assist them whenever possible, it will be greatly appreciated.

This handbook should give you all the information that you need to enjoy a great season in 2022.



Rowan Martin

President QFNC

Additional Reading

This handbook should be read in conjunction with the following documents and/or websites:

- **Notice boards in the Netball and Football Clubrooms,**
- **Rules of the Queenscliff Football & Netball Club Inc**
- <http://www.aflbarwon.com.au/>
- <http://www.aflbarwon.com.au/bellarine-football-league/>
- <http://www.aflbarwon.com.au/bellarine-football-netball-league/>
- www.netball.asn.au www.netballvic.com.au
- **Cyber Safety**
<http://www.aflbarwon.com.au/wp-content/uploads/2017/06/AFL-Barwon-Cyber-Safety-Policy.pdf>
- **Vilification**
<http://101.0.119.44/~aflbarwo/wp-content/uploads/2016/07/2014-AFL-Vic-Vilification-Policy.pdf>
- **Gender**
<http://101.0.119.44/~aflbarwo/wp-content/uploads/2016/07/2014-AFL-VIC-Gender-Regulation-Policy.pdf>
- **Alcohol**
<http://101.0.119.44/~aflbarwo/wp-content/uploads/2016/07/2014-AFL-Victoria-Alcohol-Management.pdf>
- **Smoking**
<http://101.0.119.44/~aflbarwo/wp-content/uploads/2016/07/2014-AFL-Victoria-Smoke-Free-Policy.pdf>
- **Concussion Guidelines**
<http://www.aflcommunityclub.com.au/index.php?id=295>
- **Extreme weather**
<http://www.aflbarwon.com.au/wp-content/uploads/2016/07/AFL-Victoria-Extreme-Weather-Policy-2017.pdf>
- **Junior Football**
<http://www.aflbarwon.com.au/wp-content/uploads/2016/07/AFL-Barwon-Junior-Match-Guide-2017.pdf>
- **Netball Code of Behaviour**
http://101.0.119.44/~aflbarwo/wp-content/uploads/2016/07/Netball_Australia_National_Codes_of_Behaviour.pdf
- **Netball Rules**
http://101.0.119.44/~aflbarwo/wp-content/uploads/2016/07/sd_018-New-Rules-Changes-Detail_Final.pdf

Disclaimer:

Every effort has been made to ensure that the information in this handbook is correct and current, however it should be noted that details may be altered as a result of changes to the following:

- Rules for the QFNC Inc
- Rules, regulations and policies of:
 - Netball Australia
 - Netball Victoria
 - AFL Barwon
 - Australian Football League (AFL)
 - Victorian Country Football League

MISSION STATEMENT

The primary purpose of the QFNC is:

To provide an environment that promotes; fairness in sport, leadership development, personal discipline and encourages participation of all abilities. We foster and provide the activities of football and netball, for the members according to the requirements of the League or Association, to which the club is affiliated with.'

(Reference "Rules of Queenscliff Football & Netball Club Inc, a copy of which is available upon request from any Committee member).

The QFNC recognises that we are part of the local community and therefore we offer the opportunity to the people of Queenscliff and Point Lonsdale and the surrounding areas to participate in our sporting club, use of our licensed facilities and other activities.

To meet this primary purpose as a community organisation, the QFNC is legally and morally bound to establish rules and guidelines for appropriate behaviour and strive to provide a safe and respectful sporting environment for its members, supporters, sponsors, visiting teams and the general public. The Club is required to strive to meet these obligations through the implementation of transparent and appropriate policies and procedures that are consistent and fair to all.

The QFNC expects high standards of behaviour from all people involved in sport at our Club and it is vital these expectations are met and the integrity of sport and our club are maintained. By becoming a member of the QFNC you agree to abide by the club protocols and Codes of Conduct in this Club Handbook. In this way the QFNC asks that each player, umpire, coach, parent, spectator, administrator and anyone associated with our Club to adhere to the Codes of Conduct. Full details of these codes are at Appendix 1 of this Club Handbook.

Club Values

Our values are central to our club and our behaviours reflect these values and help us become the club we aspire to be. We commit to living these values:

Respectful

Unified

Courageous

Professional

INFORMATION FOR THE SEASON

Communication

The QFNC committee believes that to act out the Club Mission Statement it is important to provide accurate, clear and regular communication with its members.

This Handbook provides one form of communication.

Other means of communication to members and players may include:

- Committee members
- Facebook
- Team Coach
- Team Manager
- Club website
- Coutas TeamApp
- Notice boards in the netball club rooms
- Newsletter
- SMS
- Other notices
- Netball Director – Shelley Clark
- Football Director – Peter Caddy
- Junior Netball Coordinator – Emily Limb
- Junior Football Coordinator – Mark Lewry

The Club believes in two-way communication and encourages constructive questioning and feedback.

Internet

It is important that each member familiarise themselves with Club information from our club website www.qfnc.com.au so that they can keep up to date with day-to-day occurrences in the Club.

TeamApp - This App can be downloaded onto your smartphone to provide real-time information and alerts.

Facebook – Senior Football and Netball players have specific Facebook groups that players are encouraged to join to receive information. <https://www.facebook.com/QueenscliffFNC/>

Twitter – The QFNC Twitter account is <https://twitter.com/QFNC>

Email is also used as a communication option at the QFNC, so please ensure you provide a correct email address and check it regularly. If your email changes throughout the season, please make sure you update it with the co-ordinators.

Club Committee

The Queenscliff Football Netball Club committee structure is outlined in the Rules of the Club. Contact details for committee members are available on the Club website, (see Appendix 4)

Parental and Family Involvement

The QFNC committee welcomes all parental and family involvement at all levels of the club. If you wish to share your skills and attributes with the Club, please speak to any member of the committee. There are role descriptions for various positions within the club in Appendix 6.

Membership

There is a cost to become a member of QFNC. Full details of current Club Memberships costs are available on the Club website www.qfnc.com.au

There is a requirement for all members to be registered with Sporting Pulse <https://passport.sportingpulse.com/login/> to play as part of the BFNL. Similarly, there is also a requirement to have Netball Victoria (NV) membership <https://vic.netball.com.au/> to play netball, for which there is a fee to cover injury insurance. The NV website gives full details of this membership and a link to the insurer and entitlements. More information regarding injuries is included later in this handbook.

Players and officials must not participate in any training, session or game unless they are the holder of a current NV membership.

Fixture

The netball season generally runs in line with the football fixture from April to August with finals being held through August and September. There are also teams that play at Kardinia Park, and these fixtures will be available through team managers

Netball games are generally played on Friday nights and Saturdays.

The netball fixtures can be found at

<http://www.aflbarwon.com.au/bnl-fixtures-results/>

Football games are generally played on Friday nights, Saturdays and Sundays. Finals may be played on a Sunday. It should also be noted that some clubs are improving their ground and lighting facilities and may seek to have night games endorsed by Football Geelong.

The football fixtures can be found at

http://websites.sportstg.com/comp_info.cgi?c=0-6160-0-476267-0&a=FIXTURE

The decision on entering teams in competitions other than on Saturdays with BFNL is based on player numbers, skill levels and availability of coaches and other officials.

Finals

Finals are sometimes played on Friday nights, Saturdays and/or Sundays. Teams that make the finals will have duties throughout the finals series.

Coaching

Players will have access to the best available coaching.

Coaches will be given opportunities to obtain or extend their coaching qualifications and where possible these costs will be met by the club.

Coaches are expected to attend meetings or workshops as determined by the club relating to their role as Coach.

Coaches are expected to adhere to the Club Mission Statement and the Codes of Conduct supported by the Club.

Sporting Ground Venues

Games are played at various venues within the competition. The locations of the BFNL grounds are available on TeamApp.

Junior Football use ovals within the BFL, GFL and GDFL. Grounds will be advised by team managers throughout the season.

Uniform

The committee will approve the football and netball uniform taking into account the latest information and the costs involved.

Football jumpers and Netball dresses are provided by the club. Players are expected to pay for shorts, socks and undergarments which are available through our on-line merchandise accessed via the club website www.qfnc.com.au

It is a Club expectation that uniforms will be worn correctly and appropriately at all times

Netball

Game day

The game uniform is currently as follows:

U11 and U13 – Queenscliff Coutas lycra bodysuit with white socks. No visible brief or short is permitted. This uniform is available from the Club for all age groups and seniors. Bodysuits are compulsory at a cost of approximately \$20, which will be returned at the end of the season when the dress is returned.

U15, 17, 19 and Senior Teams– A line Queenscliff Coutas body suits, with royal blue briefs and white socks. These are available through the uniform team at a cost of approximately \$90-\$110.

It is expected players wear Queenscliff Couta’s merchandise on game day, if owned, such as warm up tops, jumpers, tracksuit pants etc.

Hair should be tied back out of the face and, in accordance with netball rules, nails should be cut short.

Jewellery is not permitted to be worn during any training session or game.

In addition to the uniform it is expected that players will wear safe and appropriate footwear, skate shoes or “volley” type shoes are not considered suitable to either play or train in.

Training attire

It is asked that players please wear sponsored training attire, if and when provided. On occasions this has been whole Club sponsorship and on occasions just for Juniors. Players are expected to show support for our sponsors and this is one way of doing so.

Training attire should always be appropriate to netball.

Football

Game day

Queenscliff Football jumpers are compulsory to wear on game day. These are supplied by the club at the beginning of each new season. Please do not request numbers.

Royal blue football shorts and royal blue hooped socks are also compulsory, and must be Football Geelong approved. These can be purchased from the club on-line merchandise store via the website www.qfnc.com.au

Compressions shorts (such as skins) are optional, and if worn under football shorts, must be flesh coloured.

Mouth guards are compulsory for all junior players.

Helmets are optional for junior players.

Footwear appropriate to football MUST be worn on game day and at training

Game day – It is expected players wear Queenscliff Couta's merchandise on game day, if owned, such as warm up tops, jumpers, tracksuit pants etc.

Training attire

It is asked that players please wear sponsored training attire, if and when provided. On occasions this has been whole Club sponsorship and on occasions just for Juniors. Players are expected to show support for our sponsors and this is one way of doing so.

Training attire should always be appropriate to football.

Merchandise

The club has an extensive range of merchandise available through our in-line store under the 'shop' tab on our website www.qfnc.com.au

The range include mandatory items for players such as shorts, socks and undergarments as well as an extensive range of supporter wear.

We encourage all members to provide feedback on our range and we review the range annually to ensure we meet our supporters' expectations.

Sponsorship

The Queenscliff Football Netball Club is extremely fortunate to have numerous businesses which support our Club.

A full list of current sponsors of our Club is on the website and the notice boards in the netball and football club rooms.

Community Sports Clubs such as ours are much more than simply a place to play football and netball. Our Club enables young people to learn and develop into future community leaders whilst also providing an opportunity for our senior players and supporters to mentor and pass on their knowledge and love of sport. The power of sport and when combined with a vibrant club environment, can bring about positive changes to people's lives regardless of the role they play in our Club.

All of this is enabled by the significant and impactful role of all our sponsors.

These businesses provide much needed resources for us to drive the many programs of the Club. Sponsors generally make agreements with the Club because they have a commitment to sport and our Club. We ask you to consider using our sponsors when you are looking for products and services.

We are especially grateful for those who have supported the club for many years and hope that you will continue that support into the future. We welcome our new sponsors and thank you for supporting our Club and by extension, our local community.

If you would like to sponsor our club please contact our Sponsorship representative, Mr Rod Gardiner at sponsorsqfnc@gmail.com or mobile 0417 971160

CLUB PROCEDURES

1. Awards

Sponsorship is usually obtained by the Committee for awards. Most teams will receive awards which are generally given each week.

These awards are in addition to the Club and League Best and Fairest votes which are usually given to players by the umpires and announced at the end of the season.

When the weekly awards are available, they will be given by coaches (or nominees) at their discretion to those players that exemplify the club values of respectful, unified, courageous and loyalty.

Additional reason may include the following:

- Skill
- Dedication
- Perseverance
- Following instruction
- Team player
- Attitude
- Commitment
- Good sportsmanship
- Encouragement

The purpose of these awards is to encourage and reward any or all of the attributes that the Club promotes within our sporting community. A player that persists on game day to perform a set play that the coach has given them at training deserves recognition, just as a skilful player deserves recognition from time to time to encourage them.

Best and Fairest Votes

The Committee will nominate a person who will be responsible for the Club best and fairest votes. It is the responsibility of this person to ensure that the votes are not tampered with or altered in any way and they are kept safe and secure until the vote count night.

2. Complaint, Grievance & Resolution Procedure.

The QFNC has adopted the Complaint, Grievance and Resolution Procedure (detailed in Appendix 2 at the back of this handbook) to provide members with a structured and fair system to resolve any grievances, complaints or concerns that may arise when they feel they have not been dealt with fairly and/or reasonably by another member of the Club, by the Association or where they have identified a concern regarding the welfare of another player.

The Club's commitment to this procedure is detailed below and all cases will be treated seriously and confidentially throughout the process.

The QFNC is committed to providing all members with the following:

- A standard of behaviour as required by organisation and individual codes of conduct. You are expected to know and understand these codes and abide by them.
- Timely action when a concern, complaint/allegation is made
- A documented Issue Resolution procedure with simple clear steps, a set timeline and a detailed description of all parties' responsibilities
- Confidentiality, respect, dignity, fairness and a common sense approach – achieved by ensuring that:
 - All members have the right to be informed of the details of a complaint while maintaining confidentiality of complainant if applicable
 - All parties to a complaint have a right to be heard and respond
 - Any party who has raised a concern around the welfare of a player/member has a right for confidentiality to be maintained
 - Any party who has had a concern raised regarding their welfare has a right to be protected and offered mentoring if required
 - All submissions and evidence will be impartially considered
 - The decision maker will not be unduly influenced by any party to a complaint and will always uphold the rules of impartiality.
 - If a conflict of interest arises during the process of resolution for any party the matter will be referred to the committee for discussion while at all times maintaining confidentiality of the complainant.

It is important that every member is aware that there are several options for issue resolution and/or concerns raised, both formal and informal. The procedure provides a structure for handling any concerns in a confidential, impartial, professional and respectful forum.

3. External Commitments Procedure

The Queenscliff Football Netball Club recognises that from time to time players may have commitments or responsibilities that prevent them from fulfilling all the requirements of our sporting club. Members and players are valuable contributors and as such we are prepared to accommodate and work with any player or member who may for a period of time need to meet other commitments outside our sporting club.

Any person wishing to continue their support of our Club while meeting other commitments should discuss the matter with the Coach, Senior or Junior Coordinator.

4. First Aid and Injury Procedure

All coaches and trainers will make every effort to ensure that all training and games will be the safest that is possible. It is the intention of the club that injuries will be kept to an absolute minimum. This includes age and skill appropriate training drills. However given the nature of the game it is unrealistic to believe that there will be no injuries.

It is the responsibility of all coaches and other officials to act on any information relating to an injury and to take necessary action. It is the responsibility of a player to ensure that they advise an official if they are injured and to not take further part in a game or training when they know they are injured.

In accordance with Football Netball Geelong by-Laws all teams will have a designated First Aid Officer/trainer for every game. In the event of injury during competition or at training an Incident Report is to be completed by the player and/or nominated first aid person. Incident Report documentation is located in each of the First Aid Kits and in the Injury Register in the clubroom. The completed report must be returned to the Junior or Senior Coordinator at the end of the round or as soon as practicable thereafter.

It is highly recommended that all players have Ambulance cover before participating in any club game or activity. If an official of the Club calls an ambulance and a player does not have ambulance cover, the cost of any attendance or transport will be the responsibility of the injured person or family.

Any player who sustains a suspected major injury during a sanctioned QFNC training session or match will take no further part in training or the match in which this injury occurred. Any player with a major injury will be instructed to seek a medical practitioner's opinion and subsequently

will not be able to resume training or playing with our Club until a written approval to recommence training and / or playing from a medical practitioner is received by the Club.

Any player who sustains a suspected concussive blow to the head and/or neck during a sanctioned QFNC training session or match will take no further part in training or the match in which this incident occurred. Any player with suspected concussion will be instructed to seek a medical practitioner's opinion and subsequently will not be able to resume training or playing with our Club for a minimum of 12 days and until a written approval to recommence training and / or playing from a medical practitioner is received by the Club.

Netball - membership with Netball Victoria covers members for injuries incurred while playing, coaching or umpiring the game. The insurance is limited and further information can be obtained at www.willisnetball.com/ or through the Netball Victoria website www.netballvic.com.au

The Club strongly recommends that each and every player have private health insurance.

5. Game Day Procedure

- Players must be courtside at least 30 minutes (or more if coach requests) prior to commencement of their game, ready to take part in warm up.
- Players with braces or taping requirements should arrive earlier than the recommended times for matches to ensure they are ready to begin on time.
- Strapping of pre-existing injuries prior to a game is the responsibility of the player. Trainers may be available for strapping however it is recommended that prior arrangements be made.
- From the commencement of warm-up and throughout the game, the player is the responsibility of the coach. Players must sit on the official bench.
- At each break and until warm down after the game, players are to stay with the coaching bench.
- In accordance with the Football and Netball Geelong spectators are not permitted on the official bench
- Post-match players are required to cool down, stretch and listen to the coach for a game debriefing. Junior awards will be presented post match.

6. Junior Development

The Queenscliff Football Netball Club believes that all young people should have the fundamental right to be physically active and participate within sport. Our Club decisions are based on Netball Australia and AFL principles of equity so that individuals are not affected negatively by ability, body shape, disability, ethnicity, gender and sexuality, geographical location and socioeconomic status.

Netball and Football should be planned around the needs of young people to make it a positive and quality experience for them. Young people want:

- to keep good friends and make new ones;
- fun, excitement and enjoyment;
- to experience challenge,
- achievement and personal responsibility;
- to be personally satisfied;
- to use and improve their skills and to be healthy.

Early sporting experiences will impact greatly on the uptake and continued participation of juniors in the sport. It is important to motivate and encourage our young to stay involved. As such our programs need to be developed and conducted in a way that best caters for their development.

We are aware that young people develop both physically and psychologically at different rates. We will endeavour to recognise and accommodate different stages of learning and development within young people and aim to give them the opportunity to reach their potential, regardless of their current level of ability.

The Queenscliff Football Netball Club is committed to:

- Helping create a safe and supportive environment for enjoyable participation,
- Encourage lifelong involvement,
- Provide an environment for the development of skills,
- Foster social interaction, and
- Encourage good sporting behaviour.
- Provide opportunities for all young people to participate in netball and football programs and competitions
- Encourage and actively cater for talented young sports people develop a consistent and coordinated approach to all football and netball programs within our Club.

Queenscliff Football Netball Club supports the development of all junior players by encouraging each and every individual to play at a level appropriate to their ability within their age group.

As such, players will not be placed in teams based on where their friends are playing or times, days they are available.

Netball Australia, Netball Victoria and the AFL continue to develop pathways for juniors who wish to further their experience and skill to attain the highest level. The Queenscliff Football Netball Club recognises and acknowledges the need to provide pathways for talented juniors.

7. Rotation of Junior Players

Netball

The QFNC fully supports the Netball Australia Junior Netball Policy.

In accordance with this Policy where possible, the Club believes in full rotation of U11 and U13 players. This involves equal court time in all sectors of the court throughout the home and away season.

Equal court time means that where practical each player will play in all sectors of the court an equal amount of time. Coaches or their nominee will keep a record of this.

Where practical the coaches will strive to provide U15 and U17 players with equal court time through the home and away season. This will be based on;

- Weekly availability
- Player development

During the finals series junior coaches will select the best available team. This may mean that some players get more time than others during the finals series. All players should get some game time in a final.

It should be noted that equal time and rotation applies to all junior players who are fit and available for all games. If for example players are absent through injury, illness or other unavailability this may result in less court time overall.

8. Junior Team Selection Policy

Netball

Under 11

Teams are selected taking into account, but not exclusive to:

- Friends
- Family
- Primary School
- Extra-Curricular Activities
- Transport

Under 13 - Under 19

The head coach/s of each age group will invite persons experienced in netball as players, coaches and junior coaches to attend over the selection period to score all those participating in the team selections.

The criteria upon which the coaching and selection committee will allocate individuals to each team are based on the following:

- Netball Ability
- Team Position Balance
- Versatility
- Attitude/Behaviour towards other players, coaches and parents and the selection process
- Commitment, as a player, to Queenscliff Football Netball Club both on & off the court

There will be no movement between grades during the season except under extenuating circumstances. Any movement will be at the discretion of the committee in consultation with the relevant coordinator and coach/es.

If after considering the above selection process you have concerns or issues regarding selection please address these immediately with the coach, and then the Senior or Junior Coordinator. If discussion with the relevant Coordinator does not resolve your concerns, you may raise the matter with a committee member who will assist with mediation between you and the committee in an attempt to resolve the issue to the satisfaction of all concerned.

Football

Each year, the policy on numbers in a team, rotations, players playing in higher age groups etc will be developed and changed according to numbers and needs. The QFNC will endeavour to give all players game time, and make it as fair as possible throughout the season.

At the beginning of the season, the coaches and committee will decide on the best policy for a particular team when required.

9. Training Procedures

Generally senior and junior pre-season training will commence sometime in January of each season. This is subject to change and members are encouraged to check the web site for full details.

Pre-season sessions and selections are considered to be training and players are expected to attend or advise the Junior or Senior Co-ordinator the reason for non-attendance.

Permanent training times will be announced after teams and coaches have been finalised. These times will be dependent on court, coach and team member availability. The Club website will publish final training times and will be available on club notice boards and any newsletter.

Players of our Club at all levels are required to attend training sessions as notified by their coach. If unable to attend training or match days a player, senior/junior, must notify the coach.

Players are expected to wear suitable attire and approach each training session with commitment and a positive attitude.

Players are also expected to be ready to commence training at the designated time. Eg. If training starts at 6, players are expected to be ready THEN, not turn up to training then.

The same codes of conduct apply to training as they do to games. Refer to Appendix 2 for full details.

Respect and courtesy are to be shown to all members of our Club including team mates, umpires, coaches and officials. No player is to leave a training session without first getting approval from their coach.

10. Umpires Procedures

As a Club we fully support the development of our umpires and expect that all players, coaches, parents and supporters will behave in an appropriate and acceptable manner during games. Harassment, negative criticism and abuse are not acceptable. Trainee umpires and all umpires deserve tolerance and respect. All members of the Club will support our umpires and the development of our umpires.

Netball

The Umpire Coordinator's role is to support, mentor and develop trainee umpires. This includes rostering umpires for all games, organising payments and training young umpires to undertake exams and badge grading.

The Umpire Coordinator will allocate each umpire to an appropriate level game but will challenge and encourage each one to improve and extend their skills.

Pathways for umpires include: Workshops – beginners General Principle Course Participation in Rules in Action Workshop Umpire Development Program Individual Development & Assessment

Assessment for umpires is based on theory exams, practical evaluation and self-reflection.

Football

Under 11's and Under 13's requires parents to umpire games. Field, boundary and goals umpires may be required.

Under 15's and up have umpires rostered on from the BFL.

11. Working with Children Check

The QFNC supports the active participation of children in sport and is committed to the safety and wellbeing of all children and young people involved in Australian Football and Netball. The rights of children are fundamental.

The Victorian Government through the Department of Justice has introduced the 'Working with Children Act 2005', which has distinct implications for the conduct of all sporting organizations.

The Working with Children (WWC) check applies to adults who work with children or are engaged in volunteer roles involving children (under 18 Years of age). The WWC Check applicable in Victoria is the mandatory minimum standard for a range of child-related industries.

The WWC Check now covers all areas of administration, officiating, coaching and overnight supervision at camps and clinics. People working or volunteering in connection with the Queenscliff Football Netball Club are required to apply for WWC Checks. If a WWC Check application has not been lodged, it is an offence to undertake any child-related work, paid or voluntary in connection with QFNC.

The Club will require any person volunteering to work with the juniors to provide full name and WWC Check card number and expiry date. A photocopy of the card will be required to be kept with the WWC register maintained by the Club. It is a requirement of Netball Australia and AFL that QFNC must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves direct and unsupervised contact with people under the age of 18 years. As such, all volunteers working with children under the age of 18 years of age will be required by the Club to complete and sign a Member Protection Declaration.

For further information, refer to: <http://www.justice.vic.gov.au/workingwithchildren>

OTHER INFORMATION

Read the Play Program

The Queenscliff Football Netball Club supports the Read the Play Program.

“READ the PLAY” is a mental health literacy program designed for junior sports clubs. The program targets the U16 football and U15 netball teams within the Geelong, Geelong and District, and Bellarine leagues. The program is delivered at the Club by mental health workers, in conjunction with the Club’s Player Wellbeing Officer. The format of the program is interactive and designed to engage young people through a series of team games.

The Kempe Group is the major sponsor of the initiative. Other key sponsors and support organisations include City of Greater Geelong, Headspace Barwon, Alcoa, Lions Club of Leopold and Geelong, De Grandi Cycle and Sport, Geelong Taxi Network and the Bendigo Bank

The aim of the program is to:

- Increase knowledge and awareness about mental health problems
- Increase knowledge about local support services
- Increase confidence and skills in guiding our youth to relevant support services

One in four young people between the ages of 15 – 24 will experience a mental health problem in any 12-month period, 75% of mental illnesses first occur in people aged 15 to 24, yet only one in four young people with mental health problems receive professional help.

The QFNC is acutely aware of the importance of mental health as well as physical health in our community and fully support this program. All U15 netballers and U16 footballers will be required to attend an informal games night once during the season. The Club also supports and will take part, wherever possible in any other function(s) which supports this program.

If parents/guardians or players have concerns or questions regarding this games night or the Read-the-Play program, they should contact the Player Well Being Officer or the Junior Coordinator.

Social

The Club will conduct a number of social activities throughout the season involving netballers and footballers. Some of these events may be deemed compulsory for senior players.

Other social events are held for junior members and are age appropriate. On occasions throughout the season, teams and age groups hold social events which are approved by the

Junior Co-ordinator and/or Committee, to develop and encourage team building and interaction between and across age groups. Your participation in these activities is encouraged and welcomed. Please refer to the club blog and website for more information.

Canteen and Clubroom Maintenance

Each home game involves a number of activities in setting up, conducting the day and packing up. It is expected that every member of the Club contributes to the successful running of each home game.

At the beginning of each season a roster will be prepared to assist in the running of the canteen, upkeep of the clubrooms and packing up at home games. If members cannot perform the tasks as rostered, they are required to make arrangements with other members to swap the task or date.

A Brief History of Queenscliff Football Netball Club

Football

The club was established in 1884 and played in an early version Bellarine Football League that ran from 1895 to 1914. Reformed after World War I, the club continued to play locally until 1923 when it joined the Geelong Football Association. The club also has a junior section with under 9s, 10s, 11s, under 13s, under 15s, under 17s, under 19s along with the reserves and the seniors.

Queenscliff played the 1957 season in the Polwarth Football League and continued in this league until the Bellarine Football League was formed in 1971. Queenscliff dominated the Polwarth league with Kevin Coltish at full-forward the club won seven premierships in eight seasons.

Premierships

- 1910, 1913, 1920, 1929, 1937, 1961, 1962, 1963, 1964, 1965, 1967, 1968, 1975, 2011, 2012, 2013.

Netball

In 1972 the Bellarine and District Netball Association formed. The Queenscliff girls (who had previously been playing as a team in Geelong) jumped at the opportunity to play winter netball on Saturday and follow the football competition. As the Association grew, Queenscliff fielded Senior and Junior teams. In the 1990's the number of Junior players increased and additional teams were entered into the Peninsula competition at Drysdale. In 2011, the clubs of the BDNA voted to join Football Netball Geelong which meant a change in administration.

QFNC shared an area with the Queenscliff Tennis Club for many years until new courts were established in 2019 and in 2021 high quality lighting was installed to all courts.

The original netball uniform was a cotton royal blue A-line dress. Like all fashion, change is inevitable and over the years the uniform has changed to red pleated skirts and T-Shirts and polo shirts, Lycra body suits to the current A-line lycra dresses.

While there has been limited premiership success over the years, the netball players, officials and supporters have always demonstrated strong community spirit and great sportsmanship.

Additional information available on request

- QFNC Incorporated Rules
- Netball Australia's Junior Netball Policy
- BFNL By-Laws
- Member Protection Policy
- Responsible Serving of Alcohol Policy
- Smoke Free Policy
- Sun Protection Policy
- Cyber safety Policy
- Healthy Eating Policy

Useful websites

- <http://www.netball.asn.au>
- <http://www.netballvic.com.au>
- <http://www.queenscliffnc.vcfl.com.au>
- <http://www.goodsports.com.au>
- <http://www.playbytherules.net.au>
- <http://www.footballgeelong.com.au/index.php?/bfl-netball-news/>
- <http://www.footballgeelong.com.au>
- <http://www.justice.vic.gov.au/workingwithchildren>
- <http://www.readtheplay.org.au>
- <http://www.lifeline.org.au>
- <http://www.beyondblue.org.au>
- <http://www.headspace.org.au>
- <http://au.reachout.com>

APPENDIX 1 – Codes of Conduct

Players Code of Conduct

- Play by the rules
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of any officials, sledging of other players, and deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- Be a good sport.
- Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated.
- Do not bully or take unfair advantage of another competitor.
- Co-operate with your coach, teammates and opponents. Without them, there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents Code of Conduct

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example.
- Appreciate good performances and skillful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience.
- All young people are deserving of equal attention and opportunities. Avoid overplaying the talented players; ALL players need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your players to do the same.
- Show concern and caution toward sick and injured players.
- Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Administrators Code of Conduct

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport, not just as a player, but as a coach, referee, administrator, etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit.
- Do not over-emphasize awards.
- Help coaches and officials highlight appropriate behaviour and skill development and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasizes fair play, and not winning at all costs.

- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Officials Code of Conduct

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasize the spirit of the game rather than the errors. Encourage and promote rule changes which will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

Spectators Code of Conduct

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams.
- Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them, there would be no game.

- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Reference: Australian Sports Commission

APPENDIX 2 - Complaint, Grievance and Resolution Procedure

Issue Resolution Procedure

The QFNC Issue Resolution Procedure outlines a step by step process and has been established to assist the Club in managing issues, should they arise.

There is one underlying principle in any issue resolution process; we all should try to deal with the issue at the lowest possible level.

With that principle in mind there are three steps in our issue resolution procedure.

Step 1 Informal

If you have an issue and are confident to approach the person who you have the issue with then do so. This face to face process usually has a quick and positive outcome. Always try to outline your issues in a factual manner and listen to the other person's point of view. There may be a legitimate explanation that may explain the other person's behaviour that triggered the issue.

If there is a successful resolution there is no need for the issue to escalate.

If the issue is not resolved the complainant made escalate the issue.

Step 2 Informal Third Party

If you have an issue but do not feel confident enough to approach the person then seek help from a third party. This person may accept to approach the person and outline to them your concerns. The person should state your case in a factual matter and listen to the other person's point of view. The third party person may be anyone of your choosing and can be a QFNC committee member. The person chosen should be unrelated to the case at hand so as to provide as much as possible an objective point of view.

If there is a successful resolution there is no need for the issue to escalate.

If the issue is not resolved the complainant made escalate the issue.

Step 3 Formal

A formal complaint is made to the QFNC i.e. in writing, to the Club Secretary will be viewed as a formal complaint. The QFNC will appoint either an investigating officer or establish a sub-committee to investigate the issue. The investigating officer or member of the sub-committee will;

- Meet with the aggrieved person and discuss the issue to try and get a better understanding of the issue
- Meet with other people or parties mentioned in the complaint to try and better understand their point of view.
- Establish whether or not the complaint has merit
- Report back to the Executive of the QFNC committee their findings and recommendation for conclusion of the issue.

The Executive of the QFNC will decide on a course of action taking into account the investigation report and feedback from those involved in the investigation. The Executive may for example but is not limited to;

- Bring the parties together to try to resolve the matter through mediation.
- Issue a formal statement to both parties outlining the decision of the Executive regarding the issue.
- After reviewing the case take it to the QFNC Committee for review and a final decision.

Please note that as a matter of 'duty of care' once a formal grievance is given to the QFNC the complainant no longer owns the issue. The QFNC will investigate the issue to a conclusion. The complainant cannot withdraw the complaint.

At any stage, you may consider contacting any of the following organisations:

- a) Victoria Police (000)
- b) Netball Victoria (03) 9321 2222
- c) Australian Football League
- d) The Equal Opportunity Commissioner (03) 9602 3222
- e) The Legal Aid Commission (03) 9607 0234
- f) The Consumer and Business Affairs Victoria (03) 9627 6444
- g) Dispute Settlement Centre Victoria (03) 9603 8370
- h) Sport and Recreation Victoria (03) 9208 3522
- i) Your own legal adviser

Please be aware that the above process has been developed to resolve any issues which may arise during your season. This process in no way precludes you seeking assistance from external organisations/professionals.

You should note however that there will be an expectation by most complaint services that you have in the first instance followed a Club Grievance procedure prior to approaching them. Any member can designate an advocate within the Club to support their grievance/concern should they wish to receive assistance in the resolution of the complaint.

APPENDIX 3 - 2018 BFL Fixture

Football

http://websites.sportstg.com/comp_info.cgi?c=0-6160-0-476267-0&a=FIXTURE

Netball

<http://www.aflbarwon.com.au/bnl-fixtures-results/>

APPENDIX 4 - Contacts - QFNC Committee

Position	Name	Phone	Email
President	Rowan Martin	0401 378 418	rammartin67@gmail.com
Vice President	Lisa Peart	0413 202 300	
Secretary	Peter Callahan	0401 714 539	saints.5@bigpond.com
Treasurer	Terry Philp	0408 788 081	tphilpnex@bigpond.com
Wellbeing Dir	Michelle Conlan	0419 562 919	amconlan1@gmail.com
Football Dir	Peter Caddy	0432 010 608	Pcaddy65@gmail.com
Netball Dir	Shelley Clark	0438 584 119	shelley@clarkhomes.com.au
Business Spt	Ian Knuckey	0408 581 599	ian@fishwell.com.au
Netball DDir	Mel Dick	0403 727 265	Melanie-dick@hotmail.com
Communications	Vacant		

Other Contacts

Sponsorship	Rod Gardiner	0417 971 160	sponsorqfnc@gmail.com
Club Merchandise	Jo-anne Whitley	0419 413 150	
Canteen Volunteer Co-ordinator			
Bar Volunteer Co-ordinator	Marianne Caddy	0413 809 901	
Social Committee	Kaitlin Gladman	0455 050 003	
	Dylan Whitley	0455 555 636	

APPENDIX 5 –Job descriptions for QFNC Junior Football roles

FOOTBALL ROLES

COACH

REPORTS TO: Junior co-ordinator

SPECIAL SKILLS REQUIRED:

- Leadership skills
- Ability to analyse, study, plan and assess game as it develops
- Effective communicator
- Knowledge of football skills – technical and practical
- Ability to deal with a wide range of players, officials, parents and supporters
- Level 1 (min) coaching accreditation

DUTIES:

- Organise training and match day events
- Instruct players on football skills and team tactics
- Plan and select team for match day
- Provide clear instructions and feedback to team and individual players
- Represent the club in a positive manner on match day, official functions and community activities
- Continually seek to upgrade skills and knowledge of the game
- Have an understanding of injury prevention, care and management
- Develop team morale
- Follow junior club standards and procedures and ensure all people assisting do the same.
- Liaise with Junior Coordinator on team and club decisions
- Attend monthly meetings of club and leagues as needed.

TIME REQUIRED:

- Time varies considerably depending on the age level of the players, but needs to organise and attend training and match days and organise relevant tasks to make this happen

INDUCTION DETAILS:

- Level 1 coaching accreditation is minimum requirement
- Introduced to committee and shown club facilities
- Introduced to players and families prior to the start of the season

ASSISTANT COACH

REPORTS TO: Coach

SPECIAL SKILLS REQUIRED:

- Leadership skills
- Ability to analyse, study, plan and assess game as it develops
- Effective communicator
- Knowledge of football skills – technical and practical
- Ability to deal with a wide range of players, officials, parents and supporters

DUTIES:

- Support the Coach
- Help organise training and match day events
- Instruct football skills and team tactics
- May help plan and select team for match day
- Provide clear instructions and feedback to team and individual players
- Continually seek to upgrade skills and knowledge of the game
- Have an understanding of injury prevention, care and management
- Develop team morale
- Follow junior club standards and procedures

TIME REQUIRED:

- Varies considerably but needs to help organise and attend training and match days during the year and organise relevant tasks to make this happen

INDUCTION DETAILS:

- Introduced to committee and shown club facilities
- Introduced to players and families prior to the start of the season

RUNNER

REPORTS TO: Coach

SPECIAL SKILLS REQUIRED:

- Physically fit
- Able to relay messages from Coaches to players
- Knowledge of the rules for Runners
- Knowledge of the game to give instructions during the match while on the field.

DUTIES:

- Relaying messages from Coaches to players
- Supporting all players
- Escorting umpires from the field at half-time and at the end of the match

TIME REQUIRED:

- Duration of the game

INDUCTION DETAILS:

- Instruction from Team Manager

TEAM MANAGER

REPORTS TO: Coach, Junior co-ordinator

SPECIAL SKILLS REQUIRED:

- Understanding of competition rules
- Good communicator
- Able to work under pressure
- Able to make decisions

DUTIES:

- Prepare and complete league match day and QFNC paperwork in accordance with standards and procedures
- Ensure coaches and assistants follow junior club standards and procedures
- Ensure all match officials are available before the game (i.e. umpires, timekeepers, trainers.)
- Coordinate transport (if required)
- Liaise with umpires
- Sign off on match reports
- Ensure change rooms are secure and cleaned after use
- Organise parent rosters for weekly duty and ensure they are filled each game
- Attend QFNC junior monthly meetings and respective League meetings as required
- Organise Social functions/activities for team

TIME REQUIRED:

- Duration of the match plus time before and after to organise and finalise details
- Attendance at junior meetings when required
- Introduced to players and families prior to the start of the season

TIME KEEPER

REPORTS TO: Team Manager

SPECIAL SKILLS REQUIRED:

- Organised
- Efficient
- Reliable

DUTIES:

- Keep time for each quarter of the match
- Record on time cards the time taken to play each quarter
- Record scores during the game onto score card
- Lodge completed time cards with the Team Manager after the match
- Sound the siren in accordance with the leagues rules and regulations
- Perform any other function as may be directed

TIME REQUIRED:

- Duration of the match plus time before and after to organise and finalise details

INDUCTION DETAILS:

- To be shown how to operate time clock and sirens
- To be shown how to fill in paperwork

GOAL UMPIRE

REPORTS TO: Team Manager

SPECIAL SKILLS REQUIRED:

- Trustworthy
- Mature
- Responsible
- Physically fit
- Competent
- Knowledgeable
- Ability to interact with other umpires, officials, players and coaches

DUTIES:

- Determine if a goal or behind has been scored
- Signal that a goal or behind has been scored after the umpire has given the all clear or touched all clear by a field umpire
- Record all goals and behinds scored by each team during a match onto the scorecard
- Record goals scored by each teams' players by writing players' number on scorecard
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded by meeting in the centre of the ground

TIME REQUIRED:

- Match day each week

INDUCTION DETAILS:

- To be shown by the team manager, coach or official how and when to signal decisions and how to wave flags

INTERCHANGE STEWARD - *If required*

REPORTS TO: Team Manager

SPECIAL SKILLS REQUIRED:

- Attention to players coming and going from the field
- Clear writing skills

DUTIES:

- To sit in front of the Interchange area and record player interchanges for both teams on match day by listing their jumper numbers and the time those changes happen (home games only).
- Liaise with Team Manager

TIME REQUIRED:

- Duration of matches

INDUCTION DETAILS:

- Instructions by Team Manager. Team Manager has an example copy to show.

FIELD UMPIRE

REPORTS TO: Team Manager

SPECIAL SKILLS REQUIRED:

- Physically fit
- Knowledge of the rules
- Good vision
- Good decision making skills

DUTIES:

- Controlling the game by administering the rules
- Liaising with Team Managers before and after the game to ensure match day paperwork is filled in appropriately.
- Prior to game checking with each team that appropriate Team Lists have been handed over.
- Meeting with both Coaches prior to the game.

TIME REQUIRED:

- Preparation before the game
- Duration of the game
- At the conclusion of the game filling in appropriate paperwork

INDUCTION DETAILS:

- Instruction by Team Manager

SPORTS TRAINER/FIRST AIDER

REPORTS TO: Junior Co-ordinator/Coach

SPECIAL SKILLS REQUIRED:

- Ability to remain calm when under pressure
- Excellent communication skills
- Enthusiasm
- Caring
- Sports trainer qualifications - Level 1 minimum

DUTIES:

- Assess, diagnose and treat player injuries
- Monitor players wellbeing
- Fill in Injury Report Record sheet with details of player, injury.

TIME REQUIRED:

- Match day and training days as needed
- Post-match follow up with players

INDUCTION DETAILS:

- Training will be provided for those that are not qualified

CANTEEN

REPORTS TO: Canteen co-ordinator

SPECIAL SKILLS REQUIRED:

- Well organised
- Energetic and Enthusiastic
- Responsible
- Good understanding of food handling procedures

DUTIES:

- To work under the direction of the nominated Canteen Coordinator to prepare and serve hot and cold foods and drinks.
- Use the cash register.
- Ensure the canteen operates in a safe and hygienic environment and meets health department requirements
- Ensure all canteen helpers abide by food handling requirements and laws

TIME REQUIRED:

- Each home game

JUNIOR CO-ORDINATOR

REPORTS TO: President

SPECIAL SKILLS REQUIRED:

- Effective communication skills and good listener
- Good working knowledge of the club, rules, constitution etc.
- Understanding of league operations
- Ability to delegate
- Well-developed decision making skills
- Ability to negotiate successfully between members
- Ability to manage people and lead meetings
- Ability to make decisions for the betterment of the club
- Well organised and Enthusiastic
- Innovative and creative
- Well-developed written/communication skills

DUTIES:

- Ensure standards and procedures are adopted and deployed
- Develop clear job descriptions for all required junior tasks
- Communicate and liaise with committee members on a regular basis
- Supervise volunteers or allocate other members to supervise
- Ensure the right person is found for each job
- Work with team staff and provide guidance and leadership
- Liaise with senior committee and relevant junior teams and leagues
- Ability to manage people and lead meetings
- Represent the club in public
- Develop/implement a promotional plan for the junior club
- Submit club and individual team results to media to publicise events
- Prepare reports
- Assist with attracting and securing sponsorship
- Assist committee with marketing and new business ideas

TIME REQUIRED: Considerable

NETBALL ROLES

COACH

REPORTS TO: Junior co-ordinator

SPECIAL SKILLS REQUIRED:

- Leadership skills
- Ability to analyse, study, plan and assess game as it develops
- Effective communicator
- Knowledge of netball skills – technical and practical
- Ability to deal with a wide range of players, officials, parents and supporters
- Level 1 (min) coaching accreditation

DUTIES:

- Organise training and match day events
- Instruct players on netball skills and team tactics
- Plan and select team for game day
- Provide clear instructions and feedback to team and individual players
- Represent the club in a positive manner on match day, official functions and community activities
- Continually seek to upgrade skills and knowledge of the game
- Have an understanding of injury prevention, care and management
- Develop team morale
- Follow junior club standards and procedures and ensure all people assisting do the same.
- Liaise with Junior Coordinator on team and club decisions
- Attend monthly meetings of club and leagues as needed.

TIME REQUIRED:

- Time varies considerably depending on the age level of the players, but needs to organise and attend training and match days during the year and organise relevant tasks to make this happen

INDUCTION DETAILS:

- Level 1 coaching accreditation is minimum requirement
- Introduced to committee and shown club facilities
- Introduced to players and families prior to the start of the season

TEAM MANAGER

REPORTS TO: Coach, Junior co-ordinator

SPECIAL SKILLS REQUIRED:

- Understanding of competition rules
- Good communicator
- Able to work under pressure
- Able to make decisions

DUTIES:

- Prepare and complete league match day and QFNC paperwork in accordance with standards and procedures
- Ensure coaches and assistants follow junior club standards and procedures
- Ensure all match officials are available before the game (primary carer, timekeepers for away games, scorers for home games)
- Sign off on match reports
- Organise parent rosters for weekly duty and ensure they are filled each game
- Attend QFNC junior monthly meetings and respective League meetings as required
- Organise Social functions/activities for team
- Ensure club and league votes are completed and placed in the appropriate place/to the appropriate people

TIME REQUIRED:

- Duration of the match plus time before and after to organise and finalise details
- Attendance at junior meetings when required
- Introduced to players and families prior to the start of the season

TIMEKEEPER

REPORTS TO: Team Manager

SPECIAL SKILLS REQUIRED:

- Trustworthy
- Efficient
- Reliable

DUTIES:

- Keep time for each quarter of the game; 10 minute quarters for U/11 – C grade, 15 minute quarters for A and B grades.
- Approach the umpire with 10 seconds to go at the end of each quarter
- Ensure a second timer is set for two minutes for first aid
- Perform any other function as may be directed

TIME REQUIRED:

- Duration of the match plus time before and after to organise and finalise details

INDUCTION DETAILS:

- To be shown how to operate time clock
- To be shown how to fill in paperwork

SCORER

REPORTS TO: Team Manager

SPECIAL SKILLS REQUIRED:

- Trustworthy
- Mature
- Responsible
- Competent
- Knowledgeable
- Ability to interact with other umpires, officials, players and coaches

DUTIES:

- Record all goals scored by each team onto the score sheet and place a dash at the end of each quarter
- Record goals and misses for each player
- Record any position changes at the beginning of each quarter
- Record the centre passes throughout the game
- At the end of each quarter and at the end of each game, both scorers from each team shall compare the score they have recorded.

TIME REQUIRED:

- Match day each week

INDUCTION DETAILS:

- To be shown by the team manager

PRIMARY CARER

REPORTS TO: Team manager/ Junior Co-ordinator/Coach

SPECIAL SKILLS REQUIRED:

- Ability to remain calm when under pressure
- Excellent communication skills
- Enthusiasm
- Caring
- First aid qualification – minimum level 1

DUTIES:

- Assess, diagnose and treat player injuries
- Monitor players wellbeing
- Fill in Injury Report Record sheet with details of player, injury.

TIME REQUIRED:

- Match day and training days as needed
- Post match follow up with players

INDUCTION DETAILS:

- Training will be provided for those that are not qualified

CANTEEN – *If required*

REPORTS TO: Team Manager/Netball director

SPECIAL SKILLS REQUIRED:

- Well organised
- Energetic
- Enthusiastic
- Responsible
- Good understanding of food handling procedures

DUTIES:

- To work under the direction of the nominated Canteen Coordinator to prepare and serve hot and cold foods and drinks.
- Use the cash register.
- Ensure the canteen operates in a safe and hygienic environment and meets health department requirements
- Ensure all canteen helpers abide by food handling requirements and laws

TIME REQUIRED:

- Each home game (each team has one week)

JUNIOR CO-ORDINATOR

REPORTS TO: President

SPECIAL SKILLS REQUIRED:

- Effective communication skills and good listener
- Good working knowledge of the club, rules, constitution etc.
- Understanding of league operations
- Ability to delegate
- Well-developed decision making skills
- Ability to negotiate successfully between members
- Ability to manage people and lead meetings
- Ability to make decisions for the betterment of the club
- Well organised and enthusiastic
- Innovative and creative
- Well-developed written/communication skills

DUTIES:

- Ensure standards and procedures are adopted and deployed
- Develop clear job descriptions for all required junior tasks
- Communicate and liaise with committee members on a regular basis
- Supervise volunteers or allocate other members to supervise
- Ensure the right person is found for each job
- Work with team staff and provide guidance and leadership
- Liaise with senior committee and relevant junior teams and leagues
- Ability to manage people and lead meetings
- Represent the club in public
- Develop/implement a promotional plan for the junior club
- Submit club and individual team results to media to publicise events
- Prepare reports
- Assist with attracting and securing sponsorship
- Assist committee with marketing and new business ideas

TIME REQUIRED: Considerable

APPENDIX 6 – Club songs

<p>Theme Song</p> <p>Get in and kill them red white and blue</p> <p>Show your supporters what you can do</p> <p>Lift that Queenscliff flag on high</p> <p>Lift your supporters up to the sky</p> <p>Whether the foe may be big or small</p> <p>Red white and blue will tramp over all</p> <p>Lift that Queenscliff flag on high</p> <p>And fight on to victory</p> <p>We've got the coach and the players too</p> <p>All fighting for the Red, White and Blue</p> <p>Queenscliff boys from Queenscliff town</p> <p>Whether were up or whether were down</p> <p>All our supporters will be steadfast</p> <p>Whether we're first or whether we're last</p> <p>Lift that Queenscliff flag on high</p> <p>And fight on to victory</p>	<p>Sons of the Sea</p> <p>Sons of the sea</p> <p>Bobbing up and down like this</p> <p>Sailing the ocean</p> <p>Bobbing up and down like this</p> <p>They may build the ships my lads</p> <p>Bobbing up and down like this</p> <p>But you can't beat the boys from the Queenscliff team</p> <p>For bobbing up and down like this</p>
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