



LISMORE & DISTRICT NETBALL ASSOCIATION

GENERAL HANDBOOK

DEFINITIONS

Club means an affiliated Club of Lismore and District Netball Association

LDNA means Lismore and District Netball Association

NNSW means Netball NSW

1. Adoption of Netball NSW Policies

LDNA adopts and adheres to the following Netball NSW policies, which may be updated from time to time. These can be found at <https://nsw.netball.com.au/policies> and on the LDNA Website.

- Netball NSW Member Protection Policy
- Netball NSW Disciplinary Policy
- Netball NSW Grievance and Dispute Policy
- Netball NSW Code of Conduct
- Netball NSW Pregnancy Policy
- Netball NSW Adverse Weather Policy
- Netball NSW Social Media Policy
- Netball NSW Infectious Diseases Policy
- Netball NSW Photography Policy
- and other General Netball NSW Policies

2. Lismore and District Netball Association Ethos

LDNA seeks to;

- be a welcoming, inclusive, and supportive netball environment, programs, and competition for people from all backgrounds and at all levels of the game.
- address the barriers to participation in netball through specific strategies and programs that provide opportunities for those new to the sport to participate in a fair, safe, and inclusive netball environment
- acknowledge the traditional custodians of the land on which we play
- have a professional approach to netball, including evaluation, mentoring, and adjusting where necessary
- meet the demands and standards of the netball community through the provision of competition and development of facilities



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- grow and strengthen its ability to encourage, support, excite, enthuse, respond, and challenge.

The Executive of LDNA strive to;

- run a well-organised, enjoyable competition that all players enjoy being part of, emphasising inclusivity, fun, and friendship with competition.
- be active and perform tasks efficiently and effectively with the best interest of all members foremost.
- encourage a volunteer leadership program to ensure future skill and expertise.
- actively encourage any person over the age of 18 years, to become involved in an official capacity in the organisation of LDNA.
- keep an organised up to date record of all LDNA policies and documents.
- annually review Constitution, By-laws, and Policy at a President's Forum if required, along with Calendar and Fees for the following season. Club President or one (1) delegate will be invited to attend.
- run well organised effective meetings where open discussion is encouraged and where clear outcomes are evident. With all information flowing through to Council in clear reports and minutes noting all decisions made.
- use the final Executive meeting to review the season and plan the next year.
- hold executive meetings at the discretion of the appointed Executive members. LDNA Executive will have any business to be discussed at these meetings to the Secretary four (4) days prior to the meeting.
- 10.Applications for vacant positions, other than those called for Office Bearers at the AGM, are to be posted to the Returning Officer PO Box 599 Lismore NSW 2480.

3. Member Protection Officer

- The LDNA shall appoint a Member Protection Officer annually
- The Member Protection Officer shall not be a member of the LDNA Executive
- The Member Protection Officer shall assist members and Club Delegates in dealing with any issues as they arise utilising the following Policies
 - Netball NSW Member Protection Policy
 - Netball NSW Disciplinary Policy
 - Netball NSW Grievance and Dispute Policy



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- Members are directed to the MPIO fact sheet for contact details and details of what an MPIO does and does not do.
- The LDNA will appoint a Hearings Officer at the AGM.
- All complaints are to initially be dealt with by the individual Club Officials to expedite a satisfactory resolution. Clubs must follow the relevant NSW Policy
- Dispute Resolution Process is to be followed including completion of all relevant reporting forms as per the NSW Member Protection Framework.

4. Code of Conduct

- Clubs are responsible for the control and conduct of their spectators, players, and Club officials which includes coaches, managers, and umpires.
- All members of LDNA and spectators attending the games and/or events controlled by the LDNA are required to adhere to appropriate Codes of Conduct in accordance with the relevant NSW Policy.
- Where an LDNA Member or spectator is reported for a serious breach of the code applicable to that class of person, action will be taken in accordance with the relevant NSW Policy.

5. Essential Qualifications

- Clubs are responsible for ensuring their members satisfy the following;
- All umpires must have completed the Rules of Netball Theory handbook.
- All club officials must hold a current Working with Children Check.
- All coaches must hold a minimum of a Foundation Coaching Accreditation.
- All teams with a player/s under 18 years, must have an accredited coach.
- The Association to help club members offset course registrations for coaches.
- **Eligibility**
 1. Registered member of LDNA
 2. Commitment to coaching - Coaching at club level
 3. LDNA reimburses participants 50% of the course fee on completion of the Development Course.
 4. Open to all coaches progressing from Foundation to Development accreditation.



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- **Returning Officer**

- The LDNA President will act as the Returning Officer and open all nominations for positions in the presence of another Executive member from a different club.

6. Grounds and Equipment

- Gates are to be kept closed at all times for training and competition.
- No alcohol/smoking/vaping near/around the court area.
- No glass containers are allowed.
- Setting down and pick up zone is the grassed area off Diadem Street.
- No seating is to be used as a training aide.
- Pole padding is located in the storeroom. It is the club's responsibility on training days to put up prior to and take down after training.
- Any person that opens the front door to the clubhouse (using a code to disarm security), disabled toilet and or the storeroom is responsible for closing them, unless a verbal confirmation has been received by another person that they will close up.
- Two (2) team officials or another responsible adult must wait with any player under the age of 18 years until they are collected by parent or guardian.
- All clubs and players are to clean the training area and take all rubbish with them.
- If a risk or hazard is identified at training, then measures must be put in place to minimise or negate the risk/hazard. This will be noted on the Games and Training Day Checklist which is available on the LDNA website.
- Any risk or hazard that cannot be resolved is to be drawn to the attention of the Vice President by email vicepresident.lismorenetball@bigpond.com

7. Game Day LDNA Executive Duties

- Game Day Checklists play an important role in club Risk Management and the Netball Australia Risk Protection Program. An important aspect of the Public Liability policy is that clubs and associations support this initiative. Checklists help identify risks for participants, spectators, organisers and the general public.
- The LDNA Executive member on duty and one other Official are to complete the game day checklist prior to the commencement of the first time slot.
- A copy of this information, procedure and checklist will be available at the clubhouse office.



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- Any discrepancy will be brought to the attention of the LDNA Committee for their final deliberation.
- The completed document will be held on file with scoresheets for that day's competition.

8. Evacuation Procedure

- See Evacuation and Incident Procedure document that is well displayed in and around the clubhouse and annually circulated to clubs and officials.

9. Risk Management

- Refer to Netball NSW Statement, Policy and Guidelines
- No dogs are allowed on or within 3 metres of the court surface area, whenever courts are in use. This includes competitions, carnivals, gala days and training.
- This policy will not apply to companion dogs.

10. Game Day Club and Canteen Duties and Procedures

- Any club not fulfilling their rostered duty will be fined \$75 and this must be paid before any team of that club plays their next competition round. This fine will be used to offset payment made to replacement/s.
- Each club will be rostered on to canteen duty according to the number of teams and number of rounds played in a season.
- The Canteen Procedures and requirements will be displayed in the canteen and be circulated with the canteen roster.
- Preferred age for canteen duty is 14 years and over at the discretion of the Canteen Supervisor.
- Clubs must supply 2 to 4 workers when rostered for canteen duty.
- There must be a minimum of 1 adult (18yrs +) on duty at all times.
- All hygiene procedures must be followed.
- Covered footwear must be worn at all times.
- Workers must be able to work unsupervised.
- All workers must be capable of adding up and giving correct change.
- Workers are asked not to have friends obstructing the counters.
- Parents on duty are not permitted to have underage children in the canteen area.



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- All care must be taken when handling hot food.
- No food to be consumed whilst on canteen duty.
- Drinks may be purchased with payment given to the Canteen Supervisor.
- All canteen workers must sign the canteen duty roster book.
- Clubs on morning duty (8:45am-11am) are required to put liners in the bin, place the bins around the courts, collect any rubbish on grounds and secure the pole padding on the poles.
- Clubs on the middle shift (11am-1pm) are required to pick up any rubbish that may be around the courts.
- Clubs on afternoon duty (1pm until close) are required to pick up any rubbish, collect the pole padding, empty the bins and place them in the storage shed at the conclusion of the games.

11. Use of Courts by Outside Parties

- An application for use of the Courts and Clubhouse form needs to be completed and submitted to the LDNA Secretary. This form can be found on the LDNA Website.
- The LDNA Secretary will confirm bookings and arrangements.
- Utilisation of facilities incurs a fee to cover but not limited to water usage, electricity, consumables, cleaning and rubbish removal. This fee structure will be set annually and then applied on a case by case basis.

12. Life Membership Award

- To be eligible for Life Membership, a member must have served a minimum of 15 years as a member of LDNA and must have made a significant contribution to netball during that time.
- This service does not have to be in consecutive years.
- Nominations must be made in writing and must be signed by at least 2 financially registered members from 2 separate clubs of LDNA.
- This is then forwarded to the Returning Officer to confirm criteria is met.
- Refer to the LDNA Constitution for further information.
- The Life Membership will be presented at the AGM with an invitation extended to attend.
- The award will be life membership of LDNA and inclusive of a badge and a small gift in recognition of service.



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Criteria for Life Membership

Any single or combination of the following will constitute eligibility for Life Membership;

- Hold a position on the LDNA Executive.
- Be a member of the LDNA Council.
- Be actively involved in Umpiring, Coaching or Administration of LDNA.

13. NNSW Awards

The LDNA supports members and clubs to nominate suitable members for any of the following awards:

- Life Membership;
- Anne Clarke Service Award;
- Volunteer Recognition;
- Others as they arise.

14. LDNA Annual Awards

Team Encouragement Awards:

Awarded to a team in the following age groups, that demonstrates sportsmanship and service to LDNA throughout the season.

The team's name is engraved on the trophy and a certificate be presented to each team member.

- Shirley Donovan Trophy is a Junior team award
- Yvonne Magarry Trophy is an Intermediate team award trophy.
- Colleen Glencross Trophy is a Senior team award

Individual Awards:

A trophy be presented to all recipients.

- Marie Mackney Memorial Trophy - Awarded to an individual/persons/team/club that demonstrates service to LDNA. If an individual person a trophy be presented, or a certificate be presented to each team member.
- Dianne Donovan Coaches Award - The Coaching Convenor awards an individual who progresses their coaching through accreditation and updating as required and contributes to the skill development of players.
- Junior Coaching Trophy Award - The Coaching Convenor awards to a beginner coach.



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- Joan Savins Junior Umpire Award - The Umpires Convenor awards to a beginner umpire who demonstrates an ongoing commitment to update skills and knowledge.
- Lyn Webster Senior Umpires Award - The Umpires Convenor awards an umpire who demonstrates a commitment to development of their skills.
- Niki Taylor Medal - Awarded for a commitment that embodies the spirit and love of Netball. A medal is awarded, and name engraved on the trophy. LDNA Executive members to decide the recipient of this award.

Best and Fairest Awards:

Selected on Grand Final day by a duly appointed person/panel. They are to be awarded to a player that demonstrates on the day that they are a team player, have knowledge of the game and apply court craft.

The recipients be presented with a medal.

- LDNA Best & Fairest Shield - 10 years
- LDNA Best & Fairest Shield — 11years
- Best and Fairest - 12 years
- Aileen Miller - Intermediate Division 1
- Lynne Sims - Senior Division 1

A Best & Fairest medal be awarded to all divisions in Intermediates and Senior.

Umpires:

A gift be presented to all umpires that officiate on grand final day.

15. Sub Committees

The following Sub-Committees shall be formed at the Annual General Meeting each year and comprise of:

Umpires (comprising three elected members with a minimum of a National C badge plus the Umpires Convenor (as Convenor));

Coaching (comprising three elected members with a minimum National Foundation Coaching Accreditation plus the Coaching Convenor (as Convenor);

Canteen Supervisor must have a Food Safety Supervisors Certificate to nominate and three elected members.



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Canteen Supervisors Duties

The CANTEEN SUPERVISOR shall:

1. Coordinate the daily administration of the LDNA canteen:

- Maintain accurate and appropriate records for the canteen operations, including the filing of orders, receipts, and associated documentation.
- Participate in regular stocktake, recording, and reporting processes.
- Liaise with suppliers to maximise earning potential for LDNA.
- Identify stock requirements and place orders with appropriate vendors on a regular basis.
- Manage the sign-on book for canteen volunteers.
- Organise annual Testing and Tagging of all electrical equipment.
- The Canteen Supervisor's current Food Safety Certificate must be displayed as required by legislation, as well as any other relevant food handling certificates.
- Reports must be submitted to all Executive and Council meetings, including weekly takings.
- Stock all Fridges prior to canteen operational hours.
- The counting of daily takings will be completed at 3:30 pm with the Executive Assistant or Executive Member.
- On leaving the clubhouse, ensure that the canteen and building is securely locked.
- Advise all canteen suppliers to pin out and ensure the canteen and building are securely locked.
- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the LDNA Executive Committee.

2. Coordinate the daily operation of the canteen and the preparation of food and counter services.

- Observe Workplace Health and Safety Practices to ensure that the canteen and equipment is operated and maintained in a safe and hygienic manner.
- Ensure food storage and handling is appropriate, hygienic, and in accordance with the standards outlined by health controlling authorities within relevant legislation and regulations.
- All stock, fresh and frozen (frozen goods must be placed in sealed bags stored in sealed containers) and packed away at the end of each day in sealed containers.



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- Stock rotation must be completed to ensure food quality (use by dates to be checked weekly).
- Ensure the canteen premises are clean and free of visible clutter at all times.
- The Canteen Supervisor will actively participate in counter service and cleaning of all surfaces throughout the day.
- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the LDNA Executive Committee.

3. Deliver a quality service to members and customers.

- Maintain ongoing positive relationships with volunteers.
- Oversee canteen volunteers ensuring a positive work environment is maintained and clear and concise operational procedures are provided.
- Provide effective supervision and appropriate training and assistance to canteen volunteers in performing their roles.
- Allocate necessary counter-service jobs to be undertaken by volunteers and assist with restocking ensuring stock rotation is completed if required on the day.

4. Cleaning

- Keep benches and tables clean and dry, and wipe down and dry every time food is prepared.
- Kitchen equipment utensils chopping boards etc must be cleaned after each use.
- Microwave is to be cleaned daily with food-safe sanitiser.
- After using a tea towel to dry dishes/utensils, hang it up to dry. Tea towels are to be washed after use.
- Do not use tea towels to wipe up spills.
- Discard sponges, scourers, and dish brushes when they show signs of soiling.
- Ensure the canteen premises are clean and free of visible clutter at all times.
- Advise when a monthly industrial clean is required if the canteen supervisor is not completing i.e. back of roller doors, fans, walls, and vents.
- Clean all surfaces and remove all rubbish/boxes from the canteen area at the end of each day sweep and mop the floor with approved detergent to remove grease, food bits, and stains/ spillage. As and when required removal of cobwebs, dust, spillage, etc found on walls and ceiling.



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- Fridges and freezers are to be cleaned monthly with suitable food safety sanitiser.
- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the LDNA Executive Committee.

Canteen Supervisors Honorarium

- An honorarium for the canteen supervisor will be set annually by the Executive, based on consideration of services rendered. This will be ratified at the February Council meeting.
- The honorarium will be 20% of Gross profit at the end of the financial year, paid in three instalments of \$500 at 6 weeks into the competition, then \$500 at 12 weeks, with the balance paid on the audited Canteen Account at the end of the financial year.

3. The Association reserves the right to open the canteen at any events held at the Lismore Netball Courts.

Net Set Go Coordinator

- NetSetGo Coordinator will be nominated at the Annual General Meeting for the following season.
- NetSetGo Coordinator to be eligible to nominate must be a registered member of LDNA.
- NetSetGo Coordinator must have a Development or above certificate to nominate.
- NetSetGo Coordinator must have coaching experience within a club environment to be considered for the role.
- NetSetGo Coordinator must have WWCC due to the ages of individuals in NetSetGo.
- NetSetGo Coordinator must have a current First Aid Certificate accreditation.
- NetSetGo Coordinator will be in consultation with the Coaching Convenor.

Criteria and procedure for election of Sub-Committees

- To be eligible for nomination as a member of a subcommittee, the nominee must be a Registered Member of LDNA.
- The LDNA Council may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.



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- Nominations for any Sub-Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the meeting, with Council's approval.
- Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.

16. Net Set and Go

- Clubs to train Net Set players at club training, Net Set will pay modified games on Saturday morning at a time to be decided in the year of play.