



# **Coaches Handbook**

## **Winter Season**

### **2022**

A good Coach improves your game.

A great Coach improves your life.

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## WELCOME TO THE METRO JETS

Metro Jets Netball Club, founded in 1995, participates in South Australia's elite netball competitions: the State Premier League Netball Competition; the Adelaide Metropolitan Netball Division and the City Night Division, all of which are hosted at Netball SA Stadium, home of the Adelaide Thunderbirds.

Despite being the youngest of the eight Premier League Clubs to compete at the highest level in South Australia, Metro Jets are extremely proud of the growth and development achieved in their short history. The Club has developed a strong, supportive and professional environment of exceptional standards that aims to inspire and promote players, coaches and officials to reach their full potential.

Today, the Metro Jets proudly field over 20 teams in Netball SA's elite competitions, making us one of the largest and most popular clubs in South Australia.

Go Jets!

### VISION

*To be a leading netball association, committed to the provision of attainable pathways to personal sporting development and education for young people in all aspects of netball, enabling individuals to achieve their personal best within a caring community environment."*

### MISSION

*To provide a professional and innovative club atmosphere where players can participate in Netball in a safe and friendly environment, respecting sporting values, team play, development of skills and healthy participation in netball.*

### OUR COMMITMENTS

Our commitments that underpin our Vision and Mission are to:

- Promote and actively encourage fair play from all involved with the Club
- To be viewed as an inclusive and progressive netball organization, distinguished for engaging, supporting and develop Club players; coaches; and umpires within our netball community
- Always act with integrity and transparency and provide best business practices for all our stakeholders.

### COACHES AND UMPIRES ASSOCIATION

All Metro Jets Coaches are registered as members of Netball SA's Coaches and Umpires Association.

As a member you receive up to date information on developmental opportunities; coaching courses and workshops; and exam information. Membership runs from April 1st to March 31st each year.

### COACHES HANDBOOK

This handbook contains information related to coaching Netball at the Metro Jets Netball Club. The handbook is here to assist you, but should you have any further queries or require additional support please contact Katrina Wood at [secretarymetrojets@gmail.com](mailto:secretarymetrojets@gmail.com). For more information about the club, please see [www.metrojets.com](http://www.metrojets.com)

## METRO JETS OFFICE BEARERS 2022

### Executive Committee

<b>President</b> Rachael McLeod	<b>Vice President &amp; Public Officer</b> Judith Dingwall	<b>Secretary</b> Katrina Wood	<b>Treasurer</b> Brenda Dombi
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### Club Officers

<b>Premier League Head Coach</b> Trudy Barker	<b>Coaching Coordinator</b> Tracey Merchant	<b>Records Officer</b> Shirley Mencil	<b>Communications Personnel</b> Jazlyn Owers Kelly Delfos	<b>Jnr Game Day Coordinator</b> Mel Hayman	<b>Game Day Coordinator</b> Mel Hayman	<b>Sponsorship Coordinator</b> Leanne Wegener	<b>Equipment</b> Brayden Lyle	<b>Umpire Coordinators</b> Caitlin North Leah Dunn
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# CLUB CONTACT DETAILS

<b>METRO JETS NETBALL CLUB</b>	<b>ADDRESS</b>	PO Box 367 Woodville SA 5022
	<b>EMAIL</b>	<a href="mailto:secretarymetrojets@gmail.com">secretarymetrojets@gmail.com</a>
	<b>WEBSITE</b>	<a href="http://www.metrojets.com">www.metrojets.com</a>
	<b>BANK DETAILS</b>	Metro Jets Netball Club BSB: 105-018 Acct #: 080 324 740
	<b>FACEBOOK</b>	<a href="#">MJNC Facebook</a>
	<b>INSTAGRAM</b>	<a href="#">MJNC Instagram</a>
	<b>TWITTER</b>	<a href="#">MJNC Twitter</a>

<b>UMPIRE COORDINATOR</b>	CAITLIN NORTH	0415 756 606
<b>TREASURER</b>	BRENDA DOMBI	0412 824 828
<b>SECRETARY</b>	KATRINA WOOD	0418 472 536
<b>GAME DAY COORDINATOR</b>	MEL HAYMAN	0432 586 376
<b>COACHING COORDINATOR</b>	TRACEY MERCHANT	0413 031 678





## CURRENT COACHING STAFF

### 2022 WINTER COACHES

The Coaching team consists of dedicated volunteers who kindly give their time to coach players at Metro Jets. The Metro Jets club thanks those coaches for their ongoing commitment and dedication to the continued development of our players. The Coaches for Winter 2022 are set out below.

Grade	Division	Coach
Sub Primary 1	SP2	Skye Wittwer
Primary 1	P3	Rachel Droegemueller
Primary 2	P3	Arthur Antonis
Sub Junior 1	SJ1	Nasyah Turner
Sub Junior 2	SJ4	Amy Henry
Sub Junior 3	SJ7	Linda Kotz
Junior 1	J1	Tanaye Nolan
Junior 2	J2	Jazlyn Owers
Junior 3	J4	Judith Dingwall
Junior 4	J6	Dana Santucci
Junior 5	J7	Kaylinn Rootman
Inter 1	I1	Jason Delfos
Inter 2	I3	Christine Dunbar
Inter 3	I5	Hayley Hawken
Senior 1	AMND	Carly Bradley
Senior 2	A Grade	Rebecca Taheny
Senior 3	B4	Jazlyn Owers Katelyn Searle

# INTRODUCTION

Coaches assist athletes in developing to their full potential. They are responsible for training athletes, analysing their performances, improving specific skills and providing positive encouragement. Coaches also serve as mentors. Their competitive nature and leadership skills make them natural mentors to athletes. Leading by example, coaches teach players work ethic, discipline, respect and valuable lessons about life.

## BENEFITS OF BEING A COACH

Coaching involves so much more than just teaching sport; you teach players values that will make a positive impact in their lives. You educate players in the value of fair play and the laws of the game; you teach the value of setting realistic goals and objectives and enjoying the feeling of accomplishment when those goals are met. Players learn to trust, not just in the game arena, but in life, through a good coach.

Coaching is a rewarding experience that can make you feel:

- **Connected:** Coaching enables new friendships and to be part of our vibrant netball community.
- **Respected:** Coaches create a safe, fair and enjoyable environment for netball players.
- **Energised:** Coaching lets you experience the thrill of the game, contributes towards maintaining a healthy lifestyle and offers a pathway to participate in sport at the highest level.

## WHAT IS A COACH

A Coach plays many roles:

Teacher	Organiser	Selector	Philosopher
Psychologist	Student	Mentor	Trainer
Mum/Dad	Planner	Motivator	Manager

As you can see a coach has many roles. As a leader you are not merely the person with authority, but the person that some players spend more time with than anyone else.

Coaches are people who instruct players in the execution of specific skills. Coaches need to know the difference between what is required and what is actually performed. Therefore the coach must know:

- What went wrong
- Why it went wrong
- How to correct the mistake

Recommended Coaching is a consistent challenge to:

- Get the best performance out of the players at the right time
- Keep the players interested and motivated
- Be consistent and enthusiastic in your approach
- Be patient
- Out-think the opposition coach

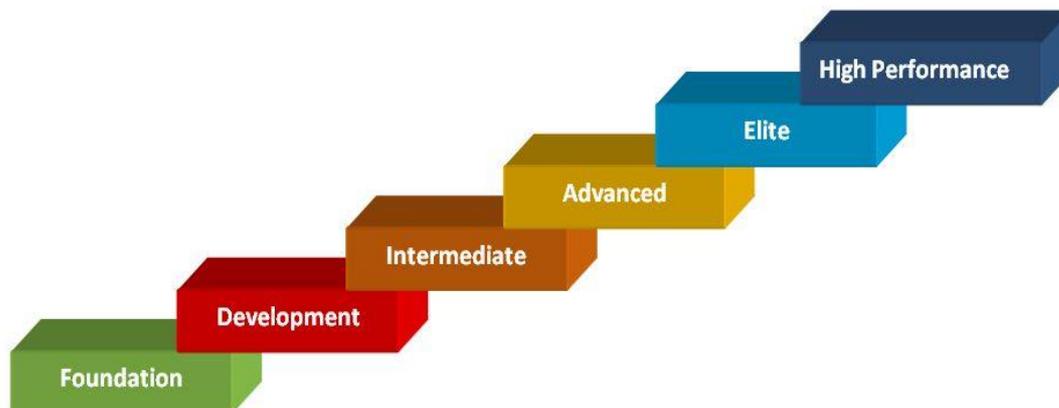
A Coach must:

- possess a sound technical knowledge of the basic netball skills and the rules governing the game
- must have an awareness of the basic strategies, game tactics, routines and practices to complement that sound technical knowledge
- have clear and firm speech to obtain and hold attention
- be a good listener
- be flexible and adaptable to change when it is required
- needs a sense of responsibility, good personal organisation and the administrative ability to effectively and reliably implement their coaching programs.

# COACHING PATHWAYS

Netball Australia have developed a six-tier Coaching Accreditation Framework to assist Coaches in successfully moving through the Coaches pathway process, with each stage being accredited.

Below is each step of the coaching pathway process.



## FOUNDATION (ONLINE)

Designed for beginner coaches, teachers and parents, the course outlines introductory coaching information and basic netball techniques. The Course contains four modules: Role of the coach; Planning; Teaching netball skills; and the Coach in action.

## DEVELOPMENT (1 DAY)

To enrol, Coaches must complete the Section 1 **Umpires Theory Exam** with a minimum of a 70% pass as a pre-requisite. The course outlines the skills and general principles of netball, and includes a competency based assessment of practical coaching.

## INTERMEDIATE

To enrol, Coaches must complete the General Principles Theory Course through the **Office of Recreation & Sport** as a pre-requisite. Coaches receive mentoring through the planning process and feedback regarding coaching behaviour and skill progression of a training program.

## ADVANCED

To enrol, Coaches must submit two mentor approved session plans from the Intermediate course. The course is conducted over 3 Sundays, with the final assessment conducted at a training session. Participants will also be required to attend a match analysis session.

## ELITE

Designed for state league and state team coaches, the course is modular based with alternative delivery methods (practical in each state and theory online) to facilitate professional development.

## HIGH PERFORMANCE

Designed to reflect the coaching requirements of a high performance environment; this course is the highest level of accreditation for national/international coaches.

For more information on the National Coach Education Framework or to access the online Accreditation courses **click here**.

# COACHING AT METRO JETS NETBALL CLUB

## POSITION DESCRIPTION:

Your role as a coach is to:

- nominate the Captain and Vice-Captain of the team and/or Leadership Group
- nominate a team manager if required
- develop a roster of match details and scoring/timing responsibilities for players (potential role for Team Manager) [see Attachment A]
- be punctual, if running late inform your Team Manager, so the team can be warmed up and ready for their game/training; reducing the risk of player injury
- plan training sessions for the team that are appropriate to the grade and capabilities of the team
- make sure contact numbers are exchanged between players, coach and team manager
- understand the role of the committee
- handout necessary Club information including Newsletters, Fundraisers, etc
- arrange suitable replacement if you are unable to attend a match or training
- use your discretion to select the team that is best suited to the match in major round matches
- arrange prior permission from the committee when arranging scratch matches against visiting teams
- attire yourself in the official Metro Jets uniform where possible
- ensure the first aid kit is stocked and that it is kept with your training bag at all times
- provide feedback which includes positive and constructive feedback
- promote development and encourage player movement to feed above teams if a player is required
- treat each player without prejudice and support the inclusion of all players into the team environment
- understand mandatory reporting and vulnerable persons (child protection) requirements/obligations
- be mindful not to use foul language, physically or verbally abuse players.
- seek assistance of other coaches and increase and develop the skills of your players.

## PROCEDURE

1. Complete the Coaching Application form on the Metro Jets website and return to [secretarymetrojets@gmail.com](mailto:secretarymetrojets@gmail.com)
2. Speak with Jets Coaching Coordinator, who will assist in getting you started.
3. Complete the appropriate paperwork and provide a copy of your Police Check to the Club.
4. Complete the Online Foundation Course, click here. Metro Jets will reimburse your course costs.
5. Register with the Netball SA Coaches/Umpires Association. Metro Jets will reimburse/complete your Membership payment and any umpire course costs.
6. Collect your team kit from Club Merchandise Officer, Lou Washington.
7. Send out a 'Welcome Letter' to your team, explaining your background, intentions, program and coaching philosophy.
8. Plan, prepare and commence your Coaching at Club trainings. Learn and improve your knowledge and skills under the mentoring of experienced Club Coaches.

## **WORKING WITH CHILDREN**

All coaches at Metro Jets are required to obtain and submit a Working with Children Check. For more information regarding these checks, please contact the Coach Co-Ordinator.

## **COACHING CHILDREN**

Coaches who work with children must have an understanding of child abuse and child protections. Coaches should use good teaching practises, behave appropriately and create an environment where children feel safe and protected.

Child abuse includes physical (non-accidental injury and/or harm to a child), emotional (behaviours that can psychologically harm a child) and sexual abuse/misconduct (any sexual act or threat imposed on a child as well as neglect). Please speak to the Committee if child abuse is suspected.

## **WORKING WITH PARENTS**

Parents play a vital role in sport. Parental expectations have a significant influence on the attitudes of children towards participating in sport, on behaviour, levels of performance and enjoyment. It is important to establish good communication with all parents in your team. You should communicate to parents:

- Contact details
- Training details
- Goals for the season
- Game schedules and rosters
- Expectations of players
- How you'll advise about changes to trainings/matches

A pre-season meeting is a good way to meet parents. Holding a quick meeting at the end of training is an easy option of getting all parents together at a central location. Another option is to prepare a letter to distribute to parents covering the main points. See attachment B

## **TRIAL MATCHES**

Particularly for our senior grades, it may be beneficial for teams to have scratch matches against other clubs prior to the season commencing.

If you're planning on arranging any trial matches, please ensure that you contact the umpire coordinator ASAP to arrange umpires if required. They ideally require more than two weeks' notice. You will need to liaise with the appropriate committee member to arrange a court booking

## **INJURIES / WITHDRAWALS**

If any of your players withdraw during the season for any reason, eg season ending injury, moving interstate etc, please ensure that the committee are aware and involved in any discussions regarding player movement, and to ensure that our player records remain accurate.

# **EXPECTATIONS**

## **EXPECTATION OF COACHES**

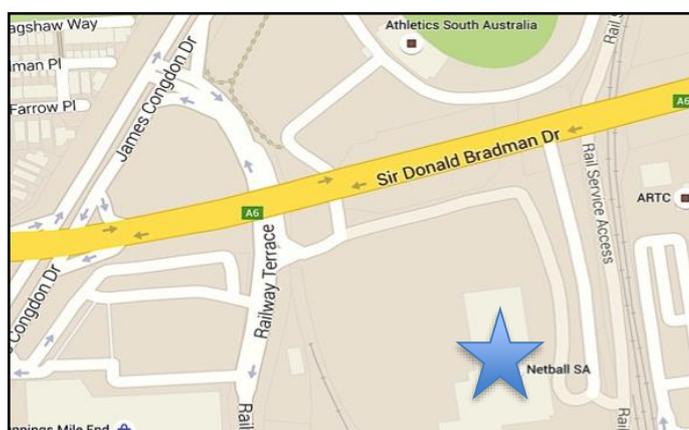
MJNC coaches must invest time prior to trainings, developing programmes aimed at the perceived need and developmental stage of their team.

## **COACHES COMMITMENT & ATTENDANCE AT TRAINING & GAMES**

MJNC requires attendance at all training and games, if extenuating circumstance occur, please contact the Secretary or Game Day Coordinator ASAP. If reliability and attendance is below requirements on a regular basis, then the Coaching Position may be replaced.

## MATCH DAY INFORMATION

All Competition matches are held at Netball SA Stadium: 155 Railway Terrace, Mile End.



Match Day Information			
Age Grade	Players Age (at 31 December)	Winter Games (Apr - Sept)	Summer Games (Nov - Mar)
Sub Primary	9 & Under	Saturday 8:30am	Friday 6:30pm
Primary	11 & Under	Saturday 8:30am	Friday 6:30pm
Sub-Junior	13 & Under	Saturday 9:45am	Friday 6:30pm & 8:15pm
Junior	15 & Under	Saturday 11:00am	Friday 8:15pm
Intermediate	17 & Under	Saturday 12:30pm	Tues 6:45pm & 8:30pm
Senior	18 & Above	Sat 2:00pm & 3:30pm	Tues 6:45pm & 8:30pm
Premier League	16 & Above	Friday 7:00pm & 8:30pm	N/A

### TIMING

City Night Division will manage central timing - no timer required.

### EXTREME WEATHER

Netball SA has policies in place and the authority to cancel/reschedule matches if deemed unsafe for participation due to extreme weather. The Club will notify all coaches if there has been a change to scheduled matches due to extreme weather.

### UNIFORMS

Coaches must ensure that players are wearing the correct uniform when playing matches for Metro Jets. No adjustments can be made to the uniform, including the club bike shorts and socks, which are part of the official uniform registered with the Adelaide Metropolitan Netball Division (AMND).

### TEAM KIT

Coaches will receive a team kit containing:

Balls	Bibs	Clipboard	Tarpaulin
First Aid Kit	Timer	Pens	

The **Equipment Officer** will arrange to get the team kit to you prior to matches commencing for the season. Please be accountable for all items provided in the team kit, especially checking all balls are returned to the bag at the end of each match. If you require any items to be restocked during the season, please contact the **Equipment Officer**.

## TEAM CAPTAIN

Captains are to be appointed by the coach or voted for by the team. Captains should NOT be any allocated any more court time than any other player. In GO, Primary and Sub Junior teams, Captains should be rotated giving all players an opportunity to be the Captain. Captains carry out the coin toss with umpires, and are the only players permitted to approach an umpire during breaks (on the Coaches recommendation).

## TEAM MANAGER

Each team must have a Team Manager. A coach may ask a parent or player from their team to take on the role of Team Manager. The Team Manager is responsible for creating a roster for timing and scoring, assisting the coach with drills (if required), assisting the coach on game day (ie distributing water bottles) and is the liaison between parents/players and the coach. The Team Manager is also the only person permitted to attend the duty room to request an umpire supervisor.

## PRIMARY CARER

Each team must have a primary carer preferably with some form of first aid training. However, there is no mandatory requirement regarding the first aid training.

The Primary Carer has duty of care to respond appropriately in the case of injury/illness however this does not imply the need to be an expert.

The Primary Carer is the only person allowed on court during an injury timeout unless the injured player needs support to be moved from the court or treatment required from Netball SA First Aid Staff. Coaches and parents are not allowed on court unless in the Primary Carer role.

## GAME DAY PREPARATION

- Set a time that you want your players to arrive before the game. Half an hour prior to the start of the game allows time for a good warm up and a chat with you before the game.
- Set a meeting place so that all players know where to meet each week, eg. the undercover area, or at the court your match is scheduled on.
- Have a regular warm up so that players can run it themselves where possible. Leave yourself 5 minutes before the game to hand out bibs to starting players and deliver the pre-match talk.
- Prepare player rotations for the match but be prepared to alter these depending on the progress of the match.
- It is a good idea to record the amount of court time each player receives during the season to ensure equal court time where possible.
- If you have any concerns about the umpiring, a representative from your team (parent, spectator, team manager) may approach the Duty Office and ask for the Umpire Supervisor to watch your game and intervene if required.
- If your team is short of players, please speak to the **Game Day Coordinator** to assist. Please refer to the Fill in Policy to ensure the appropriate approach is taken.
- If you need to forfeit, please advise the Secretary as soon as possible. Forfeiting comes at a cost to the club as well as a 20-0 loss to the team that forfeits.

## COACH'S BOX

All coaches must stand in the yellow coach's box painted on the side of the court throughout the four quarters. During breaks, including injury time, you may enter the court to speak with players.

At the discretion of the umpires, you may set up on the other side of the court in extreme weather. All players taking their turn off during the quarters, must also stay in the coach's box.

## INJURY TIME

Please use common sense when there is an injury. If a player is not able to be moved from the court, play should not resume until it is safe to do so with the injured player's welfare the first consideration. We have a duty of care to all players on the court. Please listen to the umpires in these circumstances.

## COURT TIME

With the exception of Premier League, Premier League Reserve and Pathway teams including (AMND, Inter 1 and Junior 1), the Coach must ensure whenever possible that all players have equitable court time during the minor rounds.

All coaches will rotate court time for their players throughout the season and keep a record of time allocated off for each player.

Where a player is unable to attend a game for their own personal reasons (holidays, another engagement etc) normal rotation will still apply. Where a player is unable to attend a game for medical reasons (illness or injury) where possible, the coach will make every attempt to regain some of the missed court time for that player.

## FINALS COURT TIME

In finals round matches the Coach will use their discretion to select the team best suited for the match. If there are any issues raised by parents of players regarding court time rotations, the Coach should address their concern in the first instance.

If the issue is unresolved the parent or player should contact the Club Secretary in writing via [secretarymetrojets@gmail.com](mailto:secretarymetrojets@gmail.com) the issue will then be considered by the Executive Committee, and an appropriate response will be issued in a timely manner.

## SCORING

The score cards for 2022 will be in electronic format. They will be printed each week and must be collected before each game from the window by the duty room. Player names will be listed on the sheet. The Game Day Coordinator must be notified of any player changes 24hrs prior to game commencing.

The scorer for each team needs to:

- Be over 16 years of age
- Sit / stand with the opposition scorer
- Print the umpires name on the scorecard prior to the match
- Tick the box next to each player's name as they take the court
- Record all centre passes and goals
- Goals must be scored numerically (ie 1, 2, 3)
- Total the number of goals each quarter
- Confirm scores throughout the match with the opposition
- Total the number of goals for the match
- Both captains must sign the score card after the match
- Return scorecard to Duty Office after the match

Division: AMND League		Date: 22 Sep 2018		Time: 02:00 PM					
Court: Court 1		Round: GF		Team Name: Cortax					
Team Name: Matrics				Team Name: Cortax					
<b>Player Name</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Player Name</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Besles, Ashleigh					Economou, Callin				
Campbell, Robyn-Leigh					Gaedike, Amy*				
Correll, Micaela					Griffith, Lucy				
Fuss, Jacqueline					Hunter, Eliza R				
Hoffman, Amy					Lane, Bethany*				
George, Matilee*					OgMe, Emmeline*				
Reynolds, Lucy					packer, maizie*				
Schultz, Amy					Posta, Jasmine				
Yancic, Emily					Trigleau-philips, isabela*				
					Richardson, Mikaela*				

Centre Passes									
1									
2									
3									
4									

Team: Matrics															Team: Cortax														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105

1st	2nd	3rd	4th	Final Score	1st	2nd	3rd	4th	Final Score

The final score at the end of each quarter is to be written in the corresponding box.

Captain's Signature: \_\_\_\_\_ Captain's Signature: \_\_\_\_\_  
 Umpires Name: (print) \_\_\_\_\_ Umpires Name: (print) \_\_\_\_\_  
 Umpires Signature: \_\_\_\_\_ Umpires Signature: \_\_\_\_\_

PLEASE LIST THE PRIMARY CARRIER FOR EACH TEAM UNDER THE UMPIRE DETAILS. PLEASE RETURN ALL SCORECARDS TO THE DUTY ROOM ON COMPLETION OF GAMES

## POLICIES

### FILL IN PLAYERS

When teams are short of players, please contact the **Game Day Coordinator** as soon as possible. The Game Day Coordinator can then look at the following options:

- Firstly, promoting a player from within the ranks of the Club by negotiation with the other coaches and teams involved.
- If there are no Club players available to fill-in, the Game Day Coordinator may approve of the use of an external player. External fill-in players do come at a cost to the Club, so using the same fill-in player is recommended if needed on multiple occasions.
- Coaches are not to arrange fill in players without consultation with the Game Day Coordinator as there are rules and regulations that need to be abided by in relation to fill in players.
- A Fill-In Voucher must be submitted with the Match Scorecard, and personal details of external fill-ins must be given to the Club Secretary within 3 days of the player taking the court.

### PROMOTION OF PLAYERS

Promotion of players may occur due to injury, illness or unavailability of a player.

If a player in a lower grade is performing better than a similar positioned player in a higher grade, coaches may confer and recommend exchanging players in consultation with the Coaching Coordinator. The final decision regarding player movement will be made by the Executive Committee prior to discussion with any players. If approved, movements will be made in consultation with both players. The same will apply for a player in a higher grade not performing or coping, where they may be exchanged with the team below.

### DISCIPLINE

A coach may take disciplinary action when a player:

- Shows poor behaviour
- Is repeatedly late
- Refuses to abide by a coach's decision
- Fails to attend training or matches without notification

Disciplinary action may be:

- Removal from court
- Not in starting line up
- Sitting on the bench for match

Coaches must warn a player if their actions and behaviours are not appropriate. In severe cases, this action may take place without prior warning. If issue continue, the Committee will decide if a player is asked to leave the Club. Please refer to the Code of Conduct & Club Policies at [www.metrojets.com.au](http://www.metrojets.com.au)

## COACHING RESOURCES

### RECOMMENDED WEBSITES:

[www.netball.asn.au](http://www.netball.asn.au)

[www.recsport.sa.gov.au](http://www.recsport.sa.gov.au)

[www.teachpe.com/netball/index.php](http://www.teachpe.com/netball/index.php)

[www.netskills.com.au](http://www.netskills.com.au)

[www.sportsplan.net/drills/index.jsp](http://www.sportsplan.net/drills/index.jsp)

[www.playbytherules.net.au](http://www.playbytherules.net.au)

[www.netballcoach.tv](http://www.netballcoach.tv)

### CLUB RESOURCES

The Metro Jets have an extensive range of resources available to Club Coaches. Drills are stored in the Coaching Dropbox folder. If you require any drills or assistance with coaching, please contact the Coaching Coordinator.

# COACHES CODE OF CONDUCT

## CODE OF CONDUCT

All coaches are required to observe Netball Australia's Code of Behaviour and the Metro Jets Policies and Procedures. Please make yourself familiar with the Club policies.

Netball Australia's Code of Behaviour is set out below:

1. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
2. Be ethical, fair, considerate and honest in all dealings with others.
3. Make a commitment to providing quality service.
4. Operate within the rules and spirit of the sport including national and state guidelines, constitution and policies which govern Netball Australia, Member Organisations and Affiliates.
5. Do not use your involvement with netball to promote your own beliefs, behaviours or practices where these are inconsistent with those of Netball Australia, Member Organisations or Affiliates.
6. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
7. Always place the safety and welfare of children above other considerations
8. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
9. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws
10. Refrain from any behaviour that may bring Netball Australia, Member Organisations or Affiliates into disrepute.
11. Provide a safe environment for the conduct of the activity.
12. Show concern and caution towards others who may be sick or injured.
13. Be a positive role model.
14. Be responsible and accountable for your conduct.
15. Abide by the relevant Netball Australia role-specific codes of behaviour and understand the repercussions if you breach or are aware of any breaches of this Code of Behaviour.

For policies and procedures regarding Coaching at Metro Jets please go to the website: [www.metrojets.com](http://www.metrojets.com)





## ATTACHMENT 1 SEASON ROSTER - EXAMPLE

TEAM NAME						
Date	Time	Home/Away	Against	Court	Scorer	Primary Carer
6/11/2020						
13/11/2020						
20/11/2020						
27/11/2020						
4/12/2020						
11/12/2020						
No Games - Holidays						
5/02/2021						
12/02/2021						
19/02/2021						
26/02/2021						
5/03/2021						
12/03/2021						
19/03/2021			SEMI FINAL			
26/03/2021			GRAND FINAL			

*If you are unable to carry out your team duty, please arrange to swap with another team mate - thank you.*

**Primary Carer: Bring oranges / Lollies**

Coach Contact Numbers
Insert: xxxxx

Team Contact Numbers	
Insert Names	Mobile



## ATTACHMENT 2 COACH'S LETTER

Dear Parents [for junior players]

My name is **insert name** and I have the pleasure of coaching the **insert team** at Jets this year. I am sending this email to say welcome! :)

A bit about me – **provide background of coaching and playing**

I can assure you I am extremely dedicated and will put in 110% to ensure your daughter learns and develops as much as possible this season.

I am looking for a parent to put their hand up as a team manager this summer, someone to organise scorers, timers, primary carers etc on Tuesdays. So if you're willing to put your hand up and help please let me know because I will very much so appreciate it!!

If you didn't know already the **insert team** play on a Tuesday night at **insert time**. I expect your daughter to be there 30 minutes before the game starts ready to warm up.

Before organising a roster if I could ask you all to please advise me of any commitments you are already aware of that will clash with the games and I will try and work it out that your daughter is rostered off for that week.

Please check the Metro Jets Website for polices around games and extreme weather. The website is: [www.metrojets.com](http://www.metrojets.com)

I will be creating a Facebook page for the players and myself which I will post in in the event of a cancellation for the girls, and I will send out a text message to all of the parents.

My contact number is **insert number**. I would appreciate it if you could send me the best contact number for text messages as it is my preferred way to contact parents.

If you need anything else from me please don't hesitate to call, text or email! I'm looking forward to this summer and getting to know yourselves and the girls :)

Thank you

**Insert Name**