

**INDOOR NETBALL FEDERATION OF  
QUEENSLAND INC.,**



**POLICY DOCUMENT,  
CODE OF CONDUCT  
& INFQ MEDIA POLICY**



**For INFQ STATE COACHES**

**THIS DOCUMENT IS TO ALSO INCOPORATE YOUR  
COMMITMENT/OBILAGTION TO ALL INFA HOSTED EVENTS**

# INDOOR NETBALL FEDERATION OF QUEENSLAND INC POLICY DOCUMENT

## **\*PLEASE NOTE THAT THIS DOCUMENT IS NOW COMBINED TO INCLUDE THE I.N.F.A. CODE OF CONDUCT POLICIES\***

This policy document has been designed to provide all State Indoor Netball **Coaches**, Managers, Selectors, Players and Sport Trainers/Physiotherapists with a comprehensive guide to their respective roles and responsibilities when selected for Queensland.

Queensland has an exemplary history at National Championships. On the court we have been competitive and disciplined - off the court we are renowned for our excellent behaviour and conduct.

This policy document reflects the attitude of Indoor Netball Federation of Queensland's Management Committee to the ongoing commitment to increasing professionalism within the sport.

It is the intent of this document to provide **coaches**, managers, selectors and players with clear statements and directions regarding their roles and responsibilities to ensure optimal performance both on and off the court.

Alterations to this policy document may be made:

- Subject to written notification to the Indoor Netball Federation of Queensland Management Committee advising a 'requirement to alter'. This will be tabled at a by-monthly Management Meeting.

### **Period of Appointment:**

This policy shall apply to all team officials and players from their time of appointment or selection until such time as they are replaced or for such period as may be set by INFQ/INFA.

### **Non-Discrimination:**

All INFQ Officials will ensure that they do not discriminate against any persons with whom they deal on the basis of Age, Sex or Race.

### **Public Comment:**

No team official or player shall supply any information to the media or to any person for the purpose or use of the media, nor grant any interview to the media relating to matters of INFQ policy without prior approval from INFQ.

### **Personal Conduct:**

Team Officials and players shall at all times conduct themselves with propriety and decorum and refrain from any conduct that is prejudicial to their team, other officials, players or INFQ/INFA. No official should misuse their position of trust to exert improper influence on players or officials, in any manner, particularly by way of selection including attempts to induce players to change clubs.

INFQ/INFA abide by and will enforce a "NO ALCOHOL" & "NO SMOKING" policy.

### **Accommodation:**

At the accommodation, no family, friends or partners are permitted to stay where the INFQ state teams are staying. If you partner is in the same team, you will be placed in separate rooms.

### **COMPULSARY – Blue Card for all Officials**

Any official who has contact with juniors under the age of 18 **are required** to hold Blue Cards as required under the State Legislation.

## Results Standards

As a direct result of this policy, all State Teams are subject to standards directly related to:

- \* Team harmony
- \* Training attendance must be adhered to, otherwise good reason must be given as to why you should not be asked to leave the team
- \* Competition – Coaches digestion who players are on court
- \* Conduct and discipline
- \* Transport
- \* Accommodation
  - a) No partners in same rooms
  - b) No parents, friends, family are permitted at accommodation
  - c) Damages to apartments/contents shall be paid by persons in that room
  - d) Permission must be granted by Tour Director to leave accommodation outside of normal tour circumstances
- \* Uniforms
- \* Anyone who deems another person not abiding by the Code of Conduct/Policy document is to **immediately** report it to the INFQ Operations Manager or Tour Director

## Results Analysis/Written Report

At the completion of the representative commitment, the **coach** and manager shall each, within 3 weeks:

- \* **Submit a written report discussing:-**
  - . Problems experienced with accommodation, transport, uniforms, player attitudes and performance
  - . Analysis of team performance
  - . Analysis of individual performances
  - . Recommendations for improvement in regard to administrative or specialised training support

Indoor Netball Queensland's Management Committee will as a result of the submission of these reports:

- . Regard all reports as confidential
- . Consider recommendations for improvement
- . Promote the raising of playing and training standards

## Penalties:

Any contravention of this policy must be reported to the INFQ Operations Manager or any INFQ/INFA Team Official present at the time. Upon receipt of a complaint an official must contact the INFQ Operations Manager who will convene a tribunal of suitable officials to investigate the allegations of misconduct. Such tribunal must notify INFQ of any recommended penalty for approval before it is implemented.

INFQ/INFA has the authority to amend any penalty imposed to ensure proper procedures were followed and that the penalty is appropriate.

Any decision by a tribunal during an event may be reviewed by the INFQ Committee at a later date and further action may be taken if the committee deems appropriate.

Any State Team official who contravenes the policies set down in this document may be penalised by INFQ and or INFA, which could include suspension or dismissal.

# INFQ STATE COACH

## Responsibilities of State Coach:

### Selections

- ✧ Prior to the commencement of the trials, make known to the selection panel your requirements for the composition of the team.
- ✧ Ensure a selection policy is in place with the other selectors before the trial commences.
- ✧ Be available for the entire length of the selection trials.
- ✧ Act as Chairman of the selection panel.
- ✧ Ensure objective selection criteria is developed and applied – should you require assistance with this then please contact the INFQ Coaching Director.
- ✧ Liaise with Indoor Netball Operations Manager when necessary.
- ✧ Be discreet about selections. ***Information is to only be shared with other selectors in your grade, INFQ Operations Manager & INFQ Coaching Director ONLY***

### Withdrawal of State Player

- ✧ **In the event of a player withdrawing from the Queensland Team after selection**, the State Coach will be required to notify INFQ Operations Manager **IMMEDIATELY** – who will advise of the correct procedures, as per the INFQ By-Laws

### State Trainings

- ✧ A Training Schedule will be provided to all Coaches / Managers for trainings
- ✧ Coaches may only access the players 10 weeks or 10 sessions out from the tour date
- ✧ All centres that are opening for training sessions will be confirmed by INFQ
- ✧ These centres are being paid to open for INFQ state teams, so please ensure that you abide by the schedule
- ✧ Should you find a need to change from a selected date or centre, then the INFQ Operations Manager must be notified first before any changes are made
- ✧ Strength & Conditioning at State Trainings:
  - The cost of bringing in a “strength & conditioning trainer/person” is not to be passed onto any player at any time – this is to include having the players fundraising to pay for

## **Pre-Tournament**

### **Prior to the National Championships the coach will:-**

- ✧ Meet with the team as soon as it has been named to advise players of their requirements and responsibilities.
- ✧ In consultation with your Team Manager appoint the team Captain/s and notify INFQ.
- ✧ Organise training sessions based upon schedule given to you by INFQ.
- ✧ Liaise regularly with the INFQ Coaching Director
- ✧ Liaise when necessary with INFQ appointed Sports Trainer/s
- ✧ Ensure players are familiar with and aware of I.N.F.A. Tournament Rules, INFQ Policy.
- ✧ Ensure discipline standards are maintained on and off the court.
- ✧ Liaise regularly with Team Manager.

## **During Tournament**

### **During the National Championships the coach will:**

- ✧ Be responsible for team selections.
- ✧ Conduct team meetings
- ✧ Develop and implement game strategies.

## **Post Tournament**

### **After the National Championships the Coach will:**

- ✧ Submit a written report within three (3) weeks of returning from the National Championships.  
The report is to detail:
  - Team performance and relevant statistics
  - Individual performances and relevant statistics
  - Explanation of any major problem areas
  - Appropriate recommendations for improvement i.e. administrative support and specialised training assistance.



# INFQ SOCIAL MEDIA POLICY

## 1. Purpose:

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, Indoor Netball Federation of Queensland – to be known as “INFQ”, recognizes the benefits of social media as an important tool of engagement and enrichment for its members.

It is important that INFQ’s reputation is not tarnished and/or by bringing the game of indoor netball into disrepute by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation or its members. **INFQ / Members will be defined as** INFQ staff, INFQ member centers, INFQ superleague players, INFQ officials (Coaches, managers, sports trainers, selectors & umpires) and/or any other persons working, volunteering or assisting which will also include anyone at an INFQ sanctioned event.

When someone clearly identifies with INFQ and/or discusses their involvement in the organisation and event or activity in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with our stated policies.

## 2. Scope:

This policy applies to INFQ member centers, superleague players, all state officials, umpires, sports trainers, selectors, volunteers, staff or any individual representing themselves as being a representative or a member of INFQ. (Defined)

This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (E.g. LinkedIn, Facebook, Twitter or Snapchat);
- Comments on forums or chat rooms;
- Content sharing include Flickr (photo sharing) and You Tube (video sharing);
- Commenting on blogs/posts for personal or business reasons;
- Leaving product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing Wikipedia page

The intent of this policy is to include anything posted online where information is shared that might affect INFQ / members (defined).

## 3. Guiding Principles:

- a. The web is not anonymous. INFQ / members (defined), should assume that everything they write can be tracked back to them.
- b. Due to the nature of our operations, the boundaries between our profession, volunteer time and social life can often be blurred.
- c. Honesty is always the best policy, especially online. It is important that you think of the web as a permanent record of online actions and opinions.
- d. When using the internet for professional or personal pursuits, everyone must respect INFQ/ members (defined) and follow the guidelines in place to ensure the intellectual property or our relationship with member centres and its members is not compromised (see 5.0 below).

## 4. Usage:

For anyone involved with the organisation INFQ using social media, such use:

- Must not contain, or link to, libelous, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
- Must not comment on, or publish, information that is confidential or in any way sensitive to INFQ / members (defined); and
- Must not bring the organisation into disrepute and use such outlets as a method of bullying, harassing or intimidating anyone.
- Must not use the brand or image of INFQ or member centers (see 5.0 below) to endorse or promote any product, express political opinion; and it must be abundantly clear to all readers that any and all opinions shared are those of the individual, and not represent or reflect the views of INFQ.

## **5. Branding and Intellectual Property (IP):**

It is important that any trademarks belonging to INFQ are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean “happening in subordinate conjunction with something else”). Trademarks include:

- INFQ, member centres and/or member’s logos;
- Images depicting INFQ / members (defined), and/or equipment, except with the permission of those individuals;
- Other INFQ or member centers imagery including colours, emblems and/or uniforms.

## **6. Official INFQ blogs, social pages and online forums:**

When creating a new website, social networking page or forum for INFQ use, care should be taken to ensure the appropriate written consent to create the page or forum has been granted.

Similarly, appropriate permission must be obtained for the use of logos or images. **Images or pictures of children (minors under the age of 18 years) may not be replicated on any site without written permission of the child’s parent or guardian.** This also includes names, address, performances or any personal details concerning the individual.

For official blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content;
- Some hosted sites may sell the right to advertise on their sites through ‘pop up’ content which may be of questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the ‘pop up’ content cannot be controlled;
- INFQ / members (defined) should not use online pages to promote personal projects;
- All material published or used must respect the copyright of third parties.

## **7. Consideration towards others when using social networking sites:**

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. It should be recognized that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private function or activity will not appear publicly on the internet. In certain situations, this could breach the privacy act or inadvertently make the sport liable for breach of copyright.

Be considerate to others in such circumstances, information should not be posted unless consent has not been sought and given. Information, images etc. must be immediately removed about another person if that person asks them to do so.

- a. Under no circumstance should offensive or derogatory comments be made about INFQ / members (defined), online.

## **8. Breach of Policy:**

- a. Detected breaches of this policy should be reported immediately to INFQ.
- b. If detected, a breach of this policy may result in disciplinary action in accordance with the INFQ’s complaints handling systems.
- c. Penalties may include but not limited to – suspension, suspension from play, suspension from all INFQ tournaments etc. depending on the circumstances.

## **9. Consultation or Advice:**

This policy has been developed to provide guidance for INFQ members (defined), members, member centers, officials and volunteers. Anyone who are unsure of their rights, liabilities or actions online and are seeking clarification should contact the INFQ, as per below.





**PLEASE REMOVE THIS PAGE, SIGN AND RETURN TO YOUR MANAGER**



**I.N.F.Q. / I.N.F.A**  
Policy Document, Code of Conduct  
& INFQ Media Policy - **COACHES**



This Agreement is made between \_\_\_\_\_  
(Please print clearly)

**YOUR TEAM NAME** \_\_\_\_\_  
Ladies / Mixed / Mens - Heat / Lightning

and Indoor Netball Federation of Queensland Inc.,

The purpose of this Agreement is to set down the conditions relevant to your acceptance of a position in the Queensland State Indoor Netball Team.

1. I/We acknowledge that I/We have read the conditions of the I.N.F.Q. / I.N.F.A. Code of Conduct and I understand and accept the conditions set down in the I.N.F.Q. / I.N.F.A. State Policy Document.
2. /We also understand that I/We have signed previous paperwork stating that I/We understand that if I/We withdraw from a State Team that penalties MAY be applied
3. I have also read and understood the **INFQ Media Policy** and will abide by it at all times.

**Players Name:** .....  
(Please Print Clearly)

**Players Signature:** .....  
(If 18 & Under - Parent or legal guardian only to sign)

**Parent/Guardian Name:** .....

**Parent/Guardian Signature:** .....

**Signature**.....  
(INFQ Operations Manager)

Date: ..... / ..... / 2018.