

INDOOR NETBALL FEDERATION OF QUEENSLAND INC.,



POLICY DOCUMENT, CODE OF CONDUCT & INFQ MEDIA POLICY



For INFQ **MANAGERS**

**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 TEAM MANAGER

Responsibilities of the State Team Manager:

Pre-tournament

Prior to the National Championships the Manager will:

- ❖ Be in attendance at the announcement of the team.
- ❖ Meet with the team as soon as it is named to advise players of their requirements and obligations as well as the Manager's expectations.
- ❖ Attend the "Compulsory Manager Induction" INFQ day as set down by INFQ
- ❖ Complete all documentation from INFQ/ INFA including trying on/ordering of uniforms
- ❖ Gather & collate all documents from your team and hand into INFQ by the request date
- ❖ Attend all training sessions as set down by INFQ
- ❖ To keep an accurate and up to date training attendance sheet, to be shown upon request to INFQ
- ❖ Retain a copy of all medical records.
- ❖ Liaise with Coach and INFQ appointed Sports Trainer/Physiotherapist plus Umpires as necessary.
- ❖ Collect and reconcile all relevant player contributions and forward to INFQ.
All stipulated payments from INFQ to all players ***MUST*** be finalised prior to departure – if this is not the case it is your responsibility to follow up.
- ❖ Advise players of their training commitment and ensure everyone is in attendance
- ❖ Maintain INFQ equipment e.g. bibs, balls etc. and return to INFQ within 2 weeks of tour.
- ❖ Assist in the development of team unity.
- ❖ Co-ordinate training sessions at National Championships venue through the INFQ Office.
- ❖ Distribute team uniforms as instructed by INFQ Operations Manager
- ❖ Ensure all players are made aware of INFQ's Insurance Policy
- ❖ Ensure all players have read, signed and handed in the INFQ/INFA's Code of Conduct

The Tour

- ❖ Ensure that your team has arrived at the airport on time and that everyone has boarded the plane
- ❖ Inspect team vehicles carefully for damage (internal and external) and if necessary discuss any problems with the tour manager. Make a written note of any damage.
- ❖ Inspect accommodation and report any problems or room damage to the tour director prior to the team moving in.
- ❖ Ensure team is settled in the accommodation prior to the tournament.
- ❖ Familiarise yourself with local Medical facilities.
- ❖ Prior to your departure from the accommodation make sure all rooms have been inspected and left in a tidy state and that all accounts for each room have been paid for.
- ❖ **Notify the Tour Director of your departure from accommodation.**
- ❖ Prior to handing back the vehicle, please ensure that the petrol tank is full and that no damage has been sustained.
- ❖ **Note: Coaches and Managers are encouraged to seek sponsorship for their teams provided it is in line with INFQ Policy and is subject to approval by the INFQ Management Committee.**

During Tournament

- ❖ **During the National Championships the Manager will report any serious injury to any player or any incident which may attract adverse publicity to the INFQ Operations Manager before making any public comment. The Manager will also ensure that no other team member makes any public comment without the authority of the INFQ Operations Manager & President**
- ❖ Attend Manager meeting in regard to tournament.
- ❖ Provide player support - including co-ordination of meals etc.
- ❖ Complete team sheet for Tournament
- ❖ Complete game statistics (if required by Coach)
- ❖ In consultation with Coach, co-ordinate team meetings.
- ❖ Provide appropriate input into team meetings (if requested by Coach).
- ❖ Laundering and maintenance of team uniforms.
- ❖ Maintain knowledge of player whereabouts ***at all times.***
- ❖ If a player is in need of outside medical attention other than that supplied by state appointed Sports Trainer, then the player must be accompanied by either the Manager or an authorised official from INFQ.
- ❖ In the event of serious injury the Manager will be advised to contact a nominated family member as soon as possible.

- ✧ Ensure discipline is maintained off the court. In the case of 18 & Under teams, Managers must be vigilant in regard to misuse of alcohol. **No** player under age shall consume alcohol during the tournament.
- ✧ Ensure players are adequately hydrated prior, during and after the game.

Post-Tournament

After the National Championships the Manager will:

- ✧ . Submit a written report within three weeks of returning from the Championships detailing:
 - . team conduct
 - . accommodation and transport - full explanations of any problem areas
 - . appropriate recommendations
- ✧ . Return all equipment clean to INFQ.
 - This is to include bibs and shields



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 - MANAGERS**



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.