

# SACRED HEART SPORTS CLUB MOSMAN CLUB CHARTER



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## Introduction

SACRED HEART MOSMAN SPORTS CLUB (“the Club”) is run by volunteer parents for the children of Sacred Heart Catholic School, Mosman (“the School”). The Club aims to foster teamwork, sportsmanship, positive attitudes and a sense of community. Most of all, the Club aims to provide children with fun times and develop self-esteem.

The Club is incorporated in the State of NSW – REGISTERED NUMBER Y0727130. The Club is incorporated as an Association under the Associations Incorporation Act 2009 (NSW), which falls under the jurisdiction of the NSW Govt Office of Sport. The Act is administered by NSW Fair Trading. It has its own set of Articles of Association rules and aims to complement, but not rely upon the School.

The Club offers Basketball, Football and Netball.

## Management

The Club managed by a committee of members nominated and elected annually at the Annual General Meeting (“AGM”), held at the end of each year. The Committee is formed with an Executive (President, Secretary, and Treasurer) as well as Club Co-ordinators for each sporting code.

## Finances

The Club is a not-for-profit organisation. It is self-sufficient in funding, maintaining a surplus of no less than \$15k.

Wherever possible and dependant on the financial needs of the School, the Club may donate an annual amount of up to but no more than \$3k per annum to the School to supply transportation to the first cluster meet for Athletics, Cross-Country, Swimming and the

annual Netball Carnival. This amount is reviewed yearly at AGM.

## Meetings

All decisions affecting the operation of the Club must be made (or ratified) by the Club Executive at committee meetings.

- Meetings should occur at least once per quarter;
- A quorum of at least two executive members is required at all meetings.

## Club Executive Members

The roles of each of the executive members is listed below.

### President

The Club President’s role is to:

- Ensure quarterly meetings and an AGM are held;
- Chair these meetings;
- Ensure a succession plan for each of the codes and the Club as a whole; and
- Resolve any conflict that may arise within the Codes.

### Treasurer

The Club Treasurer’s role is to:

- Manage and oversee the financial administration of the club;
- Advise current financial position as, and when, required and report any financial issues;
- Lodging the annual statement to the Office of Fair Trading;
- Paying the annual liability insurance;
- Manage the administration of the Active Kids Program for the sporting codes;
- Approve and pay invoices as due.

## Secretary

The Club Secretary's role is to:

- Organise the quarterly meeting and AGM;
- Distribute meeting agendas prior to each meeting;
- Record meeting minutes and distribute no later than 21 days from date of meeting;
- Oversee the general administration of the Club;
- Maintain a Register of Members; and
- Be aware of current Working with Children Check guidelines and maintain a Working with Children Check Register.

## Membership

Membership to the Club is deemed by signing the registration form for any code offered by the Club. Upon registering, the person responsible for the registration automatically becomes a member (see Appendix 1) and agrees to abide by the Terms and Conditions of the Sports Club Charter.

## Privacy

The Club recognises that, as per the NSW Govt Office of Sport guidelines for privacy for sports clubs, *people have a growing expectation their personal information will be managed to the highest standard and that Organisations that fail to do this risk member safety and reputational damage.* The Club endeavours to ensure privacy of all member data through the implementation of internal processes designed to minimise risk of data loss or exposure to the public. The Club adheres to the recommendations of the NSW Govt Office of Sport for privacy and data management in sports clubs in Australia, as found in the following link:

(<https://www.sport.nsw.gov.au/clubs/ryc/safe-and-fair-clubs/privacy>)

## Child Protection

All coaches and volunteers involved with a sport offered by the Club must have a valid Working With Children Check ("WWCC") and be familiar with the Working with Children guidelines as outlined:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Those currently exempt from a formal WWCC are children under the age of 18 and **volunteering with a parent or close relative** (except where the work is part of a formal mentoring program or involves intimate, personal care of children with a disability). This includes volunteering with a team, program or other activity in which the child usually participates or is a team member.

Volunteers need to:

- Ensure children are supervised at all times;
- Be aware of situations which may present risks, and manage these situations or refer as appropriate;
- Not show unfair differential treatment or favour particular children;
- Behave in an appropriate manner at all times.

Refer to the School's Volunteer Requirements Policy for further information.

## Working with Children Check

The Club's Executive Committee has ratified that all Club Committee members must have a WWCC.

The Club's committee has ensured all volunteers and coaches have supplied a valid WWCC to the School. In the circumstances a WWCC status changes, the School, as a registered employer of the Office of the Children's Guardian and a

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nominated third party of the Club, is able to notify the Club.

The WWCC can be applied for on-line.

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

## **Agreed Purpose/Scope of the Sports Club**

The Purpose and Scope of the Club is to:

1. Have fun;
2. Celebrate participation and support all efforts;
3. Build positive self-awareness, self-belief, and self-concept;
4. Engender a Catholic centric approach;
5. Allow children with similar skills and ability to play together, in an environment which develops skills and instills a love and enjoyment of the game; and
6. Encourage fitness/physical activity

## **Agreed Club Behaviours / Culture**

The Club agrees to:

1. Maintain high levels of encouragement
2. Communicate love and support through participation;
3. Encourage a can-do, innovative, and positive, attitude;
4. Support positive communication and behaviour;
5. Support the development of a fun culture;
6. Support the development of team values and team spirit

## **Practical Arrangements**

All members of the Club and players must:

1. Be on time to training sessions and to the scheduled game;
2. Attend and participate at all scheduled training sessions or explain unavailability.

## **After School Supervision prior to Training**

In accordance with the Sydney Catholic Schools' Regulations, Policies and Procedures, which are followed by the School, each Code within the Club must highlight to parents that they either need to personally supervise their children, or check them into after school care, when there is a gap between the end of school and training. Further information on these Policies can be found on the School's website:

<https://www.shmosman.catholic.edu.au/policies>

## **Code of Conduct**

### **Players**

As Players in the Club, each student adheres to the following:

- I will always play by the rules.
- I will never argue with an official. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition.
- I will control my temper. I understand that verbal abuse of officials and sledging other players and deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- I will work equally hard for myself and/or my team.

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- I will be a good sport and applaud all good plays whether they are made by my team or the opposition.
- I will treat all players in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor.
- I will co-operate with my coach, manager, team mates and opponents.
- I will display modesty in victory and graciousness in defeat.
- I will participate for my own enjoyment and benefit, not just to please parents and coaches.
- I will respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- I will thank the opposition and officials at the end of the game.

### **Parents / Carers**

As Members of the Club, each Parent / Carer adheres to the following:

- I won't pressure my child in any way – I know that this is their game not mine.
- I will not use bad language, nor will I harass or bully players, coaches, officials or other spectators.
- I will encourage my child to play within the rules and respect officials' and coaches' decisions – no matter what.
- I will teach my child to respect the efforts of their opponents.
- I will remember that children learn best by example, so I will applaud good plays/performances by both my child's team and their opponents' team.
- I will give positive comments that motivate and encourage continued effort.
- I will focus on my child's efforts and performance – not the score.

- I will thank the coaches, officials and other volunteers who give their time to conduct the event for my child.
- I will help when asked by a coach or official.
- I won't criticise or ridicule my child's performance after the game.
- I will not arrive at the venue intoxicated, or drink alcohol at junior matches.
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.

### **Administrators**

All Administrators / Managers and Volunteers in the Club adhere to the following:

- I will ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.
- I will ensure quality supervision and instruction for players.
- I will remember that players participate for their enjoyment and benefit. I will not over emphasise awards.
- I will help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- I will ensure that everyone involved in sport emphasises fair play, and not winning at all costs.
- Where required, I will distribute a code of conduct to players, coaches, officials and parents and encourage them to follow it.
- I will not arrive at the venue intoxicated, or drink alcohol at junior matches.
- I will not allow the unlawful supply of alcohol at training, games or club functions.
- I will not use bad language, nor will I harass players, coaches, officials or spectators.

- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background

## Coaches

Coaches of the Club adhere to the following:

- I will remember that players participate for enjoyment and winning is only part of the fun.
- I will never ridicule or yell at players for making a mistake or not winning.
- I will be reasonable in my demands on players' time, energy and enthusiasm.
- I will operate within the rules and spirit of the game and teach my players to do the same.
- I will ensure that the time players spend with me is a positive experience. I recognise that all players are deserving of equal attention and opportunities.
- I will avoid overplaying the talented players and understand all players need and deserve equal time.
- I will not use bad language nor will I harass / bully players, officials, spectators or other coaches.
- I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- I will display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same.
- I will show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- I will keep up to date with the latest coaching practices and the principles of growth and development of young players.

- I will not arrive at the venue intoxicated, or drink alcohol at junior matches.
- I will not allow the unlawful supply of alcohol at training, games or club functions.
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.

## Officials

Officials of the Club adhere to the following:

- I will place the safety and welfare of players above all else.
- I will show concern and caution towards sick and injured players.
- I will give all players a 'fair go' regardless of their gender, ability, cultural background or religion.
- I will be impartial, consistent, objective and courteous when making decisions.
- I will accept responsibility for my actions and decisions.
- I will condemn unsporting behaviour and promote respect for the individuality of players.
- I will avoid any situations which may lead to or be construed as a conflict of interest.
- I will be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive.
- I will be a good sport as I understand that actions speak louder than words.
- I will always respect, remain loyal to and support other officials.
- I will keep up to date with the latest 'Laws of the Game', trends and principles of their application.
- I will refrain from any form of personal abuse towards players or other officials.
- I will not arrive at the venue intoxicated, or drink alcohol at junior matches.



- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.

## Grading Policy

The primary objective for grading is to have players with similar skills and ability playing together.

The Club recognises that some players wish to play with past teammates and friends. There is some flexibility on this (solely at the Club's discretion), mainly for Kinder to Yr. 2 players. Where you have this preference, it should be noted under 'Players Comments' on the registration form.

### Basketball: Yr. 2 to Yr. 6

The Basketball Committee will grade each team from the end of Year 1 (ie. Graded teams will commence competition Term 1 of Grade 2). Grading teams at this age gives each child the chance to play with teammates of similar standard and skill, so they can develop with players similar ability.

The Basketball Committee has discretion to mix some or all of the teams if the depth of the competition is limited (for example, not enough divisions within the competition age group), or player numbers are an issue,

### Football: Yr. 3 to Yr. 6

The Football Committee will grade players and teams from Year 3, or later. Grading will be done at the Committee's discretion and on the advice of its third-party coaching partner. The grading of the players is solely skill based as this is what the competition dictates. There are a large number of divisions within the Northern Suburbs Football Association ("NSFA") competitions to allow for this to happen.

### Netball: Yr. 4 to Yr. 6

The Netball Committee will grade players and Teams from the commencement of Year 4. This

is the age where the players transition from NetSetGo to the Northern Suburbs Netball Association ("NSNA") netball competition. Grading for is solely skill based as this is what the competition dictates. There are a large number of divisions within the NSNA competition to allow for this to happen.

## Why We Grade Players

Players that are not graded properly may not enjoy themselves as much when they are not group with like-skilled teammates. If they are less skilled than their teammates, they may feel like they are letting their team down and may not have the opportunity to be actively involved in a game. If they are materially more skilled than their teammates, they might not be given the chance to develop and grow.

## How We Grade Players

The Club does the best it can with the information and resources available, most of which are voluntary. The Club will use an independent grader for all Codes. In cases where grading is required for a your child's team, the following criteria will be considered:

1. Coach assessment from previous season
2. Previous season team results
3. Player observation on grading day/s
4. Special requests

## What to do if a Player is unable to Participate in Grading

If a child is unable to attend his / her Grading session/s, the Parent / Career must provide a written explanation. Non-attendance without notice or a reasonable explanation will mean the Player will be placed in a team which suits the Club.

## What to do if you are unhappy about the team your child is placed in

The Club will do their best to accommodate your request as noted under 'Player Comments' on the registration form. However, the Club is unable to guarantee your choices in the team selection



process. The Club reserves the right to conduct the team selection process in a way that is necessary and desirable for the proper management of the association and the teams as a whole.

Only in extreme cases does the Club allow children to switch teams after the teams have been announced. Any requests must be made in writing to the Club co-ordinator for consideration by the Sports Club Committee. A Parent or Guardian is welcome to address the Sports Club Committee in person regarding any issues they have with grading or team selection process. In doing so however, Parents or Guardians must be able to demonstrate to the Sports Club Committee's satisfaction, that they have a valid and just cause for their grievance.

Any grievances must be reported to the Sports Club President. Members must not approach the School Principal or teaching staff.

## **Players from other schools**

Children from other schools are welcome to join the Club's teams, if we require extra players. These children will not be placed in the top graded teams unless there are special circumstances, as our Club is primarily for the benefit of Sacred Heart students. Children from other schools will not be used in basketball teams if there are already 8 Sacred Heart children in the team. Children from other schools must participate in all training sessions.

## **Representative Selection for School**

Year 6 students have priority in Representative selection. However, if a Year 6 child is not among the top four strongest players the relevant Sport, then a Year 5 child will be considered for selection after discussion with their coach.

The Sports Club representative coordinator will contact the coordinator of each code and ask them to ascertain the four strongest players from

the girls and boys teams. Due to the high standard they will encounter as a Representative these children need to be from the top divisions for their age groups.

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## Appendix One



# Affiliation Document for Registration with Sacred Heart Mosman Sports Club

(Rule 3A)

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

**SACRED HEART MOSMAN SPORTS CLUB INCORPORATED**

**REGISTERED NO: Y0727130**

We understand that, pursuant to registering the abovementioned child/children to play for the Sacred Heart Mosman Sports Club (the “Club”), I will/We will, as the parent/parents of that child/those children, be automatically deemed to be a member of the Club. I/We agree to be bound by the association’s rules of the Club for the time being in force including:

- The sums payable under these rules by a member as an annual membership fee will be automatically deemed to have been paid by way of payment of registration charges set by the Club;
- Resignation of membership will be deemed to have been taken place six months from when their child/children ceases/cease to play sport for the Club.
- If you have received free membership as part of a donation (dinner dance) or due to financial reasons, then you must write or email the Club that you have read the Charter and agree to abide by the Terms and Conditions and therefore will be deemed to be a member for that season/semester.

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