



STEELERS Netball Club ^{INC}

Policies and Procedures Manual

KINGSWAY ANCHORS STEELERS Netball Club Inc. is referred to as STEELERS Netball Club

Netball is enjoyed by thousands of participants throughout Australia each week. STEELERS Netball Club Inc. runs in conjunction with Wanneroo Districts Netball Association who offers Net Set Go – a program for learning the basic skills, progressing to sub-juniors, juniors and open.

Athletes participate in the sport for many reasons – the competitive challenge, to be with friends, health and fitness, for the satisfaction of volunteering and most importantly to have fun in the sport they love.

STEELERS Netball Club Inc. is a family, promoting FUN, FRIENDSHIPS & FITNESS

STEELERS Netball Club Inc. acknowledges that all executive members are volunteers, but are volunteers that provide a valuable contribution to the positive experience for our members

STEELERS Netball Club Inc. provides netball fun for athletes of all abilities – from social netballers to competitive netball.

STEELERS Netball Club Inc. is committed to treating its members with respect, dignity and fairness. Such values along with the basic right to be able to participate in an environment that is enjoyable, safe and healthy will shape the running and organisation of the club





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1. Purpose of Policies

These policies aim to ensure STEELERS Netball Club Inc. and its members maintain a good reputation, positive behaviours and a fun attitude. They are enforced to ensure that every person involved is treated with respect and is protected from abuse.

STEELERS Netball Club Inc. mirrors the Members Protection Policies outlined by Netball Australia, the Policies and Procedures set by Wanneroo Districts Netball Association, Joondalup Netball Association, Region and Netball Australia and the post industry principals and values outlines in The Essence of Australian Sport – Principals to Fairness, Respect, Responsibility and Safety. Our policies are accompanied by the National Complaint Handling regulations, National Child Protection Regulations and basic Codes of behaviour. Such resources provide the procedure to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviours.

STEELERS Netball Club Inc. will take disciplinary action against any person bound by these policies if they breach them.

Such policies apply to

- * Affiliated Members
- * Guardians and supporters of affiliation members
- * Executive members
- * Sponsorship members
- * Life Members, Patrons, Vice Patrons
- * Coaches, Managers, Captains and Umpires (club officials)

STEELERS Netball Club Inc. must adapt, implement and comply with these policies and procedures, ensure the constitution and bylaws are updated and current, promote appropriate standards of conduct at all times, deal promptly and fairly with complaints and review all policies annually.

The clubs members must make themselves aware of these policies and procedures comply with all policies and procedures and understand the possible consequences of breaching such policies.

2. Registrations and Payment of Fees

All members must apply for membership through the on-line portal. All member application forms will be stored in a secured manner and will be destroyed at the end of the clubs financial year. All application forms must be submitted by persons over 18 years of age and must be completed in its entirety to be accepted. A non-refundable deposit as set by the committee will need to be paid to secure the registration. Successful applications will be emailed and asked to confirm their registrations by making full payment.

Age group eligibility will be referenced as the age the member is turning within that calendar year. STEELERS Netball Club Inc. does not follow school grouping categories and if required members may be asked to play higher than their age group. No player unless granted by the board of the appropriate netball association will be permitted to play below their age groupings.

STEELERS Netball Club Inc. will register teams as a whole with no less than seven (7) members and no more than twelve (12) members. Registrations will be accepted at the conclusion of the AGM meeting. Any registrations after this date will be pending on numbers and playing positions as needed by the club. A copy of junior and sub-junior birth certificates will be taken for the governing bodies to sight, no copies will be distributed.

Fees owed by members to STEELERS Netball Club Inc. are determined by the committee based on the costing of all governing bodies and the general running's and operations of the club. A non-refundable deposit – amount stipulated by the committee is required to be paid at the time of registration. The remainder of fees must be paid before the date stipulated by the committee.



All late payments will incur a \$20.00 payment plan fee. Members will be Unfinancial until fees are paid in full or they contact the club to arrange a payment plan – the club will not be responsible for arranging a payment plan.

Any members of the club who incurs a fine or is responsible for a fine from our governing bodies will be deemed unfinancial until such fine has been paid in full to STEELERS Netball Club Inc.

Failure to follow such procedures will deem the member unfinancial and the member will not be an active registered participant with Netball WA, the appropriate netball association or STEELERS Netball Club Inc. and will be unable to register with any other club within Wanneroo Districts Netball Association or Joondalup Netball Association

3. Refunds and Member Transfers/ Poaching

Upon acceptance of a members' registration is the non-refundable deposit. All additional fees are required to be paid once the registrations have been accepted by the club. Applications for refunds MUST be in writing and accompanied by a professional letter with reasons (Dr's note, higher education acceptance etc.). All refunds will go to the governing bodies to review their portion and to the current committee for the clubs portion. All members refunds request will be answered within ten (10) working days. No refund under any circumstances will be issued after the first playing game. Refunds after this date will need to be addressed to Netball WA.

All members wishing to transfer away from STEELERS Netball Club Inc. should do so at the earliest convenience and in writing addressed to the club. Transfers during the season needs to be addressed to the club along with the completed grievance procedures and reasons for leaving. Post season transfers need to be in writing addressed to the club and as long as the member is financial the transfer will be approved.

At no time will members of STEELERS Netball Club Inc. request members from another club associated at the appropriate netball associations to join STEELERS Netball Club Inc. during the winter competition. This is a breach of the policies and procedures outlined by the Wanneroo Districts Netball Association and Joondalup Netball Association. If any member of STEELERS Netball Club Inc. is asked to join another club during the winter competition, the member is urged to report the matter to a current club executive member.

Failure to follow such procedure will result in the refund / transfer process being denied. In the event of poaching a fine may be issued by Wanneroo Districts Netball Association, which will be the responsibility of that member to pay. The member will be deemed unfinancial until it is paid in full.

4. Affiliation with other clubs

Upon acceptance of a members' registration the club asks all members with an affiliation with another club to disclose their affiliation using our form Affiliation Disclaimer. Following this STEELERS Netball Club Inc. will review the extent of the affiliation and the impact it will have on STEELERS Netball Club Inc.

STEELERS Netball Club Inc. would like its members to make their club a priority. Such expectations extend to coaching and or managing a team within the club rather than an outside club, fulfilling a committee role and /or assisting with specialised coaching and pre-season programs. The current committee will review the Affiliation Disclaimer to ensure STEELERS Netball Club Inc. is not disadvantaged with the affiliation.

Failure to follow such procedure will result in the members registration being denied. The fees deposit paid by the member will be non-refundable – if additional fees have been paid the member can apply for a refund as per the club's refund policy.



5. Training and Game Rotations

STEELERS Netball Club Inc. is operating as an optional Open team Non-Training Club unless otherwise organised by the individual teams. In the event that a team decides to train it must be a unanimous decision and will need to be organised by the club. All junior and sub-junior teams will be training teams unless requested otherwise by all members of the team.. Training will be held at the WDNA courts on a Wednesday afternoon.

Any member absent from training for any reason will be penalised with a half game court time in a rotation planned by the coach/caretaker. All absences **MUST** be reported to the coach/caretaker no less than two (2) hours prior to the commencement of training. All notification must be by voice. SMS or email is inadequate. Failure to notify of absence may result in a full game time penalty.

All members are encouraged to leave training and games as a group. Members being collected by an outside traveller are encouraged to wait within the compound with other members. All members wishing to use the toilet facilities are encouraged to do so with other members.

All members are guaranteed equal court time opportunities, rotated equally by the coach/caretaker. Game time penalties will work in with the equal court time as an addition to time spent off court. Each game within the winter comp will compile of four (4) by fifteen (15) minute quarters with a three (3) minute gap between each quarter and a five (5) minute break at half time as outlined by the appropriate netball association.

Throughout all finals all caretaker coaches are encouraged to play the best combination on the day for the opposition – there is no equal court time in finals. No bench player shall take the court in place of a registered player of that team

Failure to follow and understand such a policy may lead to member disqualification. Members can follow the club's grievance procedures to lodge a grievance.

6. Team Allocation, Grading and Game Information

All individual members nominating for membership with STEELERS Netball Club Inc. will be graded into a team of similar ability provided with the information obtained and from the physical grading results. Team Nominations will stay together providing they fit within the clubs policies and procedures. Dissatisfaction within a nominated team needs to be addressed to the current clubs committee following the clubs grievance procedure.

At no time unless approved in writing by the PRESIDENT of STEELERS Netball Club Inc. is a team to organise the substitution of a player under the appropriate netball association's single game voucher allowance. All teams will be encouraged to pull up through the ranks before obtaining outside players and all players when asked will be required to fill in when needed. It is the responsibility of the team coach/caretaker to liaise with the clubs President when short on players – **no club movement shall be done by anyone but the clubs President or a person acting in place of.**

All teams are nominated into a division by the board at the appropriate netball associations. Post the Associations scheduled grading rounds no changes can be requested by teams; however movement is reserved to the board of the appropriate netball associations. The appropriate netball association's does not allow postponements. As a club we do not encourage teams to forfeit games. However if all avenues to fill a team have been exhausted a forfeit will be organised by the club president – it is up to the teams' caretaker coach to liaise with the club president.

At all times, all STEELERS Netball Club Inc. teams will perform at their best ability. Such a policy implies to the premiership rounds as well as the grading and assessment rounds.

Failure to adhere to such a policy may result in disqualification of membership.



7. Court Orders and Restraining Orders

STEELERS Netball Club Inc. will follow and acknowledge all court orders, restraining orders and legal documents when presented with a certified copy. In the event that a court order or restraining order involves two (2) affiliated members within the club, the executive members will assess the situation and act accordingly. In the event that a members' membership is deemed to be cancelled due to such measures, the club will offer a full refund (this does not apply for breach of policies)

In the event that the legal document relates to another member of the appropriate netball association the club contact for STEELERS Netball Club Inc. will meet with the association's board to make them aware.

All AVO restrictions are up to that individual to follow and ensure they are being met at all times.

Failure to supply a certified copy of the legal documents may result in a suspension of membership forfeiting all refunds.

8. Physical Violence

STEELERS Netball Club Inc. does not condone or accept any form of physical violence either on or off the court. Physical violence does not adhere to the concept of social sport, regardless of the nature of the game. Any member seen to partake in any form of physical violence will have their membership suspended immediately forfeiting all refunds and the matter will be forwarded on to the police.

Any person or official seen to partake in any form of physical violence will have their membership suspended immediately as well as the membership of their associated affiliated association, forfeiting all refunds and the matter will be forwarded on to the police.

Failure to play in the spirit of the game will see membership forfeited and a fine enforced.

9. Team Grievances and Player Movements

STEELERS Netball Club Inc. will do its best at all times to ensure all teams and its members are satisfied with their team arrangements. In the event that a team is unsatisfied with a player placed in the team, STEELERS Netball Club Inc. asks that the team manager official completes the grievance forms and allows the club time to action the grievance in efforts to obtain the best practical result for all persons involved.

STEELERS Netball Club Inc. will do its best at all times to ensure all members are satisfied with their team arrangements. In the event that a player is unsatisfied, STEELERS Netball Club Inc. asks that the person completes the grievance forms and allows the club time to action the grievance in efforts to obtain the best practical result for all persons involved. Player movement will ONLY take place if a practical solution can be found for all members involved. If a solution cannot be found the member can forfeit their membership without a refund.

Failure to continue to play in the spirit of the sport or the game will forfeit an application for a refund

10. Injuries and Insurance

All financial members are covered by Netball WA Insurance. Claims need to be made via the Netball WA website. STEELERS Netball Club Inc. will endeavour to assist with all claims. Lodging a claim form is made easier if the first aid record form is collected when first aide is administered from the delegated first aid officers at the appropriate netball associations. Any persons seen to commit fraud when completing the form will be suspended from the club as per our suspension policy

All members voicing an injury or recovering from an injury are required to obtain a clearance before netball exercise can re-commence with the club.

Failure to adhere to such policies may result in lesser court time and denial of assistance with lodging an insurance claim.



11. Communicable Diseases

STEELERS Netball Club INC. is committed to providing a safe environment for all athletes and supporters and aims to assist in the control of communicable disease spread within ours and the broader community. STEELERS Netball Club INC. aim is to educate and stress the importance of preventing or minimizing the spread of communicable diseases. All Members have the inherent risk of contracting or spreading a variety of different microorganisms that are capable of passing from one individual to another. Through maintaining proper immunizations, annual vaccinations and the practice of universal precautions, the spread of communicable disease in STEELERS Netball Club INC. may be controlled with an understanding that it is difficult to prevent exposure from **all** communicable diseases.

STEELERS Netball Club INC. recognises by definition a Communicable Disease is an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges by indirect means. Microorganisms are typically passed through direct contact with an infected individual or direct contact with the bodily fluids of an infected individual.

STEELERS Netball Club INC. follows all directions and takes guidance from our governing Netball bodies, local, state and federal government.

STEELERS Netball Club INC. promotes and encourages the Common Sense & Shared Responsibility approach to dealing with Communicable Diseases. This includes, members understanding the importance of self-care, as well as seeking appropriate medical care if they acquire an illness that may jeopardize the health and safety of others: i.e. players, supporters & committee members. Examples of self-care and common senses approaches included but are not limited to:

- Not Sharing Drink Bottles
- Weekly washing of both training and match game bibs
- Washing Hands before and after match games and training
- Not Sharing Whistles
- Using appropriate PPE if assisting an injured player.
- Having hand sanitizer available to all members at all times and promoting its use before and after games

Members who contract a serious or communicable disease or develop signs/symptoms of an infectious illness (fever, vomiting and/or diarrhea) should consider themselves to be contagious and should remove themselves from further interactions with the club or games until recovered. Members will also be required to have a health care practitioner complete the Assessment for Fitness to Participate in STEELERS Netball Club INC.

Health Policy for Contagious Illness and Contact with Club and Game Day Matches

1. Make an appointment with your personal health care provider for evaluation, diagnosis, care; and discuss with the health care provider the restrictions and/or precautions that should be imposed due to the diagnosis.
2. Once a member is referred to a health care provider for medical care, then the provider will determine the ability of the member to attend club events or game day matches. Do not return to the club or match day games until cleared by your health care provider. Ask the practitioner to complete the Assessment for Fitness to Participate in STEELERS Netball Club INC form.
3. Do not return to the club or match day games until at least 24 hours after being afebrile (fever free) without the use of fever reducing medications.
4. A health care provider, who must determine the member's ability to return to club activities or game day matches, should evaluate chronic medical condition that may result in the member contracting or spreading a microorganism.
5. The member should contact the club president, following any evaluation with a health care provider that places restrictions or absence from the club and/or game day matches so that appropriate action can be discussed and implemented.



12. Team Delegates and Governing Bodies

All teams within STEELERS Netball Club Inc. will have a delegated team coach/caretaker. Such a role involves managing the team's members, liaising with the clubs current executive members and adhering to the clubs policies and procedures, constitution and bylaws.

All teams within STEELERS Netball Club Inc. will have a delegated team manager. Such a role involves managing secretarial duties, working with the team's coach/caretaker and ensuring the clubs equipment is safe and in appropriate working order. Liaising with the clubs current executive members and adhering to the clubs policies and procedures, constitution and bylaws.

All teams within STEELERS Netball Club Inc. playing for premierships points will have a team nominated team captain. Such a role involves guiding the team in a positive direction, performing pre-game duties outlined by referees and coaches, working with the team's coach/caretaker and the team manager, liaising with the clubs current executive members and adhering to the clubs policies and procedures, constitution and bylaws.

All teams within STEELERS Netball Club Inc. will have paid accredited umpires. Such a role is paid in accordance to the clubs payment schedule determined by the current committee and liaising with the clubs current executive members and adhering to the clubs policies and procedures, constitution and bylaws.

All team delegate role nomination forms shall be in writing and shall be addressed to the club.

STEELERS Netball Club Inc. is guided and works alongside the appropriate netball associations, Netball WA, Netball Australia and The Department of Sport and Recreation. All communications between the club members and these governing bodies must be done by the clubs elected club contacts. Failure to follow this procedure may result in a fine, which will be passed on to the persons concerned. These members will be deemed unfinancial until such a fine is paid in full.

Failure to have nominated delegates may result in the disqualification of the team's membership.

13. Working with Children Screening Checks & Police Clearances

The Working With Children Check provides a unique number (the WWCC number) to a person who has been cleared to work with children.

The WWCC application process involves a national police check and a review of findings of workplace misconduct.

The result is either a clearance to work with children for five years, or a bar against working with children.

Barred applicants may not work or volunteer with children.

If a person receives an interim bar, they will be immediately removed from their child-related position in the club

A WWCC clearance lasts for five (5) years and is continuously monitored for any new relevant offences.

In Western Australia the Working with Children Act 2004 aims to protect children from harm by providing the highest standard of compulsory national criminal record checking. People requiring checks include those in child-related work carried out in a paid or unpaid capacity. Parents volunteering in a capacity that includes their child and those under the age of 18 years are excused from this process by the Working with Children Screening Unit.

STEELERS Netball Club Inc. endeavours to provide a safe environment for all members and requests that a WWCC (if eligible) is to be completed before being named in a club official or executive member role. As a club STEELERS Netball Club Inc. will cover all costs involved if obtained within the time frame given by the club. A copy of the card is required to be maintained by the club. The club registrar is responsible for linking the card holder to STEELERS Netball Club Inc using the Working with Children Check web site.



In the event that a club official or executive member receives a negative notice from their Working with Children Check application the club will ask them to step down from their role immediately and will appoint a club member to fill that role as soon as possible.

The executive member holding the title of the club registrar will be the ONLY person who can sign Working with Children Check applications on behalf of STEELERS Netball Club Inc. IN the event that the club does not hold a club registrar or the club registrar is absent the club President can sign the application forms. In the event that the club registrar and / or club President is related or has a conflict of interest with the person requesting the application the executive members will nominate a suitable replacement person to sign the application as soon as possible.

Club executive members who are STEELERS Netball Club Inc. treasurer and/or bank signatures are required to have a current police clearance before commencing their roles. STEELERS Netball Club Inc. will cover all costs involved.

Failure to follow such a policy will result in the disqualification in associated roles. A fine may be enforced by the Working with Children Screening Unit.

14. Child Protection Policy

Child protection is about keeping children safe from harm/abuse. Child abuse is illegal and no one is permitted to work with children without a current Working with Children Check (WWCC).

STEELERS Netball Club Inc. will endeavour to provide a safe environment for children at all times. By creating a child-safe and friendly environment, STEELERS Netball Club Inc. minimises the risk of harm to children in our care, gives confidence to our club officials so that they know what is expected from them and what they need to do, assures parents that the club is responsible and takes pride in our work and shows a commitment to protecting children. As a club we will make sure our athletes especially who are child aged know who they can speak to if they feel uncomfortable.

In the event that a child suggests that they do not feel safe in any environment STEELERS Netball Club Inc. will encourage the person that the child has opened up to, to:

- * Listen Carefully
- * Let the child use their own words
- * Not ask leading questions
- * Tell the child that they believe them, that it is not their fault and that telling is the right thing to do
- * Explain that the information will need to be shared
- * Not make promises they cannot keep such as promising not to tell anyone
- * Try not to leave the child in a distressed state
- * As soon as possible after the discussion, record EXACTLY what the child has said, using the child's own words
- * Report the incident immediately to the club's Child Protection Officer who will in turn be the club's Registrar. The club's registrar will undergo a child protection workshop to ensure their knowledge is current. With this information the club registrar will report the incident to the club President and together they will act as per the WA Child Protection Legislation and Child Protection Laws



15. Uniforms and the use of club uniform outside of competition

All members are required to wear the uniform approved by STEELERS Netball Clubs' Inc. current committee. All monies must be paid in full before the uniform will be ordered. The club uniform can be changed at the discretion of the committee and approved at the AGM and/or Special Meeting.

Sports shoes only shall be worn.

Cotton belts are not permitted to be worn.

Players shall be allowed to play in soft brimmed caps/visors.

Supporter shirts **MUST** be worn when appropriate

Club uniform consists of the supporter top, A-line dress and club boy leg shorts for ladies.

Club uniform consists of the supporter top, club mens singlet and plain black shorts for males

Plastic and or metal headbands are not permitted to be worn.

Players are permitted to wear prescription glasses only if secured to the head via a padded band. A copy of a letter of prescription needs to be handed to the club upon registration and a copy must be on the member at all times.

Players are permitted to wear sunglasses only if required to do so for medical purposes and if secured to the head via a padded band. A copy of a medical letter needs to be handed to the club upon registration and a copy must be on the member at all times.

Players are permitted to wear gloves only if required to do so for medical purposes, however nails must still be cut short and smooth under the gloves. A copy of a medical letter needs to be handed to the club upon registration and a copy must be on the member at all times.

In the event that a club uniform has been ordered but has not yet arrived players **MUST** wear a try on uniform. If there are none available the member will not be permitted to take the court.

On the occasion the members of the club want to use the uniform for carnivals and courses, prior permission must be sought in writing to the current committee. The committee will respond within ten (10) working days of their decision. Without prior consent, the clubs playing uniform and name is not permitted to be used outside of the club's competition.

Failure to not be in uniform will see the member disqualified from that game and a possible fine imposed by the appropriate netball associations. Wearing the uniform outside of the clubs events without prior permission may result in the disqualification of membership.

16. Videoing and Photography

Images of members cannot be used inappropriately and illegally. To take images during a netball game, photographers are required to check the official game scorecard for authorisation. It is up to the person wishing to take photos or videos to ensure permission has been granted prior. Members consent to photography and videoing of individual members is obtained at the time of registration and permission is passed onto the board of the appropriate netball associations. In the event a member within a team denies consent the board of the appropriate netball associations will deny permission for the team. If such images are still being taken, the members are urged to report the matter to the board of the appropriate netball associations and to notify the current club committee for further action.

Permission of images at events not governed at the Saturday competition needs permission from the team's coach/caretaker. In the event that an individual member denies consent, the team coach/caretaker will deny the permission.

STEELERS Netball Club Inc. requires the privacy of our members to be respected and disallows the use of camera phones and other devices inside changing rooms, showers and toilets.



When using images taken from a STEELERS Netball Club Inc. environment, the person in the image will not be named or have their personal information shared without specific prior written consent. STEELERS Netball Club Inc. will only use images relevant to netball and will ensure the image is respectful.

Failure to follow this policy may see membership disqualified. A fine from Wanneroo Districts Netball Association may also be applied.

17. Social Networking Websites

STEELERS Netball Club Inc. acknowledges the emergence of new technology and communication mediums and wishes to enable such new media's to be used to the benefit of the sport and the club and to applaud achievements. Members of STEELERS Netball Club Inc. needs to be mindful of a few key matters that could lead to the inappropriate use even when unintended.

Do not include personal information of yourself or others

Do not use offensive, provocative or hateful language.

Use your best judgement- do not publish something that makes you feel uncomfortable and never publish something when overcome with emotion or intoxicated.

Always ask permission or give permission in writing before posting.

Never comment on rumours or speculations.

Always use such media to promote the positive images of STEELERS Netball Club Inc. and not as a gossip site towards members or other clubs.

Bullying and harassment in all forms including cyber bullying and harassment is regarded as unacceptable by STEELERS Netball Club Inc. Bullying has the potential to cause great anxiety to the person who has been the target. Frustration at an umpire, player, official or any other persons in the proximity of the sport should never be communicated on social networking sites and text messages. If any member becomes aware of any negative comment made about the Kingsway Anchors STEELERS Netball Club Inc. or any registered member, its brand, products and services on any social media they will not respond directly but inform the club President as soon as possible.

Failure not to follow these guidelines may result in membership disqualification and in some cases legal action.

18. Media Policy

As a club STEELERS Netball Club supports only the positive use of media. As a club we discourage all members to refrain from speaking to the media in reference to the club, its members or the governing bodies, however if the need does arise comments should include a disclaimer that the content is their personal view and not the official view of the club.

Any member who has communication with the media in relation to the club, our governing bodies or an individual member and shows representation to Kingsway Anchors STEELERS Netball Club Inc. will result in their membership being disqualified and in some cases legal action

19. Anti-discrimination and Harassment

STEELERS Netball Club Inc. aims to provide a sporting environment where all those involved in its activities are treated with dignity and respect and without harassment or discrimination.



STEELERS Netball Club Inc. prohibits all forms of harassment and discrimination. Discrimination and harassment are extremely distressing, offensive, humiliating and can be threatening while creating an uncomfortable and unpleasant environment. In most cases harassment and discrimination acts are against the law.

Bullying on social media or in person will not be tolerated. All members will be treated as equally important members of the club. No one will be made to feel inadequate or not valued at any time.

If any person feels they are being harassed or discriminated against by another person within STEELERS Netball Club Inc. or governing bodies, they are urged to follow the grievance procedure.

Failure to follow this procedure will result in disqualification of membership

20. Pregnancy

STEELERS Netball Club Inc. is committed to providing an inclusive netball environment for pregnant women. STEELERS Netball Club Inc. expects everyone who is involved within the club to treat pregnant women with dignity and respect and to remove any unreasonable barriers of participation in the sport that will disadvantage them. STEELERS Netball Club Inc. will not tolerate any unlawful discrimination or harassment against pregnant women or against women who may become pregnant.

STEELERS Netball Club Inc. will take reasonable care to ensure the safety and well being of pregnant women and their unborn baby. STEELERS Netball Club Inc. will advise pregnant women that there is some risks involved and will encourage them to seek medical advice about such risks. Pregnant women should be aware that their own health and wellbeing and that of their unborn child are of the utmost importance in their decision making regarding the extent and manner in which they participate in netball. STEELERS Netball Club Inc. will strongly encourage all pregnant women to consult with their medical practitioner to learn all about the facts about pregnancy in sport with a particular reference to netball. Pregnant women will be treated as equally as all other members in regards to court time and fairness. Members are strongly encourage to alert their caretaker coaches about pregnancies as soon as possible in case of an emergency

Failure to adhere to this policy may result in the coach/caretaker delegates role stripped and may further result in membership disqualification.

22. Alcohol, smoking and other Substances

STEELERS Netball Club Inc. is committed to conducting its activities in a manner that encourages the responsible service and consumption of alcohol. STEELERS Netball Club Inc. will NOT allow individuals to participate in any sporting activities if they are consuming alcohol or under the influence at the time of play. Under the influence is deemed by physical appearance, history knowledge and physical attributes. STEELERS Netball Club Inc. will ensure that food and low alcohol and non-alcoholic drinks are available at any activity and will encourage responsible alcohol practices.

STEELERS Netball Club Inc. will strongly discourage the use of prohibited substances. STEELERS Netball Club Inc. will NOT allow individuals to participate in any sporting activities if they are consuming prohibited substances or under the influence at the time of play. Under the influence is deemed by physical appearance, history knowledge and physical attributes.

Failure to adhere to such a policy will see membership disqualified immediately.

STEELERS Netball Club Inc. recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact upon the junior members of the club.
- Smoke free areas make smoking less visible and less socially acceptable.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.



- Outdoor smoke free areas help to reduce the amount of cigarette butt litter (reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts).
- Smoke free environments are advantageous in attracting new members as well as positively promoting the club in the community.

Accordingly, the following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the club

GENERAL

- Cigarettes and other tobacco products will not be sold, including from vending machines by the club.
- No images of club volunteers, members, officials, coaches and players smoking at club-related activities are to be placed on social media.

SMOKE FREE AREAS

The STEELERS Netball Club Inc. requires the following areas of the club playing arena at all netball associations to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering and eating and drinking areas

FUNCTIONS

- Club functions, including social and fundraising events and meetings, held at club facilities are to be smoke free.
- Smokers may only smoke at outdoor designated smoking areas and are to dispose of cigarette butts safely before entering facilities.

NON-COMPLIANCE

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy and the WA tobacco laws to the person/people concerned, including identification of the areas in which smoking is permitted
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/people to leave the club facilities or function.

POLICY PROMOTION

The club will promote the smoke free policy regularly by:

- Putting a copy of the policy in club newsletters and printed member/player information and on the website.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations both indoors and outdoors.

The club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

ALCOHOL MANAGEMENT POLICY

This policy outlines our procedures for a balanced and responsible approach to the supply, consumption and promotion of alcohol at club training, games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, and acknowledges the role that sporting clubs play in building strong and healthy communities.

This policy will help to ensure our club:



- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club training, games, special events, functions and other activities where alcohol may be consumed.
- Upholds the reputation of our club, our sponsors and our partners.
- Understands the risks associated with alcohol misuse and our role in minimising this risk.

While **STEELERS Netball Club Inc.** does not sell alcohol, we acknowledge that alcohol may be consumed at club related events and activities including meetings, after training or games, end of season/presentation functions, sponsors' functions, trivia nights and other fundraising events. Our club may also hold functions at licensed venues.

Accordingly, the following requirements will apply to all members, volunteers and visitors where alcohol is consumed.

Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of our club.

In addition, our club will promote additional services that are available to members to deal with alcohol related issues if they arise. Such avenues include encouraging the club member to:

- Contact a local community health provider eg your local GP.
- Visit the Alcohol & Drug Foundation's 'Help & Support' section on the website <http://adf.org.au/help-support/>.

Whilst engaging in club activities members, volunteers and visitors:

- Will accept responsibility for their own behaviour, use good judgment and take a responsible approach when alcohol is available.
- Will encourage and assist others to use good judgment when alcohol is available.
- Will not compete, train, coach or officiate if affected by alcohol.
- Will not provide, encourage or allow people aged under 18 years to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not post images on social media of themselves or others drinking alcohol irresponsibly at club-related activities.

For the purposes of this policy, a person is defined as being in a state of intoxication if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

- Intoxicated people will not be permitted to enter our club premises.
- If a person becomes intoxicated (and is not putting other people at risk with their behaviour) the person will be provided with water and options for safe transport home, where available.
- If a person becomes intoxicated (and is putting other people at risk due to their behaviour) the person will be asked to leave our club premises immediately and offered safe transport options, where available. Police may also be contacted to remove the person, if required.
- Alcohol will not be provided to persons aged under 18 years.
- Our club will discourage the drinking of alcohol in the club change-rooms to reduce the risk of minors being served alcohol illegally.



Our club recognises that not all club members may drink alcohol. Our club actively encourages venues we use for club activities and functions to have:

- Non-alcoholic and low alcohol drinks available and to provide drinking water free of charge (where available).
- Non-alcoholic drinks clearly visible and adequate in variety and supply.

Our club will encourage safe celebrations and events by:

- Not conducting functions where a minimum amount of liquor sales is required.
- Not promoting or hosting 'all you can drink' functions.
- Not providing alcohol-only drink vouchers for functions.

Advertisements for functions will promote safe celebrations by:

- Not overemphasising the availability of alcohol or referring to the amount of alcohol available.
- Not encouraging rapid drinking or excessive drinking.
- Giving equal reference to the availability of non-alcoholic drinks.
- Displaying a clear start and finish time for the function.
- Including a safe transport message, where possible and relevant.

Our club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community. Accordingly, our club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they get home safely and avoid driving under the influence of alcohol.

Our club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and responsible alcohol consumption in accordance with the principles of this policy and the values of our club.

Our club will:

- Educate members, volunteers and visitors about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via **[our website, newsletters, social media, announcements during events and functions]**.
- Not advertise, promote or have alcohol served or consumed at junior events or activities.
- Pursue non-alcohol sponsorship and revenue sources.
- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to **[achieve/maintain]** the highest Good Sports accreditation.

Club committee members will uphold this policy and any non-compliance will be handled according to the following process:

- Club members and/or guests should notify the committee of any breaches of this Policy (for example, individuals turning up intoxicated or bringing their own alcohol to a club activity).
- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/people to leave the facilities or function.



22. Gender Identity

STEELERS Netball Club Inc. is committed to providing an inclusive sporting environment where transgender or transsexual people involved in the club are able to equally participate and contribute. STEELERS Netball Club Inc. expects all its members to treat people who identify as transgender or transsexual and those who are undergoing gender transition fairly with dignity and respect.

Any persons on the receiving end of discrimination towards transgender or transsexual shall follow the clubs grievance procedure.

Failure to not adhere to this policy may see membership disqualified.

23. Safety within the sport

STEELERS Netball Club Inc. recognises that the competition is considered a winter sport and understands that the winter sun can also contribute to sun damage. STEELERS Netball Club Inc. encourages all members to be sun smart and to be protected from the harmful effects of the sun throughout the year. All members are strongly encouraged to wear thirty plus (30+) water resistant sunscreen suitable for sports of each playing day – even when over cast. All sun safe procedures encouraged will be mirrored by the cancer council guidelines.

STEELERS Netball Club Inc. will pass on all medical history obtained at the time of registration to the delegated team coach/caretaker and team manager. Such records will be treated, as confidentiality and it will be expected by these parties to treat such documents as confidential.

STEELERS Netball Club Inc. will educate its members on hydration, nutrition and injury prevention but it will become the members individual responsibility to ensure these are followed.

STEELERS Netball Club Inc. adheres to all rules in action set by the governing bodies of Netball Australia, Netball WA and appropriate netball associations. All of its members are expected to play in the spirit of the game and adhere to such rules and practices. At no time is it acceptable for members of STEELERS Netball Club Inc. to play the sport of netball outside the published rules. At no time will members show any physical or verbal abuse to the opposition, officials, umpires or teammates – this is considered playing outside of the published rules.

Failure not to adhere to such a policy will see membership disqualified immediately.

24. Concussion

STEELERS Netball Club Inc. endeavours to protect our members from harm at all times. On any occasion during the time that the member is registered with the club the member suffers a concussion; the member will be unable to return back to any physical activity within the club without obtaining a medical clearance from their general practitioner. Such a clearance needs to outline: how the member received their concussion, the date of the concussion, the medical treatment received and a statement declaring that the members is fit to resume “their netball position” i.e. umpire, player etc.

Failure to provide a clearance will result in the member being unable to resume their position until such time.

25. Sponsorship, Events and Fundraising

STEELERS Netball Club Inc. endeavours to obtain various sponsorship each year in different monetary amounts and donations. At no time will an executive role within the club be a paid position – STEELERS Netball Club Inc. will operate as a non for profit club, with all monies recycled through club development and maintenance. STEELERS Netball Club Inc. has developed an



overview of sponsorship obtained with terms and conditions. All sponsors will be recognised by the club unless requested to remain anonymous.

The club will conduct several fundraising activities per year. All fundraising events are compulsory for all members. The club will have a opt-out fundraising levy for those who do not want to participate in the activities. Any registrations after the first playing game will be required to pay the Levy.

In conjunction to this, the club will run several events as well. All events are optional, however for the successful running of the club it is strongly encouraged that members participate to their maximum capacity. Non-members are also encouraged to attend and in doing so will adhere to the club's policies and procedures. Any non-member in breach of our policies and procedures will see that their corresponding affiliated member is disciplined as per the guidelines.

Failure to return fundraising money will see the member unfinancial.

26. Equipment and Club Property

STEELERS Netball Club Inc. will endeavour to provide the best equipment possible for each team. Teams will be allocated their own sporting bag, which will become the responsibility of the delegated team manager. All broken equipment needs to be returned to the club for replacement. At the conclusion of the season all equipment not returned or replacement costs not paid will see each member in the team unfinancial. It is the responsibility of all STEELERS Netball Club Inc. members to ensure the care of all equipment at all times

Throughout the season each team will be on roster by WDNA to either score or time for their games.

When timing for their games, the team MUST use the designated netball timer. No alternatives can be used. These timers have been approved by the netball associations. The team timer is also responsible for the authenticity of the team score card. This person is required to monitor the progressive scores and details during the game and bring up any discrepancies as they arise to the team coach who will alert the association straight away.

When rostered on to perform scoring duties, the person must use the official association score card. Recoding on the score card must be completed in either black or blue pen. No liquid paper can be used on this document. If there is an error the person scoring must cross it out and provide their initial. If the error is with the final score both the timer and scorer must initial the change.

Failure to return equipment in good working order will see members as unfinancial.

27. Grievance Procedures

PURPOSE

To ensure that grievances / complaints raised by members (including members of the Committee), volunteers, stakeholders or community members are dealt with in a prompt and equitable manner

POLICY

It is recognised that people associated with the Club will from time to time have grievances or complaints that need to be resolved in the interest of maintaining good relationships. Kingsway Anchors STEELERS Netball Club INC. believes that:

- People have the right to have their grievances receive careful consideration through established processes that are timely and based on fairness and respect
- The best resolution is one that is reached cooperatively and informally where possible prior to a formal complaint being lodged in writing



- A person making a complaint or airing a grievance will not be disadvantaged in anyway as a direct result
- Where a formal complaint is received by the Committee it will be considered in a timely and confidential manner and documented together with the steps towards resolution

PROCEDURES

Steps to Making a Complaint / Achieving Resolution

- Speak to the person causing the problem and inform them of the behaviour, decision or action that the complaint or grievance refers to. Discuss possible solutions
- Speak to a Committee Member for advice on possible solutions and/or intervention
- Make a formal complaint in writing to the Committee
- Seek independent arbitration if a suitable resolution cannot be reached
- Refer the complaint to the Equal Opportunities Commission, the Industrial Relations Commission or relevant body.

Seeking Resolution

Where issues cannot be resolved informally, a complaints process will be adopted based on the principles of open discussion, confidentiality, fairness and respect, and timeliness.

Formal Complaint Procedure

A person who chooses to make their grievance or complaint formal must do so in writing to the Committee.

- Once a formal complaint is received it will be referred to the Vice President and President (unless the complaint directly concerns either parties) for discussion and recording
- Contact will be made with the complainant within 5 days of the receipt of the complaint, with the intent to resolve in 14 days as per the club constitution.
- If another party is involved they will be fully informed of the full details of what is being said and a meeting will be established between the parties with a selected mediator
- If the grievance is substantiated and unresolved the matter will be referred to the next Committee Meeting or if deemed more urgent, a Special Meeting will be called. This may also involve the parties concerned
- The complainant and respondent will be informed of a decision in writing
- If this does not result in a suitable resolution, or there is dissatisfaction with the handling of the complaint, the matter can be referred to another nominated independent person.
- If the grievance remains unresolved, the matter should be referred to the relevant body / Commission dependent on the nature of the complaint.
- The complainant may seek the assistance of an agent throughout this process.



28. Codes of Conduct – Policies Breach.

It is a breach of these policies for any person to have been found: Acted in a manner contrary to what is stated, failed to follow the policies and procedures outlined in the clubs Policies and Procedures, Constitution and By-Laws, Netball WA and Procedures, Constitution and By-Laws, Netball Australia and Procedures, Constitution and By-Laws and appropriate netball association's and Procedures, Constitution and By-Laws

If any member breaches the policies; one or more forms of discipline may be imposed. All disciplinary action imposed will be applied consistent with any contractual rules and requirements; be fair and reasonable; be based on the evidence, information presented, seriousness of the breach and will be determined by STEELERS Netball Clubs Inc. Policies and Procedures, Constitution and By-Laws.

Such action can include:

- A direction to offer a verbal and or written apology
- A written warning
- A demotion or transfer
- A suspension of membership
- A disqualification of membership
- A monetary fine (all fines issued by other organisations will be passed on to the individuals)

All members of STEELERS Netball Club Inc. will adhere to the Department of Sport and Recreational codes of conducts:

Players

- Play by the rules
- Never argue with an official. If you disagree, have your captain approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviors in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rule and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decision and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
-

Coaches

- Remember that young people participate for please and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.



- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the just-average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training and competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Officials

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behavior and promote respect for all opponents.
- Emphasize the spirit of the game rather than the errors.
- Encourage and promote rule changes that will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behavior and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

Administrators

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not over emphasize awards.
- Help coaches and officials highlight appropriate behavior and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasizes fair play and not winning at all costs.
- Give a code of behavior sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behavior and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

For any breach of the abovementioned codes the following penalties will apply:

- Playing member 2 game suspension and or \$50.00 fine
- Club Official / Spectator \$50 fine

These penalties will be considered and applied on a case-by-case basis by the sitting Committee. If you are a player over 18 and a spectator associated with you incurs a breach, the relevant penalty will be applied to you



29. Grievance Form

Grievance Form

Name of Complainant		DOB	
Date Lodged		Date Received (office)	
Role in STEELERS Netball Club Can be more than one Coach, player, parent of one under 18			
Location / event alleged issue occurred			
Facts as stated by Complainant – nature of complaint Harassment, verbal abuse, physical abuse, bullying			
Feelings expressed by complainant			
What complainant would like to see happen next			
Facts as stated by accused			
Feelings expressed by accused			
What accused would like to see happen next			
OFFICE USE Resolution to the grievance			
Responded to complainant		Responded to accused	



30. Affiliation with Other Clubs Form

Affiliation with Other Clubs Form

Name of Person		DOB	
Date Lodged		Date Received (office)	
Role in STEELERS Netball Club Can be more than one Coach, player, parent of one under 18			
Name of other club with Affiliation Role in other club Reason for fulling role within other club			
Details of how this role will NOT impact your membership with STEELERS Netball Club			
Name of person of contact from your other club			
OFFICE USE Notes from committee discussion and final decision for the member			
Responded to member by		Date responded to	



31. Medical Clearance

Assessment of Fitness– to be completed by a health professional

Please hand this form to your regular medical practitioner to complete all questions.

Patient Name:	
Patients D.O.B.:	
Were you familiar with the patients' medical history prior to this exam	N / Y
The patient has attended this practice since:	
Details of Medical Conditions Disclosed by patient:	
Treatment of Medical Conditions Disclosed by patient:	
Possible side effects of treatment that may affect the patient:	

In my opinion my patient: _____
is mentally and physically **fit / unfit** to resume netball activities

Practitioner's Name: _____

Practitioner's Signature: _____ Date: ____/____/____

Medical Centre's Stamp:

Medical Centre's contact Number: _____

Medical Centres address: _____