



# WANTIRNA SOUTH NETBALL CLUB HANDBOOK

Issue 4

NOVEMBER 2016

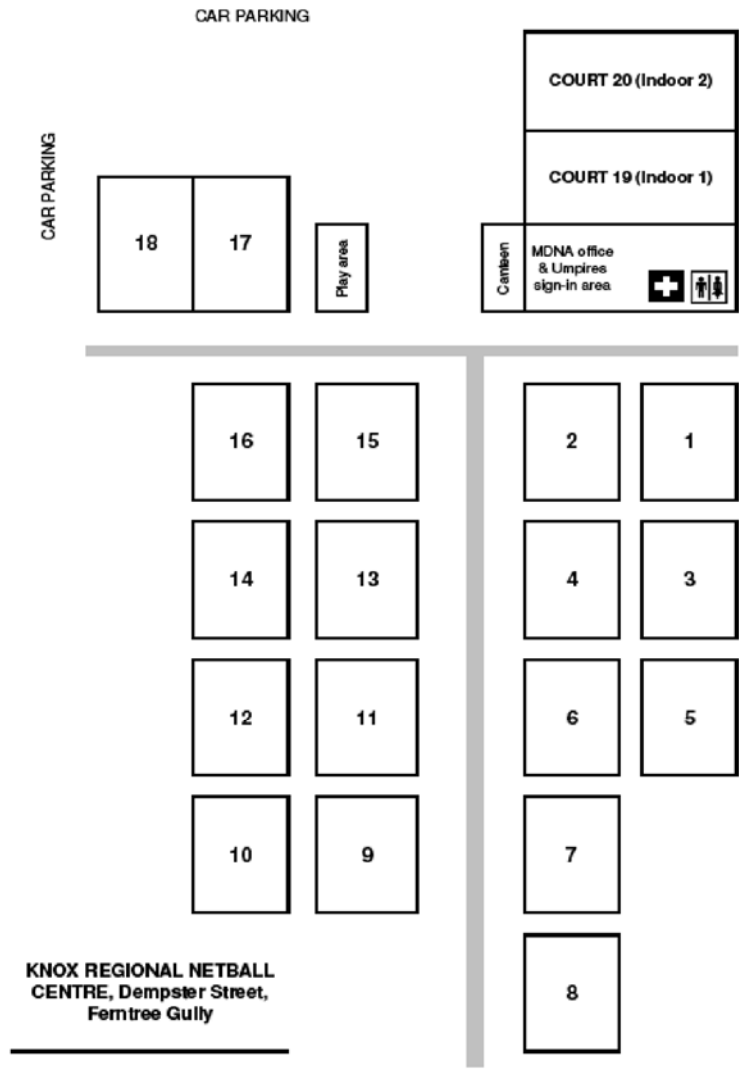
Wantirna South Netball Club Inc

Inc No A00569315

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**WANTIRNA SOUTH NETBALL CLUB OBJECTIVES.**

The committee of Wantirna South Netball Club aim to;

- provide an opportunity for people of all ages and abilities to participate in all aspects of the sport of netball.
- participate as a club within the Mountain District Netball Association (MDNA) and any other Associations as approved by the Committee of the day.
- provide membership to any person who wishes to pursue the sport of netball.
- educate and develop skills of club members in all aspects of netball, including playing, coaching, umpiring and administration.
- develop and sustain pride, responsibility, consideration, courtesy and sportsmanship in club members.
- Provide support and development opportunities to all players, coaches and umpires.



### **CLUB CODES OF CONDUCT.**

NB: See also Promoting Good Practice Policy.

## **Player Code of Conduct.**

By registering as a player at Wantirna South Netball Club, you agree to abide by the rules of the Player Code of Conduct.

- Learn the rules of netball, and play by them.
- Represent the club well and show a sporting manner at all times.
- Respect and abide by the umpires' decisions - our club supports the right of umpires to warn or even send-off players who dispute their decisions.
- Respect and abide by coaches decisions. Wear proper attire at all times during match and training sessions – eg. lace-up runners are to be worn at training.
- Notify the coach in person as early as possible if unable to attend training or a match, to help the coach with planning and as a courtesy.
- Advise your coach if you have any injury or illness which may affect your ability to play.
- Abide by the rules and regulations of the club.
- Work equally hard for yourself and your team.
- Ensure all club fees are paid in full prior to the commencement of the season.
- Above all, have fun!



## **Parent/Guardian Code of Conduct.**

By registering your child as a player at Wantirna South Netball Club, you agree to abide by the rules of the Parent/guardian Code of Conduct.

- Encourage your child to play for their own enjoyment and interest.
- Applaud good play by all teams and their players. Children learn from your example.
- Ensure that team members arrive on time at training/matches (prior to commencement) and are promptly collected at the end of it.
- Provide positive encouragement and support to all players and coaches at all times.
- Accept decisions of coaches. They have a whole team to consider and while sometimes you may not agree with the decisions they make it is their role and their right to make them.
- Accept decisions of umpires, and refrain from commenting on umpiring during a game. **Never** approach an umpire to discuss the game or decisions.
- Assist as needed e.g. collect or return goal posts, bin duty, score, vote, and help injured players.
- Support the club with any fund-raising it may do and, where possible, attending Presentation Night.
- Ensure all club fees are paid in full prior to the commencement of the season.
- Bring any queries or concerns you may have to the attention of your coach or a committee member as soon as possible, but please **do not** raise them in the presence of the players.

## **Coaches Code of Conduct.**

By volunteering to be a coach at Wantirna South Netball Club, you agree to abide by the rules of the Coaches Code of Conduct.

- All coaches must respect other coach's methods and approach to training, management and players.
- All coaches must be familiar with Wantirna South Netball Club policies, particularly the Child Protection Policy.

### **In regards to player development, all coaches will –**

- Respect the talent, development stage and goals of each player.
- Encourage all to play by the rules and in the spirit of the sport, and lead by example.
- Help players reach their full potential.
- Give all players equal attention, opportunities, and on-court playing time.
- Foster sporting relationships, promote self-discipline and create a healthy attitude toward competitiveness.
- Remember young people participate for pleasure, winning is only part of the fun.

### **In regards to match days -**

- Coaches are totally responsible for the direction and control of their team during match play. Assistance where required should

be sought from the Team Manager, Coaches coordinator, or a committee member.

- Coaches and players are expected to be courtside prior to the commencement of each match and for the duration of the match.

**In regards to training sessions -**

- Training sessions will take place at a venue and time agreed upon between the Committee of the day and the individual coach.
- This agreement is necessary to ensure insurance coverage at the training venue is maintained.
- These sessions will be conducted with the degree of professionalism appropriate to the players' levels of experience and age.
- It will be the responsibility of each coach to ensure the personal safety of each player during each session, and after each session until the players are with a responsible adult, if under 18 years of age.
- Training sessions will be at the discretion of the coach with regard to extreme or inclement weather conditions. If a cancellation is needed, players and parents must be notified at least 1 hour before the training time.
- It is club policy that no penalty (ie less court time) will apply to any player who has been unable to attend training due to injury or reasonable circumstances beyond their control.

**In regards to equipment –**



- Each coach will be provided with; one carry bag, one match ball, a quantity of training balls, one set of player training bibs or patches, one set of match day bibs or patches, one first -aid kit and one ball pump.
- Additional training equipment is stored for coaches' use at the clubrooms at Walker Reserve.
- It is the coach's responsibility to maintain proper upkeep and control of the Club's equipment. If any replacements are required, the coach should contact the Coaches convenor or the Equipment officer.



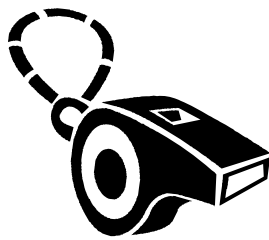
### **Umpires Code of Conduct.**

Wantirna South Netball Club believes that umpires are vital to our game and we wish to encourage and assist all who take on this important role.

By volunteering as an umpire at Wantirna South Netball Club, you agree to abide by the rules of the Umpires Code of Conduct.

- Remember you are representing the Club as well as yourself.
- All umpires must wear an MDNA-approved umpire's uniform.
- Be punctual and reliable in your umpiring duties.
- Be consistent, objective and courteous when making decisions.
- Encourage and treat all players equally.

- Ensure you are in control of the game you are umpiring. This club and the MDNA support the umpires' right to impose penalties on players for abusive conduct towards umpires or other players.
- Report any instances of abusive behaviour immediately to the MDNA umpires co-ordinator and a WSNC representative.
- Contact the Umpires Convenor as soon as possible if you cannot umpire for any reason, or if you are having any difficulties at all.
- Aim to increase your qualifications and knowledge of netball by sitting umpiring exams. Remember too that "badged" umpires are paid more for each game, an extra incentive to become more qualified.



### **Club Policies.**

Wantirna South Netball Club has the following policies in place, all of which can be viewed in full on our website;

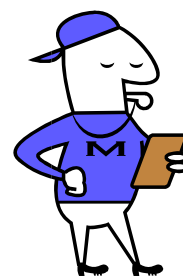
- Child Protection Policy.
- Fees and Registration Policy.
- Promoting good practice policy.
- Photography/Social Media Policy.

- Complaints and Conflict Policy.

## **TEAM SELECTION PROCESS**

### **11 & Under (including 11 & Under Modified)**

Teams are selected primarily by friendship groups. It is our club policy that all players in these age groups have the opportunity to play in all on-court positions over the course of a season, regardless of their skill level or physical size.



We aim to teach our players the rules and the basics of playing the game (such as moving forward; creating space; basic defending techniques; and goal shooting) as well as general ball skills, positive attitudes and good sportsmanship particularly towards coaches, umpires, and other players.

### **13, 15, 17, 23 & Under, Open, and A Grade**

Grading day is the primary basis for team selection for all competitive sections. Players must have current VNA to be able to attend grading days. **Players who do not attend grading days will be placed into a team at the discretion of the Match Committee.** Match committee organise and run a series of intra-club Grading games, using the players preferred positions as stated on their Registration Form as a starting point. Then taking into account the players' performance at these games; the Coaches Player Assessments; team balance; on-court positions; age and year level at school; and their own knowledge of the players among many other things,

Match committee selects players into teams. These team selections are for the whole year unless player registrations make changes necessary for spring season. The usually brief time between the two seasons does not allow for full re-grading to take place.

### **Team Numbers**

The Club aims to select 9 players in each team whenever possible. There will be occasions where this does not happen however it is something we always aim for.

## **PLAYER ELIGIBILITIES**

### **Age Definitions**

Player eligibility is based on their age at 31 December in the year of play. Sections are Junior: 11 & Under Modified; 11, 13, 15 & 17 and under, and senior: Open Age, A Reserve and A Grade.

To play 11 & Under Modified, players must have turned 7 yrs before they can take the court. To play 11 & under, players must have turned 9 yrs before taking the court. Players are therefore eligible to play in either 11 & under section unless they turn 12 yrs of age before December 31<sup>st</sup>.

If, for instance, you are still 13 on Dec 31<sup>st</sup>. you can still play 13 & under in this year, but if you have turned 14 by Dec 31<sup>st</sup> you must play 15 & under in this year.



One exception is 17 & under & Open, where a player must be 14 yrs of age before they can take the court, regardless of their date of birth.

### **Finals Series**

All sections from 13 & under up to A Grade compete for a place in the finals series' each season.

To be eligible to play in finals, players must have competed in a minimum number of games in the season. These are:

- Winter Season - 6 games
- Spring Season - 3 games in a season of 10 rounds or less, or  
4 games in a season of more than 10 rounds

### **MOVEMENT BETWEEN TEAMS**

Occasionally during a season, it may be necessary to “borrow” a player from another team. MDNA By-laws allow for any qualified player to play “up” in either a higher age group or higher section within their age group a maximum of three times before they are not allowed to play in the lower graded team again. Whether to borrow a player or not is entirely at the

discretion of the coach. There are however, rules governing this movement of players.

### **Movement to a higher graded team:**

In the first instance both coaches affected by the player movement are to communicate on the availability and viability of the intended move.

Before agreements are made on the move, the player concerned and his/her parents are to be advised. Players will not be forced to participate however it is hoped that if asked they will agree to do so.

The score sheet on match day must reflect the new player's details as per MDNA requirements, ie registered at the MDNA office and entered on the front of the score sheet. Failure to do so may result in a loss of 4 Premiership points, a fine by the MDNA, or both.

### **Movement to a lower graded team:**

A player cannot represent a team in a lower age / grade without the approval of the MDNA.

## **PLAYER COMMITMENT.**

All coaches at Wantirna South Netball Club are volunteers. They give up many hours of their time to prepare training sessions, to run training sessions and to attend on match days. For this reason, **training is compulsory for all players from 11 Modifieds to Under 17 and also A reserve and A grade.** Players in Under 23 and Open teams who do not wish to train will be placed into a team without a coach and will be expected to arrange a team manager to take charge of equipment and scoring etc on match days.

## **CHILD PROTECTION STATEMENT**

### **NB: See also Child Protection Policy.**

Wantirna South Netball Club is committed to the safety and well-being of all who participate in our sport. We support the rights of the child and will act to ensure a child-safe environment is maintained at all times.

We also support the rights and well-being of our volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

The minimum age of club coaches appointed to supervise children is 18 years of age. Assistant coaches may be younger but must be under the direct supervision of a Club-appointed adult.

### **All Committee Members, Coaches and other Volunteers will:**

- Be responsible for the safety of the children in their care at all times. Obtain and provide details of a current Working With Children Check. At no time does the Club have access to any information provided in these checks - the club is advised only that a person is approved (or not) to supervise children.
- Be made aware of the Club policy in relation to Child Protection, and the relevant Code of Conduct.
- Where possible, not be left alone with a child in a place that cannot be observed by others.
- Not take a child to their home, or encourage meetings outside the programme activity, unless it is with the consent of a parent/guardian.

- Not drive a child home without another person present in the car.
- Where possible, not remain after training or a game with a child unless another person is present.
- Ensure no unauthorised person has access to any child while under their supervision, which includes collection after training/matches.

Volunteer coaches and others accept a very large responsibility when they agree to coach our children. Parents and guardians have an obligation to help them, their children, and the Club by being responsible also.

Start and finishing times of training and games will be advised. It is the responsibility of parent and or guardians to collect their child on time or make suitable alternative arrangements which their coach is made aware of.







## **FEES & REGISTRATION**

**NB: See also Fees and Registration Policy.**

MDNA have two seasons per year, Winter & Spring. Winter usually runs from March to August, and includes three weeks of finals, while spring runs from September to December and has one week of finals only. 11 & under & 11 & Under Modified teams do not compete in finals. The exact dates vary from year to year depending on Easter, school holidays and public holidays. All players are required to submit completed registration forms before they can take the court. All fees are payable during the registration period (as determined by the Committee of the day) or by Round 1 of the season at the latest. In the case of financial hardship, alternate arrangements can be made via direct contact with the club Treasurer; however, this must be done prior to Round 1 to be considered. Unfinancial members will be ineligible for court / match time unless these prior arrangements have been made. Ample notice will be given as to when the registration period starts for each season.

### **Netball Victoria Insurance:**

All players must be registered with Netball Victoria and are required to pay the annual fee which covers both Winter and Spring seasons as set by that Association. Your personal injury insurance is part of this membership. This Club collects these fees with your winter season registration and forwards them on your behalf; your membership card is then mailed to you direct by Netball Victoria.

Please note that **no player** will be permitted to take the court unless they hold a current financial membership of Netball Victoria. Player Insurance requirements make this essential and the club cannot be held responsible should any player ignore this requirement.

## FUNDRAISING & REBATE SCHEMES

Wantirna South Netball Club has for some time been a financially strong club and for this reason has not sought to regularly fundraise from already over-stretched families. We would however like to encourage everyone to help the club in these two very easy ways:



### REBEL SPORT REBATE SCHEME

The Club Rebate Scheme benefits both you and our club. All you need to do is quote Member Number 28134 or simply mention you are a member of this club, to get 5% off most purchases. The Club then receives a further 5% in credits to use in-store, towards sporting equipment. Ask at Rebel Sport for a Member card or contact our Club Secretary to have one sent to you.



### RITCHIES COMMUNITY BENEFITS CARD

Ask our club secretary for your card, show it when you shop at any Ritchies location, and the club receives 1% of the amount you spend — it's as easy as that to raise money. We are now receiving a small but steady amount of money from Ritchies, and every dollar helps so please remember to show your card!

## AWARDS



Player Awards will be given to eligible (Financial) players who compete in the Winter Season of each year. All awards will be presented at our annual Presentation Night, usually held on the evening of the MDNA Winter Season Grand Final Day, at a venue to be decided by committee each year.

**New Umpire Awards:** These are presented to those who have performed their first year of official umpiring duties.

**First Year Player Awards:** Presented to Junior players who have had their first Winter season with the Club, regardless of their age or previous playing experience.

**11 & Under & 11 & Under Modified:**  
Participation & Encouragement Awards to all players

**13 & Under up to A Grade:**  
Best & Fairest and Runners Up Awards  
Coaches Awards & Team Grand Finalist Awards

**The Best & Fairest Awards** are decided by combining votes cast by Coaches and umpires for each game. The Coaches Awards are left entirely to the discretion of the individual coach using their own criteria.

**Grand Finalist Awards** will be given to all team players who participate in a Grand Final from that season, whether they are Premiers or Runners Up.



### **Club Champion**

This award is decided by the Best & Fairest votes cast throughout the season, and every player in a competitive team is eligible to win. The formula used is the Total individual votes received by each player, divided by the number of games played by the players' team (as some teams have byes or cancelled matches these need to be taken into account), to give an average points scored per game by the individual player.

## **COUNTING OF VOTES**

The Coaches Convenor will look after the voting for each season. They will distribute slips, then collect and retain all votes given throughout the season. All votes will be sealed until counting time.

**Three persons; the President, Coaches convenor and one other nominated by the committee; will be responsible for the proper counting of votes.**

## **LONG SERVICE PLAYER AWARDS**

Awarded to players who complete 10 years, 15 years or more in 5 year increments, of consecutive years of playing netball with WSNC



## **LIFE MEMBERSHIP**

Life Membership and recognition of this achievement will be at the discretion of the Committee of the day at all times.

### **Criteria:**

- Service to the club in any two or more of the following areas: player, umpire, coach, committee member, executive officer, MDNA club representative or any other official role and;
- Achievement of 10 years continual service.

### **Benefits:**

- Presentation of a plaque.
- Invitation to Presentation Night.
- Honour Roll in the handbook.

Wantirna South Netball Club proudly acknowledges our Current Life

Members:

**LINDA WILDE, MEY WUN BOEY (GAO),  
SUE WILKINSON, DANIELLE  
VANDERSTEEN and CAROLINE  
McCORMICK**



# **ANNUAL GENERAL MEETING**

## **(AGM)**



The AGM is to be held annually, and conducted in accordance with Section 8 of the Club Constitution document.

Full election of Office Bearers and General committee will take place. All nominations for positions on committee should be lodged in writing not less than one (1) week prior to the meeting, with the Club Secretary.

If prior nominations are not received for any position, nominations may be taken at the AGM. If the number of nominations received equals the number of vacancies to be filled, the persons nominated are deemed to be elected. If the number exceeds the vacancies to be filled, a ballot will be held.

Minutes of previous AGM are to be tabled.

Audited Annual Accounts are to be tabled.

Committee minutes for each meeting since previous AGM are to be available if requested.

### **Membership & Voting Rights:**

There are 5 categories of full membership with voting rights within WSNC –

- Junior players (under 18 yrs at 31 Dec the previous year)
- Senior players (over 18 yrs at 31 Dec the previous year)
- Family Members (guardians of junior players)
- Life Members (are not required to pay an annual fee)
- Elected committee members

A person may be a member under one category only and is entitled to one vote only per paid membership, or one vote only per Life Membership. Family members shall only be entitled to vote on behalf of, not in addition to, the Junior player they represent.

We also have 3 categories of membership which do not carry voting rights:

- Coaching Members (non-playing, non-family members)
- Umpiring Members (non-playing, non-family members)
- Social members (non-playing, non-family members, annual fee payable)

## **Photography/video/social media.**

### **NB: See also Photography/Social Media Policy.**

In accordance with Netball Victoria recommendations, from 2009 the following Photography & Video Consent will form part of our Player Registration Form for all players:

<p>Photography / Video Footage consent</p> <p>Wantirna South Netball Club Inc (WSNC) may wish to record images of participants for promotional and training/development purposes. These images may be used in mediums including publications and promotional material including the club newsletter, website or other social media.</p> <p>Wantirna South Netball Club Inc. agrees not to use any images in a manner that may be deemed adverse or defamatory to the person(s) involved and it will not use images for any commercial gain. Any images remain the property of WSNC and any personal details will be kept confidential and will not be used for any purpose other than related to this image.</p> <p>Members acknowledge that they may be subject to photography/filming as described above and that consent is given for Wantirna South Netball Club Inc to use images taken of me/ my children for these purposes.</p> <p>Name of Parent / Guardian.....</p> <p>Signature.....</p>
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# **ROLES OF THE COMMITTEE**

## **The Executive Committee:**

### **President:**

Preside over and chair meetings, including the Annual General Meeting (AGM).

Oversee the general running of the club.

Is a Club Delegate to the MDNA



### **Vice President:**

Assists the President.

### **Secretary:**

Collates and records all correspondence in and out, including AGM correspondence.

Liaise with MDNA on Club matters.

Maintain files of Club legal documents.

Is Public Officer of the Club

### **Treasurer:**

Attends to all financial affairs of the club, including all receipts and payments of club monies.

Prepare and keep monthly Statement of Accounts for presentation at committee meetings.

Prepare and keep Annual Statements for audit each year, and for presentation at AGM.

## **General Committee:**

There are many roles that can be fulfilled by general committee members. Some only require minimal commitment.

### **Minutes Secretary:**

Keep accurate minutes of all meetings.

Distribute above to all committee members in timely manner.



**Other roles include but are not limited to:**

Registration Secretary, Uniform coordinator, Umpire and Coaches Convenors; Match committee, Presentation Night sub-committee, Equipment Officer and MDNA Grading Representative.

NB: These position descriptions are a guide only. The actual role may involve more or less duties dependant on current projects being undertaken by the committee of the day.



**CLUB UNIFORM**



A club uniform is compulsory and consists of:

For 11 and under and 11 and under Modifieds:

- Club V-neck T-shirt
- Pleated netball skirt, Valley Green colour
- Club badge sewn on front panel of skirt
- Black sports briefs
- White socks which cover the anklebone
- Sport shoes / Runners
- Black leggings may be worn by 11 & Under Modified players only
- Club hoodie or jacket (optional)

For all teams from 13 & under to open age:

- Body-suit dress (Valley green, white & black)
- Club hoodie or jacket (optional)

**Please note: Black track pants may be worn by junior players (11 & Under Mod to 17 & under) for medical, religious or cultural reasons.**

All uniforms are available by contacting the Uniform coordinator.

Sunglasses may be worn providing the style is deemed safe eg wraparound glasses. **No jewellery is allowed**, with the exception of a wedding band

and/or medical alert bracelet, which must be taped. Body piercing (ears, nose & eyebrow) which cannot be removed must be taped. No adornment that may endanger player safety shall be worn. Hair, if long, is to be tied back with soft ties. Plastic headbands are not permitted, and no other hair adornments are permitted.

#### MDNA Provisions

This Club will be bound at all times by any MDNA rule or regulation governing the style and type of uniform to be used during match play. (MDNA By-laws current at time of writing – January 2009)

## **REPRESENTATIVE NETBALL**

Each year, usually around Oct-Nov, MDNA invites netball players interested in playing the game beyond Club level to try out for positions in the Association's teams, 11& Under through to Open age. MDNA can offer players a pathway from junior netball right through to Championship division, State League.

Players offered positions will receive the benefit of specialised coaching from accredited coaches and will play in selected tournaments and/or competitions throughout the year that will assist in their future development as netball players. Most elite netballers will have started their careers playing representative netball somewhere.

Junior players especially will need the direct support and encouragement of their parents/guardians: there is a financial cost and a commitment to the giving of time.

Annual Coaching fees are applicable and in addition there is the cost of uniforms to consider. It is possible to pay fees by instalments and there are opportunities to purchase pre-owned uniforms.

Training is mandatory so parents of junior players must be prepared to get their child to and from the training venue. Similarly, transport to and from tournaments and competition venues must be considered.

Representative netball opens up many opportunities for players and may lead to further participation in other programmes than MDNA.

## **COMMITTEE MEMBERS 2017**

President: Mike Diakakis [president@wantirnasouthnetballclub.com](mailto:president@wantirnasouthnetballclub.com)

Vice President: Brian Cross [VicePresident@wantirnasouthnetballclub.com](mailto:VicePresident@wantirnasouthnetballclub.com)

Treasurer: Monica Hayes [treasurer@wantirnasouthnetbalclub.com](mailto:treasurer@wantirnasouthnetbalclub.com)

Secretaries: Niki Diakakis (seniors) and Tracy Paton (juniors)

[enquiries@wantirnasouthnetballclub.com](mailto:enquiries@wantirnasouthnetballclub.com)

General Committee: Caroline McCormick, Lyndall Murnane, Peng Gao, Krissy Stanciu, Vicki Stanciu, Mey Wun Gao, Clive Savory, Niki Diakakis, Tracy Paton



## USEFUL WEBSITES:

### MDNA:

<http://mountaindna.vic.netball.com.au/>



### Netball Victoria:

<http://vic.netball.com.au/>

For information on Players Skills Clinics, Coaching Clinics, Umpiring pathways, By-laws and Policies, Newsletters, Netball Vic insurance and other useful information for anyone involved in or interested in netball.



## COMPLAINTS AND CONFLICT RESOLUTION

**NB: See also Complaints and Conflict Policy**

### The Complaint:

The committee will deal with all complaints relating to the conduct of any club members and any other complaint where it involves any club member.

All complaints must be recorded and received in writing by the Secretary within 10 days of the alleged incident.

The complainant must acknowledge his/her willingness to attend when required by Committee, to discuss the matter further. The complainant must identify the problem, parties and circumstances and not withhold any information concerning the alleged incident.

**Action:**

Once a complaint is received the Secretary will acknowledge receipt of complaint and within 7 days bring it to the attention of the Committee. The Committee will, in a timely manner, follow club policy in an attempt to bring the complaint to a satisfactory and immediate resolution. The courses of action open to the Committee include immediate dismissal of the complaint; the appointment of an investigation officer to investigate the matter further; referral of the complaint to a higher authority if needed (eg MDNA, Police); hear and determine complaint and thus reprimand, fine or suspend as it sees necessary given the circumstances.

At all times all parties of the dispute will be afforded equal opportunity to express themselves and state their case.

If the complaint is against a Committee member, that member must stand down and take no part in the investigation process.

Upon any decisions made by Committee on any complaint received, there will exist an appeal period of 14 days.





Compiled by the committee of Wantirna South  
Netball Club Inc., 2004

This edition updated November 2016

This Handbook is up-to-date and correct at the time of printing, however  
all rules, regulations, and policies are subject to change by subsequent  
Committees of Management.