

PROCEDURES OF MUSWELLBROOK NETBALL ASSOCIATION INCORPORATED

ABN 40 277 411 348

Associations Registration Number: Y1306841

Established: 1950's



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1. Definitions

- a) MNA – Muswellbrook Netball Association
- b) Association means - Muswellbrook Netball Association
- c) NSW NA Inc. means – NSW Netball Association

2. Weather

2.1 - The Members of the Executive will make a decision on the postponement of games due to extenuating weather conditions 30 minutes prior to the official commencement of each round. Information will be placed on the Associations Facebook Page and email sent to team contacts.

2.2 – The Executive Committee has the discretion to terminate games if weather conditions deteriorate.

2.3 – The Executive Committee shall make a decision regarding continuation of play.

2.4 – If some games are completed and some are washed out (on the same day), a decision will be made by the Executive Committee as to whether the days draw will stand, be rescheduled or abandoned. Teams having byes receive no points if games are abandoned. If half a game is played, the score stands. If conditions deteriorate, games can be shortened, if deemed necessary, by the Executive Committee.

2.5 – If a hot or wet weather day is declared, those games set down are abandoned.

2.6 – Semi-finals, Finals and Grand Finals that cannot be played on the day due to wet weather (deemed unplayable by the committee) will be moved to the following Wednesday evening. Teams not available to play on the Wednesday evening will forfeit the game and be ineligible for games the following week.

3. Fines

3.1 – Teams and individuals who fail to fulfil their umpiring or canteen duties will be issued with a fine. Any team that fails to fulfil (3) three umpiring commitments or (3) three canteen commitments during our competition may forfeit its finals position.

3.2 Fines are as follows; first commitment \$20*, second commitment \$40*, and third Commitment \$80*. Any further offences will be addressed by the Executive Committee.

*This means if a team is rostered on for 2 umpires in the same time slot and neither shows the fine would be \$40. Each time slot missed is deemed to be one offence.

3.3 All fines must be paid before the team's next competition game. In the case that a team has outstanding umpiring or canteen fines they will be deemed ineligible for the finals.

3.4 – In the case that an individual has outstanding umpiring fines it will be declared that they are not eligible for the finals.

3.5 – The committee reserves the right to refuse a team and/or player entry to further competitions if any fine breaches are outstanding.

3.6 - Team contacts/Individuals with any sort of fine will be sent an email from the respective convenor stating they have an outstanding fine and that they are required to pay it prior to their next scheduled game.

4. Members Liability

4.1 – The MNA Inc. shall not be liable for any loss or injury to the property of any person(s) in or about our premises or grounds.

4.2 – Financial liabilities will be as per the Constitution in regards to the debts, costs and charges of the MNA Inc.

5. Finance

5.1 – The MNA Inc. shall have control of monies and properties of the MNA Inc.

5.2 – The banking account(s) shall be kept in a financial institution that best suits the Association's needs.

5.3 – The Treasurer shall make no disbursement of funds of the MNA Inc. without the sanction of the Association, except in matters of urgency. A report of all such disbursements (including cheque numbers) shall be submitted at the next meeting for ratification.

5.4 – All cheques have to be signed by two (2) executives who have been designated to sign the appropriate bank forms.

6. Fees / Membership

6.1 – Members will be asked to pay a registration fee that will be set by the Committee before the first registration day. The registration fee will cover all known expenses (user pays, insurance, membership, trophies, maintenance, incidentals and umpiring).

6.2 – Registered members of another Association will be required to pay an affiliation fee to play in a competition run by the Association or as a representative for the Muswellbrook Association. The affiliation fee will be set by the committee annually.

6.3 – All committee members, players, umpires, coaches and support staff shall be registered members of the Association. Committee members, umpires, coaches and support staff may register as non-playing members.

6.4- Once a player has registered online with Netball NSW they have committed to paying the Netball NSW component of our fees.

6.5 – If a committee member, player, umpire, coach or support staff member registers with the Association and then withdraws for any reason, they will not have their fees refunded.

6.6 – In exceptional circumstances a refund of association fees may be considered if the player has not attended one (1) training session or played one (1) game in the current year. The appeal will need to be placed in writing to be considered by the Executive Committee.

6.7 – Fees will be set for Representative players and officials, The Representative Committee taking into account all costs of such ventures. Executive will ratify these fees.

6.8 – Junior players registering for the first time must show their birth certificate.

7. Games

7.1 – Umpires will allow 30 seconds after the hooter signals start of play for late teams. If they cannot field five players at the end of this time, then they must forfeit.

7.2 – If games have commenced and after forfeit time (30 seconds) neither team have five players, then the game shall be declared abandoned by the umpire.

7.3 – Each player is to sign against their names on the scoresheet before each game commences. A representative for each NetSetGo team is to place a tick beside the player's name if they are present. If player is absent the box is to be left blank or a dash (-) placed beside the name.

7.4 – Players arriving late are responsible for signing their name on the team list before taking the court.

7.5 – At the conclusion of the game both Captains, scorer(s) and umpires must sign the scoresheet.

7.6 – The winning team shall return the scoresheet to the office.

7.7 – Teams receiving forfeits must sign the scoresheet and return it to the office or a loss of points may apply. Teams receiving forfeits prior to game day are not required to sign the scoresheet and this game will count towards the three (3) games required to qualify for the Finals.

7.8 – A representative from each team should score together. In finals a third umpire will be assigned to score with a representative from each team.

7.9 – The INF Rule book Blood Policy will be adhered to (page 44 section 9.3)

7.10 – The MNA Inc. recommends that players should not share water bottles due to infectious diseases.

7.11 – Umpires should not share whistles.

7.12 – Playing times will be designated per the draw.

7.13 – Matching position patches must be worn.

7.14 – Competition play shall be at Karoola Park.

7.15 – Competition shall consist of at least two (2) rounds if possible, plus Semi Finals, Final and Grand Final.

7.16 – Teams are to supply their own ball and positional patches.

☒ Graded – Size 5 ball ☒ NetSet Go– Size 4 ball

7.17 – Teams can change match time if the opposing team agrees and the MNA Inc. receives one week's notice. If the opposing team objects, the match time stays the same. All of this is dependent on the MNA Inc. having provided a season draw.

7.18 - Draw times may be varied to assist in filling umpiring duties with both teams receiving 5 days notice as a minimum.

7.19 – All players turning up on match day are to receive at least half a game (unless they decline or are injured). Junior players must receive half a game unless injured. This also applies to the Final Series (Semi Finals, Finals and Grand Finals). Teams who do not adhere to this rule will forfeit their win.

7.20 – Any team who intends forfeiting will (where possible) notify the Secretary at least 48 hours prior to the match.

7.21 – All players must play three (3) competition games to be eligible for the Final Series (abandoned games and winning forfeits count if scoresheet has been signed or notification was given prior).

7.22 – Any teams forfeiting two (2) matches in succession will be notified of the danger of being withdrawn from the competition.

7.23 – Any teams forfeiting three (3) matches in succession shall be withdrawn from the competition unless special permission for such forfeits has been granted.

7.24 – All teams involved in forfeits must still fulfil umpiring and canteen duties as set down in the fixtures on that day.

7.25 – Players must wear their team uniform in competition games after six (6) weeks from the commencement of the competition. Special permission can be obtained from the Executive Committee by submitting a letter.

7.26 – Bicycle pants that are above the length of the skirt may be worn.

7.27 – Teams will be rostered for Canteen throughout the season. They are required to cover the whole time slot.

7.28 – At the discretion of the Executive Committee there may be a pre-season competition before commencement of the main competition for the purpose of grading. Final grading will be left to the discretion of the grading Committee.

7.29 – Grading shall take into account ability and age. Grading shall be carried out by the Grading Committee, with consideration to be given to the maturity of the players.

7.30 – A player may only play in her registered team. Subject to clause 7.31. Representative players are exceptions to this rule in that they may also play for their representative team.

7.31 – If a team has only four (4) players at the start of play they may borrow two (2) players per game from another team in a lower or equal grade so as to prevent a forfeit. If a team has only five (5) players at the start of play they may borrow one (1) player from another team in a lower or equal grade or the team can choose to take the court with five (5) players. A team is only allowed to borrow the required number of players to make a maximum of 6 players. A team is unable to take the court with less than five (5) players. In the event that the borrowed player succumbs to injury or illness one (1) other player may be borrowed provided they are also from an equal or lower grade. If teams borrow players illegally, they will forfeit all points and goals scored for that game. The opposing team will be declared winners and awarded four (4) points. Teams are required to notify umpires that you have borrowed players and their name and team must be recorded on the scoresheet prior to them taking the court. No team may borrow players for any finals.

7.32 – If playing teams are in the same colours, one team must use different positional patches. These can be borrowed from the MNA Inc.

7.33 – Players, who find they have irreconcilable differences with their team, must be allowed to apply to transfer to another team at the next Council / Executive meeting. They must tender a written application to the Secretary, stating their case. The Executive will then decide the issue.

7.34 – Complaints must be lodged in accordance with the Netball NSW Member Protection Policy and Member Protection Part C – Complaint Handling Policy. Refer to Item 17 of the Procedures. (Documents can be found at www.netballnsw.com).

7.35 - If unregistered players play, the offending team will lose all points along with goals scored for that game. The other team will be declared the winner, therefore gaining four (4) points.

7.36 – Where a team is unable to complete a game that team shall be deemed as forfeiting and receive no competition points and the opposing team will be declared winners, receiving four (4) points.

7.37 – Gloves are not permitted during the pre-season and winter competitions.

8. Points awarded

For a win - 4

Loss – 2

Forfeit – 0

Bye – 0

Draw – 3

Received Forfeit – 4

Abandoned – 0

Ladder Calculations

Points Difference = For – Against

Points Percentage = For/Against

8.1 – In the event of a tied result between the top positions at the end of the competition rounds positions will be decided by the point's percentage calculation.

9. Net Set Go

9.1 - Rules will be as per NSW NA Inc.

9.2 – Go will be played until Grand Final day.

9.3 - All Net and Set players are to receive an award at the end of the season.

9.4 - Ages for NetSet – Net (5-7) Set (8-10)

9.5 - If insufficient teams are registered for Set to enable a full competition, teams may be rostered through Net so as to avoid a bye.

10. General

10.1 – All players in C Grade and above must have a current Netball Australia Online Umpiring Certificate. A copy of the certificate must be attached to the Registration form. If the certificate is not produced the player may not be eligible for finals. Umpiring test results last for six (6) years.

10.2 – The MNA Inc. will make a presentation to the winners and runners up in each division.

10.3 - MNA Inc. will play in divisions according to NSW NA Inc. ☐ Net (5-7) ☐ Set (8-10) ☐ Graded (10+)

10.4 - Trophies will not be awarded at the MNA carnival.

10.5 - After Council Meetings a copy of the minutes is to be displayed on the website.

10.6 - Members of the Committee will assist and support our umpires when difficulties arise during play on our courts.

10.7 - When the draw is made up, there is a need to take into account work commitments of teams when allocating times to play and umpire. Teams who request byes, specific game times and other general requirements must have these in to the Executive Committee in writing no later than registration day. The fixtures coordinator will accommodate where possible.

10.8 Any team conflicts need to be submitted in writing to the fixtures convenor no later than registration day.

10.9 - Need to take into account when games are played, when making up the canteen draw.

10.10 - If grades need double up games, they are to be arranged throughout the draw. These may be completed as two half games using two score sheets.

10.11 - At Presentation Day, members who gain special achievements are to be recognised.

10.12 - Letters of thanks should be sent to businesses that support our Association.

10.13 - All repairs and replacements to perpetual trophies will be arranged by MNA Inc. Individuals or teams will be given the account for the cost, if deemed necessary.

10.14 - Representative players must give preference to their town team should the team wish to attend any carnivals after the State and State Age Championships.

10.15 – Representative players must give preference to their town team if both games are rostered for the same time.

10.16 - MNA Inc. is to nominate a Carnival Committee if a carnival date is requested from NSW NA Inc.

10.17 - Each team will have access to a copy of the Procedures, Blood Policy, Codes of Conduct, Constitution, Draw and Umpires.

10.18 – Monthly meetings will be held on the second (2nd) Wednesday of each month. Monthly meetings will not be held during school holidays or on public holidays.

11. Registration Days

11.1 – Two (2) registration days are to be set by the Executive Committee. They will be held at a designated venue.

11.2 – Team Contacts are to collect all relevant player and official's forms (including Registration and member declaration forms) and monies, and present these on the designated registration days. Forms must be completed correctly or risk not being accepted.

11.3 Team Contacts are to sign and acknowledge receipt of information pack and distribution to team.

11.4 – Non-playing members and NetSetGo individuals will also register on the nominated registration days.

11.5 Individuals seeking a team will only complete online registration once a team has been allocated.

12. Semi Finals, Finals and Grand Finals

12.1 – Semi Finals shall be played between the four (4) leading teams in each grade

i.e. 1st v 2nd and 3rd v 4th , unless special circumstances occur.

12.2 – Finals will be the loser of 1st v 2nd and the winner of 3rd v 4th.

12.3 – Grand Finals shall be the winner of Semi Final 1st v 2nd and the winner of the Final.

12.4 - Procedure for extra time where a winner is required:

i. There shall be a four (4) minute interval at the end of full time. Substitutions and/or team changes are permitted; ii. Extra time of two halves of seven (7) minutes each shall be played. Teams change ends at half time with a one (1) minute interval. Substitutions and/or team changes are permitted. The Centre Pass is taken by the team entitled to the next Centre Pass; iii. In the event of a tie remaining at the end of extra time, a visual signal shall be used to indicate that play shall continue until one team has a two (2) goal advantage.

12.5 – The third umpire will score these games with a representative from each team sitting with them. They will then continue to time the game until its completion, according to the NSW NA Inc. Rule book.

12.6 – A player or team who has outstanding fines will be ineligible for the final series unless the fine has been paid in full prior to the commencement of the semi-finals. Players can be refused future registrations until payment is made.

12.7 – Teams playing in the final series may be required to do canteen duty. Teams who do not fulfil this duty will forfeit their position in the final series.

12.8 – Semi-finals, Finals and Grand Finals that cannot be played on the day due to wet weather (deemed unplayable by the committee) will be moved to the following Wednesday evening. Teams not available to play on the Wednesday evening will forfeit the game and be ineligible for games the following week.

13. Umpiring

13.1 – Umpires will be paid per competition game. The Association will set the fee before competition begins.

13.2 – Umpires cannot be replaced during a game except for injury, illness or extenuating circumstances.

13.3 – Teams must ensure they umpire the time slot set down in the fixtures.

13.4 – Junior teams below C Grade do not have to umpire, but must do canteen duty.

13.5 – Any umpire / team unable to fulfil his/her umpiring commitment must inform the Umpires Convenor at least 24 hours before day of competition or will receive a fine.

13.6 – The Umpires Convenor / Committee will allocate umpires for Semis, Finals and Grand Finals as individuals.

13.7 – The Umpires Convenor will be given a donation determined by the MNA Inc. for travel expenses to attend the Regional Umpires meeting.

13.8 – Teams set down to umpire should report to the office 10-15 minutes before their designated game so that allocations can be made prior to the commencement of games.

13.9 – Umpires should print their name and sign the scoresheet at the end of each game. Then sign for payment at the office.

13.10 – Appropriate clothing and footwear must be worn when fulfilling umpiring duties. Thongs and mobile phones are not permitted whilst umpiring.

14. Umpiring Awards

14.1 – Umpires who gain their National C Badge or higher will be presented with an award and recognised at the Presentation Night / Day.

14.2– Umpires who during the season complete a level of umpiring service (10 games) will be given recognition on Presentation Night / Day.

14.3 Association umpires can receive coaching and move through the association badge levels, red, blue and white prior to going for their national C Badge.

14.4 Umpires assisting with Representative Carnivals should hold at least an association blue badge.

15. Codes of Conduct

15.1 – All members of Muswellbrook Netball Association shall abide by the players, coaches, umpires and spectators codes of conduct and the child protection guidelines set out by the Association and Netball NSW. All breaches of the codes of conduct will be dealt with in accordance with the guidelines set out by Netball NSW.

15.2 Social media policy shall be abided by all Muswellbrook Netball Association Players, Coaches, umpires, Managers and Spectators.

16. Working With Children Check

16.1 – All members of Muswellbrook Netball Association will abide by the child protection guidelines set out by the Association and Netball NSW. All breaches of the Working With Children Check will be dealt with in accordance with the guidelines set out by Netball NSW and Kids Guardian. You can find information by following the link on Muswellbrook Netball Association.

16.2 All Team officials over the age of 18 who are working with minors are to obtain a Working With Children Check (Link can be found on the Muswellbrook Netball Association website).

17. Appendix

A) Social Media Policy

B) Codes of Conduct

C) Complaints handling procedure

18. Complaints Procedure

Refer to Attachment C1: Complaints Procedure of the Member Protection Part C – Complaint Handling Policy. (Documents can be found at www.netballnsw.com).

All complaints will be kept confidential and will not be disclosed to another person (with the exception of the Executive Committee) without the Complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Complaints will not be logged as General Correspondence but will be logged in a "Complaints Register" with all relevant documents and notes and kept in a confidential and secure place.

Step 1

As a first step the Complainant should try to sort out the problem with the person or people involved if they feel able to do so.

This must be done maintaining a calm attitude. If in the case the person is a junior member they are only to be approached by their Coach, Team Contact and their parent's / carers. Under no circumstances are they to be approached by anyone else.

Step 2

If the issue cannot be resolved without assistance, the Complainant may make an initial approach to:

a) another appropriate person within the organisation (e.g. District/League President / Secretary or a Team manager or Coach)

Complaints must be brought to the attention of the Coach or Team Contact in the first instance. The opposition Coach should be given the chance to try and sort the problem if they deem the complaint is warranted. If the issue cannot be resolved between the Coach or Team Contact and the oppositions Coach or Team Contact the matter must be brought to the attention of an Executive Committee Member on the grounds or to the person manning the office whilst the game is in progress.

The situation will be assessed and handled on the spot and if deemed necessary Attachment E6: Incident Report Form (Netball NSW Member Protection Part E – Reporting Forms) will be lodged and the matter rectified.

If the complaint cannot be resolved without assistance and the Complainant does not feel they can approach the Coach or Team Manager/Contact they are to contact the Association President.

Step 3

If the Complainant wishes to remain anonymous, Netball NSW and/or District / league Associations can't assist them to resolve the complaint. Organisations have to follow the principles of natural justice and be fair to both sides. This means that Netball NSW and/or District/League Associations or the complainant may be required to provide the person/people complained about with full details of the complaint so they have a fair chance to respond to all the allegations.