



# **Tweed Netball Association Inc.**

## **BY-LAWS UPDATED 2015**

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# BY-LAWS

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## 1. MEMBERSHIP

- 1.1 **New Clubs** should apply for affiliation to the Association Secretary advising their name, proposed team names and colour/s they wish to have for their uniform. The proposed Club name, uniform and colours must be submitted to the Executive for approval. Payment of the affiliation fee is required at the time of application. Application must be made by the first General Meeting for the calendar year.
- 1.2 **Club Affiliation** to the Association is by application to the Secretary on the Club Affiliation form and payment of an affiliation fee as set by the Executive each year.
- 1.3 **Club Requirements**
  - 1.3.1 Keep a record of the names and addresses of their senior and junior members, both playing and non-playing
  - 1.3.2 Submit to the Association, on the appropriate form, a junior and senior membership list of all players and non-players
  - 1.3.3 Submit to the Association, on the appropriate form, all junior and senior late registrations for membership for the current year
  - 1.3.4 To provide an Umpires Representative, Wet Weather Delegate

## 2. LIFE MEMBERSHIP

- 2.1 **Criteria** for Life Membership are:
  - 2.1.1 Outstanding service; and
  - 2.1.2 5 years as an Association Executive member.
- 2.2 **Nominations** for Life Membership should be submitted in writing to the Executive Committee by the June General Meeting.
- 2.3 **Acceptance of nomination** under By-Law 2.1 & 2.2 is subject to ratification by Executive Committee.
- 2.4 **Voting** of ratified Nominations shall take place at the Annual General Meeting.
- 2.5 **Copies of Executive Minutes** and copies of updated Constitution and By-Laws are to be forwarded to Life Members if they so request.

## 3. EXECUTIVE COMMITTEE

The duties of the Office Bearers of the Association are detailed in Annex A to these By-Laws.

- 3.1 Nominations are to be submitted on an Association Nomination Form.
- 3.2 Any Office Bearer suspended by the Executive Committee shall, on demand by the President or any approved member of the Executive Committee, hand over all Minute, Cash, Bank, Receipt or any other books, papers or documents and any other property in their possession or custody belong to or relating to the Association. Any Office Bearer suspended shall have the right of appeal to the Executive Committee, but such right shall be forfeited in the event of non-compliance.

## **4. SUB COMMITTEES**

- 4.1** Sub Committees shall be appointed by the Executive Committee for specific purposes.
- 4.2** The President of the Association shall be an Ex-Officio member of all subcommittees with full voting rights.
- 4.3** An Executive Committee Member will be appointed to each subcommittee.
- 4.4** Sub-Committees shall report to and make recommendations to the Executive Committee.
- 4.5** Duties of Standard Sub Committees are set out in Annex B

## **5 MEETINGS**

### **5.1 General Meetings**

- 5.1.1** A minimum of five (5) general meetings be held throughout the winter season.
- 5.1.2** Any club without official representation at two (2) consecutive meetings will be asked to show reason why they should not withdraw.

### **5.2 First General Meeting**

- 5.2.1** Advise the Association of the new seasons fees set by the Executive
- 5.2.2** Confirmation of the Draft Calendar of Season Events Be Accepted, as tabled at the AGM, subject to amendment with the following dates included:-
  - Open day.
  - Season Start and Finish dates
  - Finals Dates
  - Wet weather days (if applicable)
  - Carnival Day

### **5.3 Annual General Meeting**

- 5.3.1** The agenda for the AGM shall be as per the Constitution.

### **5.4 Executive Meetings**

- 5.4.1** The agenda for Executive meetings shall be as per the Constitution.
- 5.4.2** The first Executive meeting each year shall take place prior to the 1<sup>st</sup> general meeting of the year.
- 5.4.3** No proxies shall be allowed at Executive meetings.

### **5.5 Sub Committee Meetings**

- 5.5.1** Sub Committee meetings shall be convened as required with all members of the said committee given notice of such.
- 5.5.2** Business discussed at these meeting shall be for the specific purpose as per By-Law item 4

## **6 REGISTRATION**

### **6.1 General**

- 6.1.1** Senior/Intermediate teams may register a maximum of 12 players per team.
- 6.1.2** Junior Teams may register a maximum of 10 players per team.
- 6.1.3** New registrations will be allowed to replace any original player leaving the team.
- 6.1.4** A player may register in only one team per competition.
- 6.1.5** Before taking new registrations, Clubs should check with players whether they have previously played with another Club or Association in that season.

### **6.2 Registration Procedures**

- 6.2.1** Team registrations shall close on a date to be fixed by the Association each year. Such registrations shall be on the Association's registration form and shall be accompanied by the team's registration fees and completed registration forms.
- 6.2.2** When Clubs have more than one team in the same age group, they are to grade their teams and number them in the recommended order of playing ability on the team Registration Sheet.
- 6.2.3** Registration forms, which are not complete, will not be accepted.
- 6.2.4** Clubs must advise the name of an appropriately qualified umpire on the registration form for each team entering the competition. Where more than one Club proposes to use the same umpire when teams are entered for a competition, the prior permission of the Association Umpire Convenor must be obtained.
- 6.2.5** All players who have been selected in a representative team (including train-on team) are to have an asterisk (\*) placed after their name on the team registration form.

### **6.3 Late Registrations**

- 6.3.1** Once a draw has been done, a team will not be accepted unless there is bye.
- 6.3.2** A Club may register new players at any time during the season.
- 6.3.3** All applications for late registration must be submitted on the registration form and be accompanied by the appropriate fee.

## **7 GRADING**

- 7.1** If practical grading is carried out, no team can be graded in any competition unless at least five members are present at grading and thus the team can be graded according to ability. Practical grading to be carried out over 2 days.
- 7.2** Preferred method of grading should be paper grading. Promotion/relegation is to be considered by the Executive Committee after hearing recommendations from the Grading Committee.
- 7.3** A team with three (3) or more representative players should play up an age or division subject to grading by the Grading Committee.
- 7.4** Teams moved up or down after grading has been completed and the competition is under way should be given points equal to the average of all points earned by other teams in the grades to which they should move.

- 7.5** The Grading Committee must consist of at least one (1) member of the Executive plus one (1) member from each affiliated club.
- 7.6** The Grading Committee may consider, after consultation with the Club/s concerned, the placement of a team in a grade that is consistent with the conduct of a balanced competition. This may include, where appropriate, the combining of age groups.
- 7.7** All grading rules shall be those of Netball Australia.
- 7.8** To avoid friendly games where there is an uneven number of weeks available to play full rounds in any age group or division, the Executive will arrange for the continuation of the competition rounds. In any age group or division where a bye will impact on this arrangement, affected teams will play an additional round second game on a selected day during the competition.

## **8 GRADING APPEALS**

- 8.1** An appeal against a team grading decision must be lodged with the Secretary of the Association on the form, 'Application to Appeal/Protest' within 24 hours of receipt of the grading decision.
- 8.2** An Appeals Committee comprising a member of the Grading Committee, Executive Committee member and a member from a Club not involved in an Appeal application will hear the Appeal. An Appeal Committee hearing will be scheduled within 48 hours of receipt of the Appeal.
- 8.3** The Club will be given a reasonable opportunity to present their case before a decision is made which will affect that Club.
- 8.4** The Appeals Committee will hear all available evidence and make their decision within 24 hours of the hearing. The decision of the Appeals Committee will be final.

## **9 DURATION OF PLAY**

- 9.1** Shall be considered by the Grading Committee before the first round of competition.

## **10 SEASON**

- 10.1** That the day season will consist of a minimum 10 competition rounds, 3 days for finals and a spare day for wet weather during finals. The Season will finish at the end of the New South Wales Public School Term 3.
- 10.2** That games will not be played on the Saturday of the Queen's Birthday weekend, nor on Easter Saturday.
- 10.3** That games can be played on at least, the first or the last weekend of holidays, with teams affected by the absence of 3 or more players being able to reschedule their game for the week before or the week after game date. Rescheduling should be arranged 1 week prior to scheduled game.

## **11. PLAYING REGULATIONS – General**

- 11.1** That, except for umpires and scorers, no people, chairs or equipment is allowed between courts while games are in progress.
- 11.2** The Senior/Intermediate competition is open to all ages from 14 years upwards. (Younger than 14 must show competence in playing against seniors and be screened by the Grading Committee involved.)
- 11.3** The Junior Competition by open to players up to 14 years. Ages to be taken as at the 31st December in the current year.
- 11.4** Captains of teams shall have the right to play new members up to Semi-Finals. Registration must be paid before taking the court.
- 11.5** For any game to be official a minimum number of five (5) players must be registered players of that team.
- 11.6** A player or an umpire, who has a medical condition, or a pre-existing medical condition, is required to provide to the Association a medical certificate from a registered medical practitioner, stating that the medical condition will not constitute a health risk to either other players or to any other persons.
- 11.7** Where a player with a disability submits appropriate medical evidence, the Association Registrar has the discretion to recommend to the Executive Committee a lower grade in which the player will be allowed to play in.
- 11.8** In all mixed competitions, only three male players may be on the court at any one time and the playing positions must be one player in each third.
- 11.9** Players are not permitted to chew gum.
- 11.10** In all other aspects, the Netball Australia Rules shall apply to all competition matches, except where special domestic rulings are applied.

## **12. PLAYING REGULATIONS - Commencement of Matches**

- 12.1** Play must commence at the time set down. If a team is ready at the time set down and the Umpire has not arrived, a Coach or Manager from the playing teams should notify the office.
- 12.2** Each team is responsible for ensuring that the court playing surface is suitable and safe to play on and clear of any debris.
- 12.3** A one (1) minute warning shall be given prior to the beginning of each game.

## **13. PLAYING REGULATIONS - Points Score**

The following points for games shall be awarded:-

- 13.1** Win = 2 points
- 13.2** Draw = 1 point.
- 13.3** Loss = 0 points
- 13.4** Bye = 0 points
- 13.5** Disqualification = -1 point for a disqualified team (2) points to non-offending team
- 13.6** Wet Weather = 1 point per team
- 13.7** Forfeit = The team that is forfeited against will receive their 2 points, plus a 30 goal to zero score

## **14. PLAYING REGULATIONS – Forfeits**

- 14.1** Any team forfeiting a game must notify the Secretary and the other team no later than 10am on the morning of play or a fine of \$100.00 will be imposed.
- 14.2** If a team notifies the opposing team officially before the day of play that they are forfeiting, the opposing team need not appear at the courts. Umpiring and Duties of both teams must be fulfilled by their club, or the appropriate fine will be imposed.
- 14.3** A team will automatically be withdrawn after its third forfeit, unless the Association has received an acceptable written request.
- 14.4** A forfeit may be claimed if opposition cannot field the minimum team of five players within five minutes from commencement of game. If this occurs a fine of \$100.00 will be imposed.
- 14.5** If court and umpires are available and opposing team has five players, then play must commence on time. A forfeit may be claimed if this team refuses to play. If this occurs a fine of \$100.00 will be imposed.
- 14.6** Teams claiming forfeits should complete and have Captain sign score sheet as usual, if forfeit has not been notified beforehand.
- 14.7** Where a game is in progress and 1 team forfeits, the score will be recorded as per by-law 13.7. If this occurs no fine will be imposed.

## **15. PLAYING REGULATIONS - Scoring and Score sheets**

- 15.1** The winning team is to return the completed score sheet to the Sports Organizer immediately after the conclusion of the game.
- 15.2** Each team must supply a scorer. Scorers should stand together near the centre of the court and jointly carry out the responsibility of scoring.
- 15.3** Teams failing to supply an official scorer will not be awarded any points or goals for the game. The opposing team will be awarded a win for that game.
- 15.4** Both Captains, Umpires and Scorers must sign the score sheet at the end of the game.

## **16. PLAYING REGULATIONS – Substitutes**

- 16.1** There is no limit to the number of substitutions that can be made by a team provided that players used do not exceed twelve (12) for seniors and ten (10) for juniors.
- 16.2** No player may take the court without being registered. Penalty for not complying will be the game being awarded to opposing team and no goals to be scored by infringing team.

## **17. PLAYING REGULATIONS - Player from another team/club**

Eligibility criteria for playing players from another team within the same Club are as follows:

- 17.1** When a player plays for another team, in which they are not registered, the score sheet must indicate the name and grade of the team from which the player is drawn. Failure to do so may incur a fine.
- 17.2** Players within a club may play in a higher grade team if that team has less than seven (7) players. Borrowed players must come from a lower grade. After three (3) games in the higher team, they automatically transfer to that team.
- 17.3** Players within a club, from the same age and division may play for another team, with less than seven (7) players, on one (1) single occasion only, per season.
- 17.4** Players are not allowed to transfer from one club to another within the Tweed Netball Association Inc, or register in more than one club within Tweed Netball Association Inc during any one competitive season unless the player can show due cause to be released and has been released from their original club and accepted by the Transferring Club. In the event that one club (either the original Club or the Transferring Club) does not agree to the Transfer then the matter is to be referred to Tweed Netball Association Inc Executive Committee and the grading committee for that season. No player will be permitted to request a transfer or be transferred to another club after the completion of Round 4 of the competition for that season at Tweed Netball Association Inc.
- 17.5** Players may play in different teams in different competitions.
- 17.6** Fill-in players, whether playing across in their same division or higher, are only to play Wing Defence (WD) or Wing Attack (WA) positions on court.

## **18. PLAYING REGULATIONS – Eligible / Ineligible Players**

- 18.1** Should a team official feel that the opposing team is fielding an ineligible player, they should contact an Association Executive Member immediately. Where both teams are fielding an ineligible player, no points or goals will be awarded for that game.
- 18.2** All players must play in at least three (3) competition matches with the relevant team within the season to be eligible to participate in semi finals, finals and grand finals. Any player found to be ineligible to take part in the final series will not be permitted to take any further part in the final series.
- 18.3** Any team found playing an ineligible player in the final series will be considered to have lost that match in which the ineligible player has taken part.
- 18.4** Penalty for not complying with playing regulations relating to eligible players and/or players from another team is that the game will be awarded to opposing team and no goals will be recorded by the infringing team.

## **19. PLAYING REGULATIONS – UNIFORMS**

- 19.1** All members of a team must be dressed in the nominated uniform for the competition rounds. Lenience may be shown at the discretion of the Executive up until round 5 of the winter competition, after which nonconforming players will not be allowed to take the court.
- 19.2** Clubs are allowed to have only two designs in their uniform and both must be in their registered colours.
- 19.3** The executive of the association must approve uniforms.

- 19.4** Sports shoes and socks must be worn at all times. No jewellery is allowed and fingernails must be short and smooth, unless netball approved gloves are worn.
- 19.5** Short bike pants (Hot Pants) may be worn but they must not show below the skirt when walking and must be stated on the Affiliation Form as part of the uniform and thus must be worn by all or none.
- 19.6** A player's uniform must conform to the Association rules. Long enough to cover the pants when walking. Pants must not be bikini, nor of transparent material and Mid-Drift to be covered.
- 19.7** All players in the competition matches must wear positional patches.
- 19.8** Jumpers may be worn but must be the same colour as the top portion of the approved uniform.
- 19.9** Tracksuit pants are not allowed to be worn while playing competition games.
- 19.10** Clubs shall register all items of uniform to be worn by their members, for approval by the Executive.
- 19.11** No player shall be allowed to compete in competition matches unless wearing the registered uniform of that team in their Club. Executive may make exception for extenuating circumstances.

## **19.12 Playing Uniforms**

**19.12.1 Females** uniform shall be approved skirt with shirt and/or bodysuit, or dress. A full sports brief in the approved Club colour must be worn. In very cold weather Netta players may wear jumpers over their playing tops.

**19.12.2 Males** uniform shall be approved shorts and shirt in their respective club colours.

**19.12.3** No Jewellery is allowed, as per Netball Australia rules.

### **19.13 Patches**

**19.13.1** Letters on positional patches or bibs are to be easily distinguishable. Playing initials shall be 150mm high. The use of safety pins with patches is not permitted.

**19.13.2** Where teams with the same or similar colours are playing each other, teams must wear easily distinguishable bibs. The umpires may abandon the game if this rule is not adhered to and no points will be awarded.

## **20. PLAYING REGULATIONS – Injury**

- 20.1** During competition game, except for semis, finals and grand finals, injury time as per 'Netball Australia' rule with no time added.
- 20.2** During semis, finals and grand finals, injury time as per 'Netball Australia' rules with time added to the last period of play.

## **21. FINALS SERIES**

- 21.1** All registered players must be given the opportunity to participate in all games during the finals.
- 21.2** No player may compete in Semi-Finals or Finals unless he/she has played in that team for three matches.

**21.3** If two or more teams finish on equal points after the final round of competition, positions for semi-finals shall be decided on goal averages for each competition.

**21.4** The goal average for each team shall be decided as follows:

Total number of goals scored by the team, divided by the total number of goals scored against the team, multiplied by 100, divided by the actual number of matches played by the team, i.e.

$$\frac{\text{Goals scored for}}{\text{Goals scored against}} \times 100 \div \text{matches played}$$

The number of matches actually played includes a match a team has forfeited, but does not include a match where the team has received a forfeit.

**21.5** The top four teams in each division will progress to the finals series. The first week of finals sees first place on the ladder play second place on the ladder and third placed on the ladder will play fourth placed on the ladder. The winner of first v second will not play in the second week of finals but instead will progress straight through to the grand final. The loser of third v fourth will be eliminated from the final series. The loser of the first –v- second will play the winner of third –v- fourth in the second week of the finals with the winner then progressing through to the grand final.

Finals Week 1- Semi Final

1 v 2 - winner to progress to the grand final

3 v 4 - loser is eliminated

Finals Week 2- Preliminary Final

Loser (1 v 2) –v- Winner (3 v 4)

Winner to progress to the grand final – loser eliminated

Grand Final

Winner Week 1 of (1v 2) -v- inner of preliminary final

**21.6** All games including semis, finals and grand-finals must be played on the date set down as per the draw, the only exception being for inclement weather. See By-Law 24.6 for wet weather during finals series.

**21.7** Umpires. National Badged Umpires brought in from outside the Association will be paid a nominated fee as set down by the Executive, per game for Grand Finals.

**21.8** Method of Play for Drawn games at Full Time in Semis, Finals and Grand Finals.

**21.8.1** That the Captains toss for the centre pass.

**21.8.2** An extra five (5) minutes will be played each way.

**21.8.3** If the score is still drawn, play continues from where the ball was when play was stopped and teams play until one team has a two-goal advantage.

**21.9** **Trophies**

Each member of a winning and runner-up team receives an appropriate trophy.

## 22. WET WEATHER

- 22.1 Any two (2) executive committee members, in consultation with the President shall decide on cancellation. Duties of the two (2) executive committee members include ringing radio stations and the Canteen Manager.
- 22.2 If games are cancelled because of rain, the announcement will be made one (1) hour before the commencement of the games. All Club delegates are to contact the Association.
- 22.3 Clubs Wet Weather Delegate ONLY to phone the Clubhouse for decision.
- 22.4 If bad weather occurs then games can be cancelled up until the commencement of the games in the third time slot by any two (2) executive committee members, in consultation with the President, and ALL teams scheduled to play shall awarded 1 point.
- 22.5 **Wet Weather Finals Series**
  - 22.5.1 Should any day be completely washed out, the finals series will be postponed by one week and all games will be played the following Saturday.
  - 22.5.2 Should any timeslot be washed out during a finals series, the games for that timeslot will be played the following day (weather permitting) and failing this, the following Monday commencing at 7.00 pm.
  - 22.5.3 If games have been washed out for two Saturdays following the scheduled date for the Grand Finals, then the final series will be abandoned and all teams that were minor premiers at the end of the final round will be declared Premiers.

## 23. REPRESENTATIVE TEAMS

- As per Representative Policy Annex C
- 23.1 Teams affected by absence of representative players (2 or more players) attending State Carnivals will have their games rescheduled either a week before or a week after the original game. It's understood that teams may have to play 2 games on one day.
- 23.2 All players must register with a team. and play in at least three (3) competition matches with that team, within the season to be eligible to participate in a representative team.

## 24. UMPIRING – General

- 24.1 Each Club is to nominate an Umpire Convenor who shall be the Association's point of contact for umpiring matters within the Club.
- 24.2 Umpires are to sign the Umpires Book five (5) minutes prior to the scheduled commencement of the game.
- 24.3 All nominated umpires are strongly recommended to:
  - 24.3.1 Attend any umpiring seminars or courses as arranged by Tweed Netball Association Inc.
  - 24.3.2 sit for the Umpires Exam (unless holding a current A grade theory pass).
  - 24.3.3 Attempt the next level of umpiring accreditation.
- 24.4 The approved dress code for all umpires is as follows:
  - 24.4.1 **Female Umpires shall wear**

**White Shirt** - if a sponsored shirt is provided to the Association then this **MUST** be worn on Saturdays (where possible) and it will be compulsory to wear this sponsored white shirt during ALL FINALS played in that season.

**White Shorts**

**White Jumper** - during cold weather

**White or clear coloured wet weather jacket** during inclement weather conditions.

#### **24.4.2 Male Umpires**

**White Shirt** - if a sponsored shirt is provided to the Association then this **MUST** be worn on Saturdays (where possible) and it will be compulsory to wear this sponsored white shirt during ALL FINALS played in that season.

**White Skirt** - long enough to cover underwear

**White Jumper** - during cold weather

**White or clear coloured wet weather jacket** during inclement weather conditions.

**24.4.3** All umpires must wear appropriate underwear - bike pants are acceptable so long as they do not extend below the white skirt.

wearing white or cream must wear white underwear – no bikinis.

Club or Association tracksuit is permitted over corresponding playing uniform.

Association/White/ Club tracksuit pants and Association/ White/Club approved shirt or polo shirt, with or without collar, is permitted. Shirts must be tucked in. Skirts over tracksuit pants are not permitted.

**24.5** Umpires are responsible for checking that

**24.5.1** Shirts are tucked in, if applicable

**24.5.2** Socks are worn

**24.5.3** Correct pants are worn

**24.5.4** Fingernails are short and smooth, unless netball approved gloves are worn

**24.5.5** No jewellery, except a taped wedding band shall be worn.

**24.6** The umpire has the right to refuse to allow players to participate in the game if the rules are not adhered to.

**24.7** Any player found guilty of disputing an Umpire's decision on the court or misconducting themselves may be disqualified from further play. Umpires must complete an incident report and advise the Umpires Convener of the incident.

**24.8** After the commencement of games the Umpires are not allowed to change, except in cases of injury or emergency.

**24.9** During all competitions each team must supply an umpire. Failure to supply an umpire at least five (5) minutes prior to scheduled commencement of the game will result in a fine as set by the Executive each year.

**24.10** It is compulsory for ALL umpires to sit the Umpire Exam each year to be provided by the Clubs to the Association Umpire Convenor prior to the commencement of each season..

**24.11** Umpires are to be given incentives to continue umpiring.

**24.12** No match will be ordered to be replayed, if protest deals with an umpire's decision. Umpires decisions are final and without appeal.

**24.13** Umpires should not umpire any team from their own club, however

**24.13.1** National Badged Umpires will be deemed as Association Umpires and not Club Umpires and may be required to umpire their own club teams

**24.13.2** Club umpires may be required to umpire their own games as recommended by the Umpires committee.

## **25. COMPETITION UMPIRING**

- 25.1** If only one umpire is on the court when the hooter sounds for the start of play, the game cannot commence. A message should be sent to the office immediately so another umpire can be found.
- 25.2** An umpire sending a player from the court for disciplinary reasons must complete the Incident Report Sheet on the back of the score sheet. The matter will be investigated by the Umpire Convenors, President or nominated Executive person, who will then decide whether or not further action is to be taken.
- 25.3** An umpire is permitted to stop a match and award game to opposing team if there are any continued abusive remarks or unduly loud criticisms of their umpiring from a team or their spectators. See Annex D Umpires Policies

## **26. UMPIRES THEORY EXAM**

- 26.1** **All Clubs** will be required to encourage their Executive/Coaches/Manager and players to sit the umpires' theory exam each year and provide the Association with a list of their members who have completed this exam.

## **27. CLUB RESPONSIBILITIES**

- 27.1** Clubs failing to attend on time and/or complete their rostered duties will be fined. This includes Canteen duties, Timekeeping duties, cleanup duties, allocated umpiring commitments for all Rep selections, other rostered duties on opening and closing days, and compliance with food rosters.
- 27.2** The first-named team on the draw for the first game on any court is to collect the Protecta-Posts and attach them to each goal post. The winning team on the last score sheet for the day is responsible for the return of the Protecta-Posts from that court. In the event of a game where no scores are recorded or a game is drawn, the team first named on the score sheet will be responsible for their return. Failure to do so will incur a fine.
- 27.3** The Association is responsible for seeing that the courts are left in a clean condition. It is requested that Clubs make sure their teams place litter in the garbage bins provided.
- 27.4** To ensure fair court time for all their registered players.
- 27.5** To ensure all their registered teams complete all rostered duties.
- 27.6** Clubs are required to be represented at Annual and General meetings.

## **28. SENIOR AND JUNIOR DUTY TEAMS**

### **28.1 Duties**

**28.1.1** Clubs must provide teams to fulfill a duty roster. Duties will be set by the Executive Committee for each competition.

**28.1.2** At least four (4) adults and at least four (4) players are to report to the Clubhouse from each duty team. Senior Teams for duty purposes need to provide four (4) people only.

**28.1.3** No person under the age of 15 years shall be permitted to perform duty in the Canteen.

## 29. CODE OF CONDUCT

- 29.1 Clubs are responsible for the control and conduct of their spectators, players and Club officials, which includes coaches, managers and umpires.
- 29.2 All members of the Association and spectators attending games and/or events controlled by the Association are required to adhere to the appropriate Codes of Conduct relative to their particular circumstance. See Annex I.
- 29.3 Where an Association member or a spectator is reported for a serious breach of the code applicable to that class of person, action may be taken in accordance with either By-Law 29.4 or Clause 14 of the Constitution.
- 29.4 After the first incident of any action involving spectator(s), player(s), or Club official(s), the Club will be sent a letter of warning and then a subsequent fine will be imposed if the same person(s) re-offends.

## 30. APPEALS/PROTESTS/DISCIPLINARY DISPUTES

- 30.1 **Protests.** All protests must be lodged in writing and forwarded by the Club Secretary/President to be received by the Association Secretary within 48 hours of the decision or completion of the match in question. All protests must be completed on the approved form Application to Appeal/Protest.
- 30.2 The Executive Committee will deal with all protests in respect of action taken under the By-Laws or a panel of five persons appointed by the Executive Committee.
- 30.3 Once the Executive Committee or the appointed panel has determined a protest no further appeal can be made unless the club lodging the protest can provide new evidence that was not previously considered. In such circumstances the new evidence must be provided to the Secretary of the association from the Secretary/President of the Club concerned within 48 hours of notification of the outcome of the original protest decision. On receipt of new evidence an Appeal Committee as provided under Clause 31.11 will be constituted.
- 30.4 **Disciplinary Disputes.**  
Where a player(s), team(s), spectator(s), and/or Club official (which includes coach, scorer or umpire) is reported by an umpire and/or Association Committee member at any event under the control of the Association, and action is to be taken, depending upon the nature of the dispute either a Disciplinary Committee or a Disputes Committee hearing may be convened. The President or Vice-President will determine if the matter is to be heard by a Disputes Committee or a Disciplinary Committee. If a Disputes or Disciplinary hearing is to be convened, notice of the Disciplinary hearing is to be provided to concerned parties. A copy of any written complaint of the incident should be made available to them within forty-eight (48) hours of the incident. The hearing is to occur not less than twenty-four (24) to forty-eight (48) hours prior to the next game fixture.
- 30.5 The composition of the Disciplinary and Disputes committee will consist of 1 major executive position, 1 executive member and 1 independent.

- 30.6** The relevant Committee convened to hear the matter shall determine who will be required to appear before the Committee. An official from the Club responsible for the alleged offender shall be invited to attend the hearing with the alleged offender. Where a person under the age of 18 years is called before a Committee, that person's parent(s) or guardian(s) is permitted to attend with the person. The alleged offender is permitted to remain in the hearing room while the evidence is presented.
- 30.7** Where a Disputes Committee determines that the person(s) appearing before the Committee is to be suspended from playing and/or attending any competition matches and/or is to be fined, the decision of the Committee is to be conveyed to the person(s) immediately on completion of the hearing. The penalties that may be imposed can be suspension from one week to an indefinite period and/or a fine. Where a fine is imposed, that fine is to be imposed on the Club responsible for the person(s).
- 30.7.1** Where a person(s) considers the penalty to be unjustly harsh or onerous, that person has 48 hours in which to lodge a written appeal, which must state the grounds of the appeal, through the relevant Club Secretary to the Association Secretary. The Association Secretary will refer the matter to the Appeal Committee who will review the evidence and either confirm or vary the decision of the Disputes Committee. While the Appeal Committee is considering the appeal, any penalty imposed will not apply.
- 30.8** Where a Disciplinary Committee determines that the person(s) appearing before the Committee is guilty of an offence the penalty will be conveyed to the person(s) concerned in writing within 72 hours of the hearing.
- 30.8.1** Where a person(s) considers the penalty to be unjustly harsh or onerous, that person has 7 days in which to lodge a written appeal, which must state the grounds of the appeal. The Appeal Committee will hear the appeal. While the Appeal Committee is considering the appeal, any penalty imposed will not apply.
- 30.9 Appeals.**  
All appeals must be lodged on the approved form Application to Appeal/Protest. The Appeal Committee shall comprise of five (5) members as appointed by the Executive Committee, who were not involved in the protest. All Appeal Committee hearings will be conducted in accordance with the Rules of Natural Justice.

## **31. FINANCE**

- 31.1** All monies owed to the Association must be paid within 45 days of date of invoice and/or prior to semi-finals. Failure to comply will result in that Club or person being deemed unfinancial.
- 31.2 Affiliation Fee** - Existing Clubs are to pay an annual affiliation fee as set by the Executive, before the February General Meeting. New Clubs that are accepted into the Association are to pay the affiliation fee upon acceptance.
- 31.3 Registration Fees**  
**31.3.1 Players** A Registration fee (including Insurance) for each Competition, shall be set by the Executive at the 1<sup>st</sup> Executive Meeting each year. ge groups registration fees will be in accordance with the governing body (ie Netball Qld or Netball NSW).

**31.3.2 Non-Players** A fee for non-players' membership is to be paid annually. If a nonplayer then becomes a player within that same competition, the balance of the normal registration fee will apply.

**31.3.3 Life Members** The membership fee for all active life members will be paid by the Association annually.

**31.3.4** Any monetary increases made by Netball QLD or NSW after the Association's Annual Meeting may be passed on to Clubs.

**31.3.5** Late registrations to be paid in accordance with By-Laws 32.3.1.

**31.3.6** All clubs and teams will receive, from the Association, on request, a refund of 2/3 of the personal registration fee paid by the club or team for those players who leave after playing one (1) or two (2) games. This will not include those players whose names have already been sent to Netball Queensland for Insurance and Registration.

**31.4 Course Fees** for the Umpires' Convenor attending Tutor's courses to update their skills will be paid for by the Association.

## **32. FINES**

### **32.1 Meeting Fines**

**32.1.1** Failure to attend a meeting will incur a fine of \$100 per delegate not in attendance. This fine will apply for non-attendance for the period from the 1<sup>st</sup> general meeting after registration through to the general meeting after the grand final.

**32.1.2** Failure to pay the fine within 2 weeks of issue will result in the fine being doubled. Failure to pay the doubled fine, which must be paid before the next general meeting, will result in the club having to show cause at that general meeting as to why teams should participate in the next round.

**32.1.3** Failure to attend a 2<sup>nd</sup> meeting in the same season will incur a fine as set by the Executive each year.

**32.1.4** Failure to attend an AGM will incur a fine as set by the Executive each year.

### **32.2 Competition Fines**

**32.2.1** Failure to notify a forfeit by 10am on competition day will incur \$100 fine.

**32.2.2** Failure to write on score sheet team and grade of player playing up will incur \$5.00 fine.

**32.2.3** A team which plays any unregistered player/s (i.e. those who have not signed a registration slip or who have not paid their fees), loses one (1) competition point. The team not at fault receives the (2) competition points for the match.

### **32.3 Umpiring Fines**

**32.3.1** Failure to provide an umpire as required per the draw will incur \$100 fine.

**32.3.2** Failure to sign score sheet \$5.00.

**32.3.3** Dress Fine – umpire will be required to find a suitably attired replacement, or a fine for non-attendance will be incurred as per By-Law 32.3.1.

### **32.4 Duty Fines**

Failure to perform rostered duties as stated in By-law 28.1.1 will incur a \$100 fine.

## **33. UMPIRING AWARDS**

### **33.1 Umpire Of The Year**

Is to be awarded to the person who is assessed as having outstanding achievement in the gaining of a National Badge each year. The award is to be nominated by the Umpire Convenors and ratified by the Executive Committee.

**33.2 Junior Umpire Of The Year**

Is to be awarded to an umpire up to and including 18 years. The award is to be nominated by the Umpire Convenor and ratified by the Executive Committee.

**34. CARNIVALS**

**34.1** All players attending carnivals are responsible for their own expenses.

**34.2** Any manager nominating a team affiliated with Tweed Netball Association Inc., shall first submit the team for verification to the Association Secretary. Failure to do so will leave the manager open to expulsion from other carnivals.

**34.3** Representative Team expenses will be determined by the Executive.

**35. NETTA**

**35.1** 8 year olds to play Netta per Netball Australia Rules; 9 years to play Modified Netball Rules and 10 years to play Full Netball Rules”

**35.2** Coaches are to umpire Netta using simple language with a pleasant manner towards both teams.

**35.3** Each team may have up to 10 players, whose playing positions must change at least once in every game.

**35.4** All players must get a turn at every playing position.

**35.5** All players will receive recognition of their participation at the end of the season.

Annex A. Duties of Office Bearers

Annex B. Subcommittees

Annex C. Rep Policy

Annex D. Umpires Policy

Annex F. Application to appeal and protest

Annex G. Disciplinary procedures

Annex H. Officials Incident report

Annex I. Code of Conduct

## **BY-LAWS - Annex A. – DUTIES OF OFFICE BEARERS**

|                              |   |
|------------------------------|---|
| PRESIDENT .....              | 2 |
| VICE-PRESIDENT .....         | 2 |
| SECRETARY .....              | 2 |
| TREASURER .....              | 3 |
| REGISTRAR.....               | 3 |
| UMPIRE CONVENOR.....         | 4 |
| REPRESENTATIVE CONVENOR..... | 4 |

## **ANNEX A. – DUTIES OF OFFICE BEARERS**

### **PRESIDENT**

- Chair all meetings.
- Develop and lead the Association in matters of policy.
- Host/attend official functions on behalf of Association.
- Undertake planning and development for future needs of the Association
- Co-ordinate and be responsible for Opening Day arrangements.
- Manage sponsorship proposals.
- Make presentations as appropriate.
- Act as ex-officio member of all committees.
- Present Annual Report at AGM.
- Provide copies of any correspondence to Secretary
- Oversee all aspects of the Tweed Netball Association Inc.

### **VICE-PRESIDENT**

- Deputize for and assist President as required.
- Assist President in hosting official functions.
- Undertake any duties delegated by President.
- Assist planning and development for future needs of the Association.
- Manage dispute process.
- Co-ordinate Disputes Committee hearings and maintain records.
- Organize all social activities.
- Assist in Opening Day arrangements.
- Allocate training courts.
- Provide copies of any correspondence to Secretary.
- Review all umpire reports about player behaviour and determine appropriate action at the completion of each competition day's play.
- Prepare rosters as required.

### **SECRETARY**

- Receive, attend to and respond to all correspondence as required.
- Arrange accommodation for Executive, officials and players as required.
- Respond to all enquiries.
- Liaise with prospective Clubs and facilitate their affiliation.
- Circulate nominations for Life Membership and attend to same.
- Act as ex-officio member of all committees, as required.
- Act as point of contact for Netball NSW AND Netball QLD.
- Advise the Public Officer of changes to Association Constitution and Executive Committee members.
- Organize gifts for outgoing Executive members.
- Order badges for Executive Committee, Life Members and others as required.
- Advise Executive Committee of additional meetings as called or required.
- Take minutes of all meetings.
- Receive all applications for Rep officials (selectors, coaches, managers, scorers)
- Prepare correspondence list for each Meeting.
- Present report to each Meeting.
- Oversee the recording of meeting attendances.

## **ANNEX A. – DUTIES OF OFFICE BEARERS**

### **TREASURER**

- Maintain all financial records (Club accounts, cash receipts books, cash payments books, petty cash).
- Receipt all monies and bank within seven days.
- Balance monies received from receipts, and balance cashbooks to bank statements.
- Provide audited balance sheets and statements to Public Officer.
- Prepare books for auditors and organize printing and distribution of financial statement.
- Receipt all uniform payments.
- Check Canteen receipts after trading and verify.
- Receive and pay all accounts as approved by Executive.
- Draw and distribute cheques.
- Advise Clubs and Executive Committee of monies owing, and collect same.
- Advise Clubs and Executive Committee, as appropriate, of unfinancial players/Clubs.
- Act as ex-officio member of all committees.
- Provide copies of any correspondence to Secretary.
- Circulate reports for each Meeting.
- Prepare and present balance sheets and statements to AGM.

### **REGISTRAR**

- Prepare and distribute accounts for late registrations; issue fines for senior teams.
- Liaise with Disputes Committee as appropriate.
- Provide copies of any correspondence to Secretary.
- Present combined report to each General Meeting.
- Convene Grading Committee.
- Advise Clubs of teams' grades.
- Assist with the placement of individual players in appropriate Clubs, where possible.
- Liaise with Club Registrars on all matters concerning registrations.
- Maintain register of players in all teams in their respective grades and distribute team lists of eligible players to club secretaries four weeks prior to finals. Eligible players's names will also be printed on all score sheets during finals.
- Receive all score sheets on completion of each day's play and check player registrations.
- Record match results and points table after each day's competition.
- Maintain senior competition points table on notice board.
- Advise Executive Committee of unregistered players
- Advise Executive Committee of reports or anomalies on score sheets.
- Maintain a register of members as per Constitution Item 12.

## **ANNEX A. – DUTIES OF OFFICE BEARERS**

### **UMPIRE CONVENOR**

- Prepare and distribute umpiring fines to Clubs.
- Provide copies of any correspondence to Secretary.
- Present report to each General Meeting.
- Convene Umpires' Committee.
- Oversee allocation of umpiring to all games, including semis finals and grand finals.
- Oversee umpiring aspects of the conduct of games during competition.
- Organize and assist with umpire education programs, ensure that records and relevant statistical data are kept.
- Arrange National Badging Panels, as required.
- Liaise with and advise Netball Queensland or Netball NSW on umpire matters, including allocations for relevant state events.
- Liaise with Club Umpire Convenors as required, including advising on alterations to and interpretations of rules, and on unqualified umpires.
- Notify umpire complaints to President/Executive Committee.
- Organise draw for semis, finals and grand finals.
- Advise Clubs of draw and umpire allocations for semis, finals and grand finals.
- Allocate qualified umpires to relevant senior Rep commitments, including selections.
- Organise purchase of gifts for umpires.
- Arrange payment of umpires' subsidies and acquit to Treasurer as required.

### **REPRESENTATIVE CONVENOR**

- Prepare and submit all representative team registration requirements to Registrar.
- Ensure that all Representative players are financial members.
- Advise Treasurer of any discrepancies relating to financial status of Representative players.
- Provide copies of team entries and any other correspondence to Secretary.
- Present report to each General Meeting.
- Attend State and State Age Championships.
- Allocate Representative players to various Representative commitments as required.
- Liaise with appropriate personnel on matters pertaining to Representative teams.
- Enter all teams into NSW / QLD competitions by the closing dates.
- Receive coaches/managers' claimable subsidies and submit to Treasurer.
- Purchase Representative Uniforms.
- Issue uniforms to Representative Players and officials.
- Undertake and provide Treasurer with data from annual stock take for Annual Report.
- Ensure Representative By-Laws are upheld.
- Determine dates for selections and make recommendations for selection panels.
- Write and deal with correspondence pertaining to Representative Selections.
- Manage all Representative selections.
- Submit Selection Committee's recommendations to Executive Committee for approval.
- Co-ordinate meetings for Representative parents and Representative officials as required.
- Issue players with Representative Handbook and any other relevant information.
- Maintain Representative information on notice board, including application forms for officials.

## **ANNEX A. – DUTIES OF OFFICE BEARERS**

### **REPRESENTATIVE ASSISTANT**

- Liaise with Treasurer on payment/refunds for carnivals.
- Provide copies of any correspondence to Secretary.
- Liaise with coaches for team entries to carnivals. .
- Enter all Club and Association teams into district carnivals.
- Attend State and State Age Championships.
- Provide Representative Coaches with a list of all District Carnivals.
- Provide Senior Umpire Convenor with advance list of Carnival attendances by teams.
- Liaise with Senior Umpire Convenor and arrange for players to sit umpires' exam where appropriate.
- Assist with selection trials.
- Liaise with Vice-President on training court requirements for Representative teams, and organise additional training courts as required.
- Purchase and maintain Representative equipment including first aid supplies, balls etc.
- Determine coaching equipment requirements. Purchase where required. Allocate equipment to coaches and ensure return.
- Organise the allocation of and the return of gazebos to Representative Coaches.
- Organise fitness trainer and other specialist advisers as required.
- Organise all team photographs.
- Arrange buses and tent hire for Championships after approval of Executive Committee.
- Arrange purchase of badges, glasses, patches and trophies for Representative players and officials.
- Organise fund-raising for Representative.
- Liaise with Vice-President and arrange for attendance of Representative players and officials at the Annual Dinner.
- Assist with annual stock take.

### **PUBLIC RELATIONS CONVENOR**

- Publicise to Clubs and media all events and competitions of the Association.
- Organise special events for promotions.
- Prepare and lodge weekly articles for publication in local press and magazines.
- Liaise with sporting editors for feature and weekly press coverage.
- Liaise with and Netball QLD or Netball NSW as required.
- Manage internet site.
- Promote Association sponsors.
- Maintain a pictorial and written history of the Association.
- Maintain a photographic library of the history of the Association.
- Maintain photographic display in meeting room.
- Provide copies of any correspondence to Secretary.
- Maintain Association notice board (downstairs).
- Maintain Association honour boards.
- Present report to each General Meeting.

## **BY-LAWS Annex C – REPRESENTATIVE POLICY**

### **Contents**

|    |                                            |   |
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| 4  | Representative Team Coach .....            | 3 |
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## **1 Purpose of Document**

Tweed Netball Association Incorporated (TNAI) organise teams to compete in a higher level netball competition. This document sets out the policies and charter to be followed in the process of organising and managing the representative netball for the Tweed in a fair and equitable manner to ensure that all netballers are given every opportunity to further their abilities to play netball at a level that suits their talents and abilities.

## **2 Definition of Representative Netball**

- 2.1 The term “Representative Netball” will cover all teams who compete at a higher level than club teams under the Tweed Netball Association Inc. banner. All ‘representative’ teams will be organised and managed by the TNAI executive as one ‘representative’ body.
- 2.2 This will include all events of a higher level than Association representation/State League and weekend carnival representative teams.
- 2.3 Terms to be used in describing the Representative teams:
  - 2.3.1 Higher level/State League: teams competing in competitions organised by Netball Queensland or Netball NSW competitions outside the Weekend carnival system
  - 2.3.2 Representative A teams competing in the weekend carnival system.

## **3 Appointment of Coaches.**

- 3.1 Coaches are to be appointed and announced where possible prior to Representative trials.
- 3.2 Coaches will be required to apply via a nomination form to the Secretary prior to the cut off date and time advertised to be considered for a representative coaching position.
- 3.3 Coaching positions to be advertised in local newspapers, letters/emails to clubs and a flyer distributed to teams prior to the completion of the last club game.
- 3.4 Coaches to be appointed by a selection process as approved by the Executive prior to the first trial date.
- 3.5 Coaches will only be considered where the executive has confidence in their ability to be competent coach with the necessary skills, qualifications and/or experience.
- 3.6 Coaches are required to hold a current Netball Australia Foundation Coaching accreditation or equivalent and are strongly encouraged to complete a development accreditation in their year of appointment.
- 3.7 Applicants may be requested to attend an interview process with the executive and/or appointment panel to provide additional information as requested.
- 3.8 Coaches are to be made aware of all appropriate TNAI by-laws and resolutions prior to being officially appointed as a coach and will be required to sign a code of conduct and complete documentation giving clearance to work with children in both NSW and Queensland.
- 3.9 If a member of the executive is applying for a coaching position then he/she must abstain from voting for their position.
- 3.10 While it is not preferable for a coach to be appointed to coach a team his/her own child plays in, the executive has discretion in this matter.

## **4 Representative Team Coach.**

Upon appointment shall:

- 4.1 attend all training sessions as agreed with the representative convenor or arrange a suitable substitute.
- 4.2 keep written records of attendance at training.
- 4.3 organise training periods as she or he deems necessary for the conditioning of the players.
- 4.4 Notify the Representative convenor within 48 hours of any additional training sessions.
- 4.5 report to the representative convenor on a weekly basis any player who does not attend training for any reason, or who does not give maximum effort.
- 4.6 select a team of seven (7) players for each match and be responsible for the placement of players on the court.
- 4.7 submit a detailed written report to reach the representative convenor and Secretary within twenty-eight (28) days of the completion of State events.
- 4.8 Report to the representative convenor immediately if she or he is informed of any condition which will affect a player's performance.
- 4.9 purchase a uniform and such other items of apparel as decided by the Association.

## **5 Player Selection Process**

- 5.1 Selection trials shall be held at the end of the Winter competition and be advertised through all TNAI channels of communication.
- 5.2 The Representative convenor will keep records of selection trials detailing the number of times each nominee has played, and in what position.
- 5.3 Where possible the selectors will record those players next in line for each of the shooting, centre court and defence ends.
- 5.4 If a player subsequently withdraws from a team after selection, the following will occur:
  - 5.4.1 the Representative convenor will return to the selection records to appoint a suitable replacement in consultation with the coach.
  - 5.4.2 If they cannot identify a suitable player the Representative convenor will advise Association clubs that a player is required.
  - 5.4.3 Dependant on numbers, the representative sub-committee in conjunction with the coach will choose an appropriate selection process for the selection of the new player (e.g. skills session with the representative team, skills training with the nominees) and select the new player.
- 5.5 Number of players selected for a team will be decided in consultation with the coach each year.
- 5.6 Feedback on trials.
  - 5.6.1 All players may request feedback on trials whether selected or not.
  - 5.6.2 All requests must be made in writing to the Representative convenor/selectors/executive. Feedback will then be given after consultation with the Selectors.

## **6 Players**

- 6.1** All intending players trying out for selection must sign the nomination form on the selected day and before selections and pay a non-refundable nomination fee as set out by the Executive each year. Where a selected player withdraws after selections, the non-refundable nomination fee is forfeited. Appeal provisions apply.
- 6.2** Any player withdrawing from a Representative team after final selection, without a reason acceptable to the Executive Committee, will not be considered for selection in the current and next calendar years' team. Appeals must be made in writing to the Executive Committee within one month of the decision to withdraw. The reasons for withdrawal must be disclosed and include, where appropriate, relevant documentary evidence. The Executive Committee will then decide if the player is permitted to be considered for selection.
- 6.3** All players selected in a Representative team are required to pay a levy in addition to their player registration fee. The payment of the levy is conditional to their selection. The amount of the non-refundable levy will be determined each year by the Executive Committee. Where a member cites financial hardship application can be made in writing to the Executive Committee to pay by instalments. After completion of all representative commitments, this levy may be deducted from individual representative costs. Appeal provisions apply.
- 6.4** Players will be selected for their ability, not a specific position. Area of performance will include:
  - 6.4.1** the skill level exhibited by the player
  - 6.4.2** the fitness level exhibited by the player
  - 6.4.3** the attitude and behaviour of the player on and off the court
  - 6.4.4** the performance of the player as a team member
- 6.5** Players will be selected by a selection panel appointed by TNAI Executive. The panel will be permitted to seek input and feedback from the coach appointed to that team/age group.

A selected player shall:

- 6.6** be a registered member of TNAI and compete in the Saturday competition during the season selected. Number of games must be equal to/or more than 50% of the total number of games.
- 6.7** sign and abide by the Representative Player Agreement which is an agreement between TNAI, players and parents.
- 6.8** State League players will not be bound to participate in the standard Saturday competition but will be obliged to complete a minimum of 10 hours volunteer work within the association (to include assisting with NETSETGO or coaching clinics conducted by TNAI)

## **7 Team Responsibilities**

- 7.1** Parents will be advised of their responsibilities in relation to the team management within 2 weeks of the selection trials and in conjunction with the selected player, sign the Representative Player agreement.
- 7.2** Applications for team positions of Managers/Primary Care Givers and other personnel will be forwarded to the representative convenor, immediately after the first team meeting. Managers will be required to have completed the on-line officiating course or equivalent.

## **8 Umpires:**

- 8.1 preferably hold a national badge. Non-badged umpires may be considered if they hold current accreditation and theory pass in line with Netball Australia.
- 8.2 be appointed by the Umpires Convenor to a team for the duration of the representative season.
- 8.3 umpires who are unable to attend a carnival/state event are responsible for finding a suitable replacement 2 weeks prior to the event and notify the Umpires Convenor of the change.
- 8.4 attend training sessions if required and attend all carnivals as set down in the representative booklet.
- 8.5 Carnival and State event umpires will be paid a fee as set down by the Executive each year.

## **9 Officials**

- 9.1 All officials (coach, manager, umpire, scorer or primary carer) being responsible for any Representative Players/Teams must abide by the TNAI ruling with respect to no alcohol consumption whilst attending the carnival venue at all Representative carnivals.
- 9.2 Are registered members of the Association.

## **10 Dissolution of the team.**

- 10.1 in the event that the number of players falls below nine (9), the selection process will be reviewed and the future of the team shall lie at the discretion of the Executive Committee.

**The policy and procedure document for the selection and running of all Tweed Netball Association Inc. Representative teams must be adhered to at all times**

## **BY-LAWS - ANNEX D. – UMPIRE ABUSE POLICY**

1. No umpire abuse of any kind will be tolerated by Tweed Netball Association Inc.
2. Game officials ONLY ie Coach, Team Captain, Manager, Scorer or Umpire may request the Umpire's Convenor (or nominated representative) from the UMPIRE'S club to be called to the game. An incident report may be written on the back of the score sheet by the game official ONLY.
3. If the problem cannot be dealt with by the club convenor, then the Tweed Netball Association Inc. Umpire's Convenor should be called.
4. Upon complaint, the person concerned will be asked to immediately stop the behaviour, by the Umpire, the Umpire's Club Convenor or representative.
5. Club umpires convenor to make a report to the Tweed Netball Association Inc. of incident and action taken on the back of the score sheet.
6. If the abuse continues, or the initial abuse is in breach of the Code of Conduct, the situation should be reported immediately to the Tweed Netball Association Inc. Umpires Convenor and an incident report filled in on the back of the score sheet.
7. The Tweed Netball Association Inc. Umpires Convenor will then warn the person concerned that his/her actions will be brought to the Executive for review.
8. The Tweed Netball Association Inc. Executive shall review the case and a letter will be issued to the person concerned and their club letting them know of the outcome.
9. Executive Outcomes will be:-
  - a. 1<sup>st</sup> Incident – a formal warning to be issued by the Tweed Netball Association Inc. Executive in writing.
  - b. 2<sup>nd</sup> Incident – a formal request to attend a Judiciary meeting of the Tweed Netball Association Inc. Executive to explain actions – Suspension from games may occur.
  - c. Any further breach will require immediate Judicial Action where possible banning from Tweed Netball Association Inc. Could be imposed by the Judicial Committee.
10. Umpires will not be removed from games by any convenor without serious justification ie injury, sickness.

## **BY-LAWS - Annex E. – ASSOCIATION UMPIRE BADGE CRITERIA**

|                                    |   |
|------------------------------------|---|
| 1. ASSOCIATION LEVEL 1 BADGE ..... | 2 |
| 2. ASSOCIATION LEVEL 2 BADGE ..... | 2 |
| 3. ASSOCIATION LEVEL 3 BADGE ..... | 2 |

## **Annex E. – ASSOCIATION UMPIRE BADGE CRITERIA**

### **1. ASSOCIATION LEVEL 1 BADGE**

- 1.1 Must have a basic knowledge of practical Umpiring at a Junior level.
- 1.2 Must have ATTEMPTED the All Australian Theoretical Examination
- 1.3 Must have attended an Association approved umpires course.
- 1.4 Requirements:
  - a. Voice: Loud enough for players to hear decisions given
  - b. Manner: Confident and pleasant
  - c. Whistle: Loud and clear
  - d. Hand Signals: Basic knowledge and use
  - e. Position: Is able to stay with play and use goal area correctly
- 1.5 He/She will have the ability to umpire Junior Teams with an acceptable level of competence and control of the game.

### **2. ASSOCIATION LEVEL 2 BADGE**

- 2.1. Must have a good knowledge of practical Umpiring at higher Junior levels.
- 2.2. Must have gained at least 60% in the All Australian Theoretical Examination.
- 2.3. Must have attended an Association approved umpires course.
- 2.4. Requirements:
  - a. Voice: Loud enough for players to hear decisions given
  - b. Manner: Firm, Confident and pleasant
  - c. Whistle: Loud and clear
  - d. Hand Signals: Good knowledge and clear use
  - e. Position: Is able to stay ahead of play and use goal area correctly
  - f. Terminology: Uses correct terminology
- 2.5. He/She will have the ability to umpire both Junior and Cadet games with an acceptable level of competence and control of the game.

### **3. ASSOCIATION LEVEL 3 BADGE**

- 3.1. Must have a sound knowledge of practical Umpiring at both Junior and Senior levels.
- 3.2. Must have gained at least 70% in the All Australian Theoretical Examination.
- 3.3. Requirements:
  - a. Voice: Loud enough for players to hear decisions given
  - b. Manner: Firm, Confident and pleasant
  - c. Whistle: Loud and clear
  - d. Hand Signals: Correct and clear use at all times
  - e. Position: Is able to stay ahead of play and use goal area correctly,  
Can re-position quickly to ensure clear view of play
  - f. Terminology: Correct terminology used
  - g. Control: Ability to demonstrate control over the game
  - h. Advantage: Can demonstrate knowledge of and ability to use  
Advantage rule
- 3.4. He/She will have the ability to umpire both Junior and Senior Teams with an acceptable level of competence and control of the game.

## BY-LAWS ANNEX. F - APPLICATION TO APPEAL/PROTEST

- [illegible]



PO Box 6906,  
TWEED HEADS SOUTH NSW 2486  
Phone (07) 5524 9225 Fax (07) 5524 7095  
Email: [info@tweednetball.com](mailto:info@tweednetball.com)  
Internet: [www.tweed.qld.netball.com.au](http://www.tweed.qld.netball.com.au)  
ABN: 65 207 445 944

## BY-LAWS ANNEX. H - INCIDENT REPORT

(to be completed by GAME OFFICIAL i.e. Coach, Team Captain, Manager, Scorer or Umpire)

1. Lodged by:
    - a. Club: \_\_\_\_\_
    - b. Full Name: \_\_\_\_\_
    - c. Official Position: \_\_\_\_\_
    - d. Address (*Postal&Fax*) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
    - e. Telephone contact No.'s: **DAY:** \_\_\_\_\_ **NIGHT:** \_\_\_\_\_
  2. Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Report: \_\_\_\_/\_\_\_\_/\_\_\_\_
  3. Incident details: (set out a brief description of the incident)  
 (PLEASE NOTE - if an appeal/protest is being lodged, in addition to this incident report, a separate Appeal/Protest Form, available from Tweed Netball Assn. Inc., must be completed)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  4. Where did incident occur? (eg centre court, Court 11, or northern sideline, Court 1)  
 \_\_\_\_\_
  5. Did an injury occur? Yes/No (please circle)
    - a. If Yes, who was injured: \_\_\_\_\_
    - b. How did injury occur? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
    - c. Injury reported to: \_\_\_\_\_  
 (any injury must be reported to TNA executive)
  6. Names of witnesses: (include contact telephone numbers)  
 \_\_\_\_\_  
 \_\_\_\_\_
  7. Signature including capacity in which signed: \_\_\_\_\_

## UMPIRES REPORT

Umpires Name: \_\_\_\_\_

Comments on the game:

Umpires Signature: \_\_\_\_\_

Address for lodgement of this form – as above, mail, fax or email

## **BY-LAWS Annex I - CODES OF CONDUCT**

|                                           |   |
|-------------------------------------------|---|
| PARTICIPANTS/PLAYER CODE OF CONDUCT ..... | 2 |
| PARENT/SPECTATOR CODE OF CONDUCT .....    | 3 |
| UMPIRES CODE OF CONDUCT .....             | 4 |
| COACHES CODE OF CONDUCT .....             | 5 |
| ADMINISTRATORS CODE OF CONDUCT .....      | 6 |

## **PARTICIPANTS/PLAYER CODE OF CONDUCT**

- Play by the rules.
- Never argue with an umpire, official or coach. If you disagree, have your captain, approach the official during a break or after the completion of the match.
- Control your temper. Do not verbally abuse umpires, officials, other players or yourself.
- Sledging of others, deliberately provoking others or abusing equipment is not acceptable or permitted in Netball.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Be a good sport. Praise all good work by both your team mates and opposition. (In training as well as in games.)
- Treat all participants as you like to be treated. Do not interfere with, bully or take unfair advantage of another person.
- Co-operate with your coach, team mates and opponents.
- Do not interfere with the progress and/or conduct of a game.
- Support and abide by the TNA (Tweed Netball Assn. Inc.) Smoke-free area which includes all areas within all buildings used for official netball business as well as a 10 meter perimeter around all buildings and courts or training areas wherever the game of netball is played.

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## **PARENT/SPECTATOR CODE OF CONDUCT**

The delivery of junior netball would not be possible without the on-going commitment of parents. Their expectations and attitudes significantly effects the enjoyment that their children receive from sports participation. To ensure that children receive the greatest benefit from the netball activity, parents and spectators should:

- If children are interested, encourage them to play don't force them.
- Focus upon the child's efforts and performance rather than the overall outcome of the game. This assists the child in setting realistic goals related to her ability by reducing the emphasis on winning.
- Teach children to always play according to the rules.
- Never ridicule or shout at a child for making a mistake or losing a game.
- Remember, children are involved in organised netball which you can share if handled well.
- Support all efforts to remove verbal and physical abuse from the playing arena.
- Recognise the value and importance of volunteer coaches and umpires. They give of their time and resources to provide recreational activities for the children and deserve your support.
- Remember that children learn best by example. Appreciate good performances and skillful plays by all participants. Be a model of good sports behaviour for the child to copy.
- Be courteous in communication with players, coaches, umpires and officials. If there is a disagreement with an official, raise the issue through the appropriate channels.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background & religion
- Do not interfere with the progress and/or conduct of a game.
- Support and abide by the TNA (Tweed Netball Assn. Inc.) Smoke-free area which includes all areas within all buildings used for official netball business as well as a 10 meter perimeter around all buildings and courts or training areas wherever the game of netball is played.
- Photography – Anyone taking photos must seek permission from an official from each team prior to taking photos.

## UMPIRES CODE OF CONDUCT

Umpires have an important influence on the participants' enjoyment of Netball and their continued involvement.

- Use simple language when umpiring Junior participants
- Be encouraged to care about participants' enjoyment of Netball and their continued participation.
- Compliment and encourage all participants
- Be consistent, courteous and helpful
- Be a role model of good sports behaviour for participants to copy. Actions speak louder than words.
- Emphasise the spirit of the game rather than the errors
- Keep informed of sound officiating principles that take into account participants growth, development, skill and ability levels. Maintain or improve your current Umpire accreditation.
- Be consistent, objective and courteous in calling all infringements
- Use common sense to ensure that the spirit of the game is not lost by the strict application of rules and the over-calling of violations.
- Display control, respect and professionalism to all involved with Netball. This includes team members, coaches, umpires, administrators, media, parents and spectators. Encourage participants to demonstrate the same qualities.
- Discourage unsporting behaviour. Promote respect for opponents.
- Place the safety and welfare of the participants above all else.
- All individuals have a Duty of Care, which is "an obligation to take reasonable care to avoid causing foreseeable harm to another person or their property." Failure to do so can result in Negligence.
- Respect the rights, dignity, and worth of all participants regardless of their age, gender, ability, cultural background and religion.
- Support and abide by the TNA (Tweed Netball Assn. Inc.) Smoke-free area which includes all areas within all buildings used for official netball business as well as a 10 meter perimeter around all buildings and courts or training areas wherever the game of netball is played.

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## COACHES CODE OF CONDUCT

Coaches should be treated with respect and openness. They should have access to self improvement opportunities; and be matched with a level of coaching appropriate to their level of competence.

Coaches should adhere to the Coaches Code of Ethics –

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a younger player for making a mistake or not coming first.
- Be reasonable in their 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 times 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 towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or completion
- 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 player regardless of their gender, ability, cultural background or religion.
- Treat each player as an individual. Respect the talent, development stage and goals of each player, and help each player reach their full potential.
- Don't interfere with the progress and/or conduct of a game unless called to do so by another official.
- Abide by the Officials' decisions.
- Support and abide by the TNA (Tweed Netball Assn. Inc.) Smoke-free area which includes all areas within all buildings used for official netball business as well as a 10 meter perimeter around all buildings and courts or training areas wherever the game of netball is played.

## **ADMINISTRATORS CODE OF CONDUCT**

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Provide equal opportunities for all participants to participate in Netball.
- Support the use of age and skill appropriate rules, equipment, length of games and training schedules are used.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Provide Codes of Conduct/Behaviour information to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Make it clear that abuse in any form 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.
- Compliment and encourage all participants.
- Encourage development for coaches, umpires and administrators to further develop their knowledge and abilities relating to all aspects of Netball.
- Be consistent, objective and courteous when making decisions.
- Support the TNA (Tweed Netball Assn. Inc.) Smoke-free area which includes all areas within all buildings used for official netball business as well as a 10 meter perimeter around all buildings and courts or training areas.