

PORT HEDLAND NETBALL ASSOCIATION



Policies and Procedures

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DEFINITIONS

AFFILIATION

Affiliation is the name given to the relationship between an individual and their club; a club and its association; or an association and its regional and state body. The relationship is defined both financially and by common goals.

ASSOCIATION

For the purpose of this document, Association refers to Port Hedland Netball Association.

CLUB

For the purpose of this document, a club is any club which is affiliated with Port Hedland Netball Association.

SEASON

The season is defined as the traditional winter season of the Port Hedland Netball Association, typically March to September inclusive.

A summer competition may be added as required, but this is additional to the season as defined above.

LIST OF ABBREVIATIONS

| | |
|------|----------------------------------------|
| ADO | Association Development Officer |
| AUDO | Association Umpire Development Officer |
| TOPH | Town of Port Hedland |
| SGV | Single Game Voucher |
| NWA | Netball WA |
| PHNA | Port Hedland Netball Association |

1. MEETINGS

The Management Committee, as defined by Item 6 of the Constitution, shall meet regularly during the season, and as required outside of the season. A monthly meeting schedule is preferred during the season.

The Executive Committee, as defined by Item 7 of the Constitution, shall meet regularly during the season, and as required outside of the season. A six-weekly meeting schedule is preferred during the season.

The President shall preside at all meetings of the Association and the Executive. In the absence of the President, the Vice President shall preside. In the absence of both the President and Vice President, another member of the Executive shall preside.

2. MEETING PROCEDURE

2.1 Annual General Meeting

The business of the Annual General Meeting shall be:

- i. Present and Apologies
- ii. Confirmation of Minutes of the Previous Annual General Meeting
- iii. Business Arising
- iv. Presidents Report
- v. Treasurers Report
- vi. Development Officers Reports
- vii. Life Memberships
- viii. Election of Office Bearers
- ix. Confirmation of Appointments of –
 - (i) Patron
 - (ii) Member Protection Officer
- x. General Business
- xi. Closure

2.2 Executive Meeting

The business of the Executive Meeting shall be:

- i. Opening of meeting and welcome from President
- ii. Apologies
- iii. Confirmation of Minutes from Previous Meeting
- iv. Business Arising from Minutes
- v. Correspondence
- vi. Reports from Executive
- vii. General Business
- viii. Date of next meeting
- ix. Closure

2.3 General Committee Meeting

The business of the General Committee Meeting shall be:

- i. Opening of meeting and welcome from the President
- ii. Apologises
- iii. Confirmation of Minutes from Previous Meeting
- iv. Business Arising from Minutes
- v. Correspondence
- vi. Reports from Committee
- vii. Treasurer Report
- viii. Development Officer Report
- ix. General Business
- x. Date of next meeting
- xi. Closure

3. COMMITTEE MEMBERS

3.1 Executive

The Executive shall consist of:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer

3.2 Management Committee

The Management Committee shall consist of:

- i. Game Day Coordinator
- ii. Association Development Officer/s
- iii. Association Umpire Development Officer/s
- iv. Net Set Go Coordinator
- v. Kidsport Coordinator
- vi. Fundraising/Sponsorship Coordinator
- vii. North West Championships Coordinator/s
- viii. Publicity Coordinator
- ix. Kiosk Coordinator/Bar Manager
- x. Event Coordinator

4. LIFE MEMBERSHIP

Please refer to Item 5d of the Constitution (included below for reference).

5.d. Life Members – Life Members shall be appointed at an Annual General Meeting or Special Meeting by a two thirds majority of these present and entitled to vote at the meeting, and shall, during the continuance of their life, be entitled to all the rights and privileges of membership.

Nominees shall have given at least five years outstanding service to the Association.

Additional to the constitutional extract above, outstanding service is defined as a significant, sustained and last contribution to the sport of netball in Port Hedland.

Contributions made by an individual as a player, coach, umpire, official, administrator and/or volunteer, at a Club, Association and Regional level, will be considered.

4.1 Nomination

4.1.1 Nomination for Life Membership shall be forwarded to the Secretary by:

- i. A member of the Management Committee
- ii. A Club affiliated with PHNA

4.1.2 Nominations shall be supported by a detailed submission on the form prescribed by the Executive Committee and shall be endorsed by two people, either two members of the Management Committee, or by the President and a Committee member, or two Committee members of the nominating Club.

4.1.3 Nominations must be received by the Secretary seven days prior to the AGM.

4.2 Selection

4.2.1 The award of Life Membership is determined by the Executive by a simple majority of those eligible to vote. The President shall have the casting vote.

4.2.2 In the event of an Executive Member submitting a nomination, the Executive Member shall have the right to speak and have voting rights.

4.2.3 If a current Executive Member is nominated for Life Membership, the nominee must be absent at all times the nomination is considered and must abstain from voting.

4.2.4 All nominations for the year must be received on month prior to the AGM in that year. Nominations received after that date will be considered in the following year.

4.3 Recognition

4.3.1 Life Membership will be announced at the PHNA Annual General Meeting and acknowledged at Presentation Night.

4.3.2 Each Life Member shall receive:

- i. Membership benefits as described in Item 5 of the Constitution
- ii. Such other benefits as determined by the Executive Committee

5. AFFILIATION

5.1 Clubs

Each Club affiliating with the Association shall be required to:

- 5.1.1 Complete the approved affiliation and registration forms and return to the Secretary or Association Administrator by the date stipulated.
- 5.1.2 Collect affiliation feeds from its members, and pass on levies to affiliate with PHNA and NWA.
- 5.1.3 Pay the affiliation fee and annual nomination fee determined by the Executive from time to time (often referred to as the Team Nomination fee).

5.2 Individuals

Any individual not affiliated with a Club may pay an annual affiliation fee which will include levies to affiliate with PHNA and NWA.

5.3 Outstanding Monies

Affiliation will not be accepted from clubs/players/individuals that have outstanding monies to Clubs, PHNA and NWA.

6. ALCOHOL

PHNA holds a permanent liquor licence for the Port Hedland Netball Pavilion. The sale of alcohol is permitted during senior competition only and during special events.

PHNA operates the bar in accordance with the *Liquor Control Act of 1988*.

7. APPRECIATION FUNCTION

An invitation is to be sent to Association Patron/s, Life Members, Executive and Club representatives for official functions, if determined as appropriate by the Executive Committee.

8. INJURY/ILLNESS OR BLOOD

The Association adopts the stoppages for injury/illness or blood as per *Rules of Netball 2020* edition, Item 9.3

Stoppages

- i. The umpires hold time for injury/illness upon appeal from an on-court player or for blood and may hold time for an emergency or such other circumstances as they consider appropriate. During a stoppage:
 - a. For injury/illness or a player or blood: all players not affected or being substituted remain on the court.

- b. In an emergency or other circumstance: the umpires decide whether the players leave the court or not.
- ii. Play restarts from where the ball was when play stopped:
 - a. If the ball was out of court play restarts with a throw in.
 - b. If an infringement was signalled before play was held play restarts with the sanction awarded.
 - c. If the ball was on the ground or the umpire is unable to say which team had possession of the ball, play restarts with a toss-up between any two opposing players allowed in the area.
 - d. If a player was in possession of the ball when time was held by the umpire, any player from that team allowed in the area may have possession of the ball for the restart of play.
- iii. In extreme circumstances and in consultation with the event organiser, the umpires may decide to abandon a match if the safety of players and/or officials is considered to be at risk.

Injury/Illness or Blood

- i. The umpires hold time for blood when noticed or for injury/illness when requested by an on-court player (in extreme circumstances the umpires may hold time without a request being made).
- ii. The player concerned must leave the court within 30 seconds and receive any treatment off the court. The timekeepers advise the umpires when 10 seconds remain.
- iii. Only primary care person/s are permitted on the court to assess the player's medical condition and to assist the player from the court.
- iv. In the event that the primary care person/s advise the umpires that the player concerned cannot be removed safely within 30 seconds the umpires will extend the time for the player to leave the court.
- v. The umpires may authorise other persons (including team officials) to assist the player to leave the court if needed.
- vi. Any blood on the ball or the court must be cleaned before play restarts and any blood-stained clothing replaced.
- vii. Any other players with blood on them on them and/or their clothing must leave the court and have the blood-stained clothing replaced and blood cleaned off their body, before play restarts.
- viii. During the stoppage both teams may make substitutions and/or team changes, provided these are completed within the time allowed for the stoppage by the umpires.
- ix. If no substitution is made for the injured/ill player, or for a player who is bleeding, play may resume with the position left vacant. If the player is the Centre and no substitution is made, one player must move to play as Centre to allow the match to continue.
- x. If the position has been left vacant the player concerned or substitute may not enter the match while play is in progress.
- xi. If the position has been left vacant the player concerned or a substitute may subsequently, after advising the umpire, take the court immediately after one of the following:

- a. A goal has been scored (in this case the player or a substitute must play in the position left vacant).
- b. A stoppage for injury/illness or blood.
- c. An interval.

Other Stoppages

- i. The umpire may hold time or extend an interval if considered appropriate. Examples for which time may be held include (but are not limited to):
 - a. Emergencies such as a serious injury/illness of a player, injury/illness or an umpire or technical official/s, the equipment, the court, the weather or technical equipment.
 - b. Retrieving the ball if it leaves the field of play.
 - c. Disciplining a player, team official or bench player.
- ii. The umpires decide the length of such a stoppage and ensure play restarts as soon as possible.
- iii. Team officials are not permitted on the court during a stoppage other than specified in [Rule 9.3.1 (iii) and (v)].

9. CHEWING GUM

The chewing of gum is not permitted whilst playing or umpiring the game of netball for safety reasons.

10. CLUBROOM USE

- 10.1 The Association Pavilion may be available to affiliated Clubs for Club meetings and Events as determined by the Executive Committee.
- 10.2 At the discretion of the Executive Committee, the Association equipment/clubrooms may be hired to non-affiliated parties at a rate to be determined by the Executive Committee.

11. COMPETITIONS

- 11.1 The Association shall promote, conduct and control interclub matches and tours of teams or clubs.
- 11.2 The competition shall consist of NetSet GO, Junior and Senior levels.

12. COMPLAINTS

Competition Related Offences and Disputes Policy (refer to PHNA website)

Intent of Policy

- i. To deal with domestic Port Hedland Netball Association (PHNA) competition related offences and disputes which may arise in the conduct of netball competitions, programs and events under the jurisdiction of PHNA.

- ii. The policy sets out the procedures to be followed in dealing with competition related offences and disputes in an effective, appropriate and timely manner.
- iii. This policy is based on the Netball Australia Member Protection Policy and any complaint not covered by the general policy below will be dealt with in accordance with the Netball Australia Policy.

How the Policy Works

The policy applies to the following members and individuals:

- i. Players, Coaches (including Assistant Coaches), Umpires and other Officials, Clubs or organisation bodies who enter any PHNA competition, program or event.
- ii. Spectators who are not members of PHNA, do not fall within PHNA jurisdiction, however any incident relating to them will be referred to the relevant Club.

Complaint Forms

- i. A Complaint Form (via PHNA website) can be lodged with the PHNA Administrator by a Club Official within 48 hours of the match.
- ii. The form can be lodged by a Player, Coach, Official, Parent, Spectator or PHNA Committee Member.
- iii. The offence must have occurred before, during or after the competition, program or event.
- iv. It is a requirement that the Complaint Forms be signed and endorsed by a Club Official (i.e. Club President or Secretary) before it will be accepted by the PHNA Committee.
- v. The PHNA Committee has the right to not accept Complaint Forms that are deemed to be frivolous, vexatious or otherwise mischievous in their nature.

Policy Implementation

- i. All Complaint Forms will be forwarded to the PHNA Executive for action.
- ii. The matter is to be dealt with by the PHNA Executive via the following process:
 - a. The Complaints Committee shall consist of the PHNA Executive and one other nominated member from the General Committee relevant Sub-Committee.
 - b. PHNA reserves the right to request the assistance of Netball WA if required.
- iii. If deemed necessary, the PHNA Secretary will notify all parties involved in writing via the involved Club Official of a hearing date, time and place as soon as practicable. Those parties who are not members of a Club will be contacted directly. The notification will include:
 - a. Details of the person lodging the Complaint Form
 - b. Details of the person/s charged with the complaint
 - c. Details of the umpires involved if applicable
 - d. Details of any other parties if applicable
 - e. A request confirmation from the Club Official of attendance
 - f. A copy of the Complaint Form lodged
- iv. At the hearing, parties involved (i.e. a, b, c and d) shall be interviewed separately.
- v. At the hearing, all players shall be accompanied by a Club Official and players under the age of 18 will need to be accompanied by a parent or guardian.
- vi. The purpose of the hearing shall be to determine whether the alleged offence has been established or the balance of probabilities (i.e. more probable than not). If the Complaints Committee is of the view that the offence has been proven a penalty may be imposed otherwise the offence shall be dismissed.

- vii. The Complaints Committee is not obliged to provide written reasons for any decision made.

Penalties

Penalties may be imposed in accordance with the degree of the offence and may arise as a result of:

- i. Abuse of an umpire
- ii. Gross breach of Code of Behaviour
- iii. Unsportsmanlike behaviour
- iv. Dangerous physical contact

Appeal

There is no right to appeal from a decision of the Complaints Committee. All decisions of the Complaints Committee are final and binding.

Regulation Definition

“Competition Related Offence or Dispute” means an action or actions that are not permitted within the rules and causes intentional harm (physical, emotional or verbal).

Record or Report

A record of the hearing shall be recorded by the PHNA Executive and Committee in the following months meeting minutes.

13. ELIGIBLE PLAYERS

- 13.1 An eligible player is one who is registered with a Club, which is affiliated with PHNA.
- 13.2 To be eligible to play in a Finals match, a senior player must have played at least three qualifying matches with the Club’s team on three different playing dates.
- 13.3 Playing an ineligible player during a Finals match will result in the team concerned forfeiting the match.
- 13.4 If an opposing team forfeits a match, the players listed on the score card submitted by the non-forfeiting teams will still be considered to have played a qualifying match.
- 13.5 There is no maximum number of players in any team, however only 12 players may be named on the score card in any one game.
- 13.6 Players may only play for one Club in any playing season, excluding the SGV process. The exception to this rule is a player transferring from one Club to another, see Player Transfer 34.
- 13.7 In the event of proven false recording of a name on a score card, the player who plays under the name, and the player (if any) under whose name they have played, shall be deemed not to have played on that day for the purpose of

qualifying for Final matches. Any player found guilty of such an offence shall incur, for the team, a forfeit of the match and a loss of two further points.

13.8 If a team suspects the opposition is playing an ineligible player, the Team Manager or Coach should make the matter known to the Match Office immediately whilst the game is in progress.

13.9 Players not listed on the score card at the commencement of the game are not eligible to play.

13.10 NetSetGO Eligibility

13.10.1 Boys and girls are both eligible to play in the NetSetGO competition.

13.10.2 Children aged 10 years or under, as at 31 December of the respective year.

13.11 Junior Eligibility

13.11.1 Female players aged between 11 and 17 years of age (inclusive) as of 31 December in the respective year are eligible to play in the junior competition. Younger players may be deemed eligible at the discretion of the ADO, with the approval of the Executive Committee.

13.11.2 Male players aged 11 years and under are eligible to play in 13 & Under competition.

13.11.3 Junior players (players aged 17 and under as of 31 December in the respective year) may play solely for their club's senior team only if they are playing A Grade. To participate in B or C Grade, junior players must continue to participate in their respective age division first. In this situation, the player must play more matches for their respective age division than for the senior division. Players found to be in breach of this rule will be ruled ineligible for selection in Association representative teams.

13.11.4 Junior players who are new to the Association will be allocated to a team and Club by the ADO. Clubs are not to approach or advertise for new junior players or register new juniors to their Club unless they have been explicitly allocated to by the ADO.

The ADO or Executive Committee will advise Clubs of player allocations in writing.

Where possible, new players with family connections to a Club will be allocated to that Club. Where possible, existing players will be allocated to the Club they played for previously.

Should a junior player wish to change Clubs, they may approach the ADO to request said change. The ADO will endeavour to make that change if the ADO considers it appropriate.

Should a Club approach or advertise to new junior players, or register new junior players that have not been explicitly allocated to their Club via the above process, the relevant team shall lose 10 premiership points and the player will be de-registered from their Club and registered to their allocated Club.

13.12 Open Eligibility

13.12.1 Female players must be a minimum of 12 years as at 31 December of that playing year in order to play in the senior competition.

13.12.2 Players in Trans Tasman Netball League, Australian Netball League, League and Reserves in the WA Netball League are required to play in Open Division 1 unless given due consideration from the PHNA Executive Committee.

14. FEES

14.1 Winter Competition

14.1.1 A non-refundable affiliation fee, also known as the Team Nomination fee, shall be paid by each Club with the Affiliation forms on or before the stipulated closure date.

14.1.2 Upon receipt of invoice from the Treasurer, Clubs must pay fees to PHNA on behalf of their affiliated members, which cover the individual affiliation fee component for PHNA and NWA.

14.1.3 If payment is not received within 30 days, a Team or Club may be prevented from playing one or more fixtured rounds, at the discretion of the Executive Committee.

14.1.4 Should a non-financial Club disband at the conclusion of the season, any member of the Club registering with another Club may be required to pay their portion of that debt before further registration will be accepted.

Clubs may register further new players throughout the season and pay all PHNA and NWA fees.

15. FINALS MATCHES

- 15.1 All players must have played at least three matches with their Club, on separate dates, before they may participate in Finals matches. Any team playing an ineligible player during a Finals match will result in the team concerned forfeiting the match. All players in Finals matches must play in the team's uniform.
- 15.2 All Finals matches must be played on the date at the time specified by the Association.
- 15.3 All teams in the Finals will be advised of the time and court for the following Finals:

Order of Play

| | |
|--------------------|----------------------------------------------------------|
| Semi Finals: | Qualifying Final 1 v 2 – Elimination Final 3 v 4 |
| Preliminary Final: | Loser of Qualifying Final v Winner of Elimination Final |
| Grand Final: | Winner of Qualifying Final v Winner of Preliminary Final |

- 15.4 Under the above-mentioned matches method, no team has the right to challenge.
- 15.5 Where teams finish the season with an equal number of premiership points, the relative positions on the premiership table are arrived at by dividing the goals scored for by the goals scored against.
- 15.6 If scores are level at the end of the playing time during a Final, there shall be a two-minute break. Both teams may make team changes and/or substitutions during the time. Two further seven-minute halves are played.
- At the end of the first seven minutes, a one-minute interval will occur, when teams shall change ends may make team changes and/or substitutions during the time.
- If at the end of the second seven minute half and scores are still level, play continues without a break (no changing of ends, nor team changes or substitutions are permitted) until one team has scored a two goal advantage, then that team is declared the winner.
- 15.7 Umpires for all Finals will be supplied by PHNA.

16. WITHDRAWALS

When a team is withdrawn after the commencement of the season all points and goals in matches involving the team prior to its withdrawal shall be cancelled. If the withdrawal occurs during the second round, only points and goals from that round will be cancelled.

17. FIRST AID

Basic First Aid supplies are available from the kiosk. PHNA encourages all clubs to have their own first aid supplies.

18. FORFEITS

19.1 Any team intending to forfeit a match must notify the Association and opposition team as soon as possible prior to the match. The PHNA Committee will assist in notifying the opposing team and will contact the umpiring coordinator.

19.2 When a team forfeits a match, two points for win and 10/0 score shall be awarded to the opposing team. The non forfeiting team must submit a score card with their players listed within seven days, otherwise the failure to submit a score card will mean that players from that team will be deemed not to have played.

19.3 A team forfeiting a match without prior notice, shall incur score of 0/10 accredited to the opposing team. A monetary fine may apply if costs are incurred. No players from the forfeiting team will be deemed to have played.

19.4 Teams forfeiting three matches during the any one season may be suspended from the remainder of the season, at the discretion of the Executive Committee. No fee refunds will be given in this circumstance.

19. FUNDRAISING

Cake Stall, Sausage Sizzles and Raffles – each Club may hold fundraising events on the Association premises with prior consent of the PHNA Committee. Bookings must be made through the Secretary.

Please note: raffle prizes must not include alcohol or tobacco products.

20. GLASSES

Players are permitted to wear prescription glasses only, which must be secured tightly by an appropriate headband if necessary.

21. GRADING

It is the responsibility of each Club to correctly and fully complete the grading information requested on the registration form. Each Club is required to grade and number teams according to strength (*one being the strongest*). Failure to do so may result in incorrect grading and the Association requesting teams who have failed to supply the correct information being regarded to ensure a competitive competition.

22. NETBALL WA HEALTH GUIDELINES

As per NWA policy found at <http://wa.netball.com.au/wp-content/uploads/sites/6/2013/09/Netball-WA-Health-Guidelines.pdf>

23. INJURY

In the majority of injury scenario, the standard injury policy applies. However, in the event of a major injury the First Aid provider and/or Ambulance Officer may direct that a player may not be moved. In this scenario, Association officials will provide an alternative court.

In more serious cases, such as situations where injured players:

- i. Cannot weight bear
- ii. Clearly has a broken bone
- iii. Is unable to move the injured body part (particularly if the lower limb is injured)
- iv. Is unconscious
- v. If a spinal injury is suspected

It is the discretion of the First Aid personnel as to whether the injured player is moved or not.

Players and officials should not move the injured player off the court unless directed by First Aid personnel.

24. INSURANCE

Fees paid to NWA include insurance cover for players, coaches, umpires, and officials for non-Medicare expenses incurred as a result of an injury received during a game played at PHNA and affiliated Associations.

A copy of the scorecard showing player involvement is required for any claim.

A Doctor's referral may be required prior to any physiotherapy treatment for insurance purposes. Ambulance transport is the players/parent's responsibility.

For further details please contact the Insurance Broker for NWA www.netballwa.com.au.

If an injury/accident occurs, an Incident Report Form must be completed. These forms are available from the Match office and our website. Please ensure that the Physio/First Aid person completes the form if required.

25. INTERCHANGE OF PLAYERS / TEAMS / PASS DOWNS

All Clubs registering two or more teams are requested to grade and number their teams according to strength, with the team nominated in the higher grade being the strongest. When a Club has two or more teams in the Association the following applies:

- 25.1 A Club may transfer a player from a lower division to a higher division until the player has played three times in the higher division, after which they will automatically become a member of the higher team and no longer eligible to play for their original team.
- 25.2 No registered player may play in a lower division than the one for which they are registered unless the Executive Committee has granted that player a Pass Down (refer to Pass Down, Item 32).
- 25.3 A Club playing a player down without a Pass Down will be deemed to be ineligible for that respective match (refer to Eligible Players, Item 13).
- 25.4 A player who has been granted a Pass Down may not subsequently play in any team in the higher age group or grade during that season.
- 25.5 When a Club intends playing a player in a higher team for the third time, the Club shall notify the Secretary or the Administrator which team the player shall now be registered for.
- 25.6 There is no restriction on the number of times players from junior division (17 & Under and 13 & Under) may play for senior teams within their Club, as long as they play within their own age division first (see Item 25.8).
- 25.7 Clubs with multiple teams in one grade are not permitted to swap players between those teams.
- 25.8 Junior players (players aged 17 and under as of 31 December in the respective year) may play solely for their Club's senior team only if they are playing A Grade. To participate in B or C Grade, junior players must continue to participate in their respective age division first. In this situation, the player must play more matches for their respective age division than for the senior division. Players found to be in breach of this rule will be ruled ineligible for selection in Association representative teams.
- 25.9 Junior players who are new to the Association will be allocated to a team and Club by the ADO. Clubs are not to approach or advertise for new junior players or register new players to their Club unless they have been explicitly allocated by the ADO.

Where possible, new players with family connections to a Club will be allocated to that Club. Where possible, players who are returning to the Association will be allocated to the Club they previously played for.

Should a junior player wish to change Clubs for personal reasons, they may approach the ADO to request the change. The ADO will endeavour to make that change if the ADO deems appropriate.

Should a Club approach or advertise to new junior players or register new junior players prior to allocation to their club, the relevant team shall lose 10 premiership points, and the player will be de-registered from their Club and registered to their allocated Club.

26. JEWELLERY/NAILS/HAIR [*Rules of Netball 2020*, Item 5.1.1 (iv)]

Players may not wear anything that could endanger themselves or other players, specifically:

- i. No adornment of jewellery may be worn other than a wedding ring which must be covered with tape.
- ii. A medical alert bracelet may be worn provided it is covered with tape.
- iii. Fingernails must be short and smooth.
- iv. Hair must be suitably tied back.

27. MATCHES [*Rules of Netball 2020*, Item 4.1]

27.1 NetSetGO will consist of 4 x 10-minute quarter, with a two-minute interval at the first-second and third-fourth quarters and a three-minute interval at half time.

27.2 A match consists of four quarters, each of 15 minutes playing duration, with an interval of 4 minutes between the first-second and third-fourth quarters. The half time interval is 12 minutes (except, with the agreement of the event organiser and both teams, half-time may be 8 minutes).

Teams change ends each quarter.

A period of play must not exceed the specified playing time, except that if a team is awarded a penalty pass in its attacking goal circle before the timekeeper signals the end of play, the umpire will blow the whistle to end the period or play and advise that players that time is being extended for the penalty pass/shot to be taken.

28. MODIFIED RULES – NETSETGO GAMES ONLY

- i. Goal posts should be 2.4 metres in height (8 feet)
- ii. Size 4 ball to be used
- iii. After catching the ball, a player must throw within 5 seconds
- iv. Strict “one on one” defence, players may defend a shot on goal
- v. Players to defend an opponent from a distance of 1.2 metres (4ft)
- vi. A player who contacts or obstructs will not be stood out of play

- vii. A team of up to 12 players may change player positions at quarter, half and third quarter intervals
- viii. All playing positions to be rotated during the game so that no player plays more than half the game in the same position. Players must rotate through all positions during the season
- ix. All players to play a minimum of two quarters unless injured or ill
- x. NetSetGO matches will consist of 4 x 10-minute quarters, with a two-minute interval at first-second and third-fourth quarters and three-minute interval at half time
- xi. Positions played must be listed on the score card and the score card must be handed into the Match Office by the scoring team
- xii. Games are for participation only. No points awarded
- xiii. All other netball rules apply e.g. contact, replay, holding, stepping
- xiv. When the ball comes into contact with post above the NetSetGO post, the ball is deemed to be out of the court and a throw in is awarded to the opposition

NetSetGO Umpires

- i. Use simple language and explain decisions
- ii. Adopt an encouraging, pleasant manner at all times to ensure an open and free-flowing game, particularly in the setting up of penalties and throw-ins
- iii. Equipment/skills are modified but netball rules apply e.g. holding, contact, stepping

29. OFFICIALS

Committee members are on duty at the Match Office if you need assistance. Please come to the Match Office immediately if you require assistance with a game, do not wait until end of play.

30. PERMITS TO PASS DOWN

- 30.1 After grading has been completed and a player then wishes to register in a lower division than previously played, the Club must apply for a Pass Down. This applies to all age divisions. If it is shown that the object of the request is not to obtain an unfair advantage, a Permit to Pass Down may be granted. No more than two Pass Downs to any one team will be granted.
- 30.2 A Club playing a player down without a Permit to pass Down will be deemed to have played an ineligible player (*refer Eligible Players, Item 13*).
- 30.3 Once a player has been granted a Permit to Pass Down, they may not play in a higher age group that season. Playing a player up after they have been granted a Permit to Pass Down will be deemed as having played an ineligible player.

31. PHOTOGRAPHY / VIDEOING

- 31.1 PHNA will collect information via the MyNetball affiliation process regarding player consent for photographs or video to be taken for Association use. If a player does not consent, they must also alert Association via email to info@netballporthedland.com.
- 31.2 This information will be kept on file and if a person wishes to photograph or video during a game, they will present themselves to the Match Office where an official will check the club/team records for permissions/objections.
- 31.3 PHNA Match Offices will supply an official PHNA vest which must be worn at all times whilst photographing or videoing the match. This vest must be returned to the Match Office immediately after the game.

32. PLAYER TRANSFERS

- 32.1 If a player wishes to transfer from one Club to another it must occur prior to the halfway mark of the season.
- 32.2 A Club has the right to appeal to the Executive Committee regarding a player or coach who transfers to another Club and still has financial obligations to the former Club.
- 32.3 The Association will not accept a Club or player if financial obligations remain outstanding from previous season and until all monies are paid in full.

33. PLAYER WITHDRAWAL

- 33.1 Any application for refunds for a withdrawing player after the 1st June of the respective year will not be granted. After this point full fees apply and it is the Club's responsibility to de-register players if required.
- 33.2 There can be no transferring of a player's fee from a withdrawn player to a new player. The first player should be deregistered and provided a refund. This new player must register online via MyNetball.

34. POSTPONEMENTS

No team shall postpone matches with the intention of playing at a later date without the permission of the Executive Committee. Application for postponement, stating reasons and signed by both teams concerned shall be submitted to the Secretary. Should the match be rescheduled as requested the teams concerned shall each provide an umpire.

35. CANCELLATION OF MATCHES

35.1 PHNA has the right to cancel matches at any stage subject to adverse weather conditions or power failure.

35.2 If the game has commenced and is stopped after half time the score will stand (i.e. the third quarter has commenced), the score will stand. If the game does not commence or is stopped prior to half time the game will be declared a draw.

36. PREGNANCY POLICY

As per the Netball Australia policy – <http://wa.netball.com.au/wp-content/uploads/sites/6/2013/09/Pregnancy-Policy-Effective-1-Jan-2014.pdf>

37. PRESENTATIONS AND AWARDS

37.1 Burnham Medal – A Grade

This is awarded to the player in A division who accumulates the most votes over the season. In the event of a draw, the winner is decided on a count back, the person who receives the most three-point votes.

37.2 Dawson Medal – B Grade

This is awarded to the player in B division who accumulates the most votes over the season. In the event of a draw the winner is decided on a count back, bring that person who receives the most three-point votes.

37.3 Heath Medal – C Grade

This is awarded to the player in C division who accumulates the most votes over the season. In the event of a draw the winner is decided on a count back, being the person who receives the most three-point votes.

37.4 Thorby Medal – 17 & Under

This awarded to the player in 17 & Under division who accumulates the most votes over the season. In the event of a draw the winner is decided on a count back, being the person who receives the most three-point votes.

37.5 Swami Medal – 13 & Under

This is awarded to the player in the 13 & Under division who accumulates the most votes over the season. In the event of a draw the winner decided on a count back, being the person who receives the most three-point votes.

37.6 Best on Court for Grand Final

This is awarded to the most valuable player in the Grand Final of each grade, as adjudged by the umpires of the game.

37.7 Maxine Leed Umpire of the Year

Awarded to the umpired deemed to have been most consistent and dedicated over the season. Voted on by the players in the A Grade Division.

37.8 Fran Haintz Most Improved Umpire

Awarded to an umpire/umpires deemed to have been consistent, dedicated and show improvement over the season. Selection to be made by the AUDO in consultation with the Umpiring Sub Committee.

37.9 Lisa Lock Award of Merit (President's Award)

Awarded to a member deemed to have gone above and beyond in their volunteering and contribution to the Association. Awarded by the President.

37.10 Patron's Award

Awarded to a junior member deemed to have gone above and beyond in their volunteering and contribution to PHNA. Selected by the ADO in conjunction with the Executive Committee.

38. PROGRESSIVE SCORES

Teams can check their progressive scores each week. These will be posted on the PHNA website www.netballporthedland.com. Two points will be awarded for a win, one for a draw and zero for a loss. NetSetGO play for participation only - no points are awarded.

39. PROTESTS

A team wishing to protest shall:

- i. At the conclusion of the match notify the captain of the opposing team and both umpires of the intention to protest.
- ii. Lodge the protest in writing with the Match Office prior to leaving the courts.

40. REGISTRATIONS

40.1 Team registrations for a minimum of seven players must be lodged when team nominations are due.

40.2 Clubs may register further new players through MyNetball but must advise the Secretary via email when a player is added and to what team. Clubs must update MyNetball on a regular basis to capture new players and remove players that are no longer playing.

40.3 All fill-in players will use an SGV or be a player playing up from a lower division.

40.4 Clubs shall nominate a contact person as a representative of the Club. This person shall be the main contact who will receive emails and other notices. PHNA reserves the right to deal only with these representatives as and when deemed necessary.

41. SCORE CARDS

- 41.1 The official score card is the only one accepted. Score cards are to show the result of the match, the team names and numbers, division, date, player positions for each quarter and the players' names. The score card must be completed in ink not pencil.
- 41.2 The first mentioned team is the scoring team. Second mentioned team are the check scorers and timer.
- 41.3 It is the responsibility of the scoring team to ensure their player's full names are recorded on the scoresheet, and all seven positions are recorded for each quarter. Failure to do so will result in the scoresheet being deemed incomplete and two premierships points being deducted from the offending team.
- 41.4 It is the responsibility of the scoring team to hand in the score card to the Match Office immediately following the game.

42. SCORER AND TIMER

- 42.1 The first named team shall provide the official scorer and the second named team shall provide the official timekeeper and check scorer.
- 42.2 The scorer and timekeeper shall be seated or stand together on the sideline (opposite the centre circle) and shall check both the score and the time with each other.
- 42.3 A record of the centre passes shall also be kept.

43. SINGLE GAME VOUCHERS (SGV)

- 43.1 A Single Game Voucher is a voucher that is used for a fill in player and incurs a charge. This provides insurance cover for the player in the event of an injury. If an injury occurs, the back of the permit must be completed and returned to the PHNA Secretary. The voucher may not be credited as part of Netball WA affiliation. Failure to purchase of SGV prior to the commencement of the game will incur a penalty of \$15, for which the respective Club will be invoiced, and eligibility requirements must be met as per the ineligible player rule (*refer to Eligible Players, Item 13*).
- 43.2 SGV is accredited to "games played".

44. SMOKING

NO SMOKING is permitted within the grounds of the Faye Gladstone Netball Courts. As a courtesy to players and officials in conjunction with the Healthway sponsorship, spectators are asked to refrain from smoking courtside.

45. SAFETY

For the safety of all concerned:

- i. no animals (with the exception of service animals) are permitted within the Faye Gladstone Netball Courts.
- ii. wheeled devices such as scooters, rip sticks, skateboards are prohibited within the Faye Gladstone Netball Courts.
- iii. unauthorised vehicles are not permitted within the Faye Gladstone Netball Courts.

46. UMPIRES

46.1 PHNA will supply squad umpires to control games where practicable.

46.2 On other fixtured games, teams are to supply umpires.

46.3 If a team fails to provide an umpire when fixtured, two premiership points will be deducted. If a team fails to provide an umpire three times in any season, that team may, at the discretion of the Executive, forfeit the remainder of the season with no refund of feeds given.

46.4 Umpires are to direct the scorer and timer to stand together on the sideline (opposite the centre circle).

46.5 Umpires are to wear suitable attire. No jeans, thongs, or heeled shoes will be permitted and where possible, umpires should wear white. An umpire may wear their club skirt and shirt if fixturing does not permit the umpire time to change their clothes. White or black tracksuit pants only to be worn.

46.6 Umpires are not permitted to coach a team whilst umpiring.

46.7 It is the responsibility of the umpires to ensure that fingernails are cut short and that no jewellery (*refer to Jewellery/Nails/Hair, Item 26*) is worn prior to the commencement of the match. A player who is asked to cut nails or remove jewellery must do so and report back to the umpire before being allowed to take the court. Should a player be found to be wearing prohibited jewellery after the commencement of the match, they shall be sent off the court and jewellery removed. Play is to continue without that player. This position left vacant during the time the player is off the court must not be filled unless that position is the Centre position, in which case the team may move one player to fill that position. The player may re-enter the court at the next centre pass once their jewellery is removed and they have been checked by the umpire.

46.8 The process for disciplining players/officials/spectators shall be as per the *Rules of Netball 2020, Item 13*. The process should follow the Caution – Warning – Suspension – Ordering Off process. An umpire may bypass the process and order a player to leave the court, but only in extreme circumstances when sure it is warranted (extreme instances of abuse/misconduct/foul play).

- 46.9 Should an umpire suspend or order a player off the court (2 minutes first instance, further instances ordered off), the player sent from the court must stand beside the scorer and timer. No positions may be changed by the team unless the penalised player is the Centre player, in which case the team may move one player to fill that position. If a player is Ordered Off, the position remains vacant for the remainder of the game. Any instances of players being suspended or ordered off should be reported to the AUDO and the official at the Match Office as soon as practicable (usually the next break in play).
- 46.10 Interference or abuse of umpires or players, spectators or officials will not be tolerated. The umpire has the right to penalise the team the spectators or officials are associated with. The AUDO or an official may be called from the Match Office to assist.
- 46.11 Any team having a problem with an umpire is requested to call for the Committee Member from the Match Office immediately so the problem can be dealt with.
- 46.12 Umpiring squad members may be eligible for payment, if they have taken part in required training and development opportunities, at the end of the season at the following rates per game (as recorded by the AUDO):
- i. A Badged Umpire - \$30
 - ii. B Badged Umpire - \$25
 - iii. C Badged Umpire - \$20
 - iv. Non-badged Umpire - \$15

47. UNFINANCIAL CLUBS / PLAYERS

- 47.1 Any Club/player that owes money (either to the Association or NWA) shall be considered unfinancial. Money owing can be in the form of fees, fines or other penalties.
- 47.2 Non-financial players of a Club are not permitted to the rights and privileges of membership. They may not participate in any programs conducted by the Association, such as Association Teams, Development Squads, Umpire Development or Umpire Squads until such time as all monies owing (plus interest if applicable) are paid in full to the satisfaction of PHNA.
- 47.3 PHNA reserves the right to refuse further membership applications from these clubs/players in the future.

48. UNIFORMS

- 48.1 No two Clubs shall have the same uniform (with the exclusion of bibs).
- 48.2 The uniform of a Club shall consist of shorts/skirt/skort and top, or dress. Sports briefs or bike shorts (to be no longer than the skirt or dress) may be worn under skirts. Plain black leggings are acceptable provided they are listed as a uniform item in the Team Nomination.
- 48.3 All team members must wear the same colour/style bibs.
- 48.4 Windcheater tops, if worn when playing, must be registered Club colours. No zip jackets may be worn. Bibs must be worn over the windcheater top.
- 48.5 Soft, close fitting bucket hats (without a drawstring) may be worn.
- 48.6 Gloves may be worn, providing nails are cut short.
- 48.7 Sport shoes must be worn.
- 48.8 Colours and uniforms shall be submitted to PHNA for approval and no Club shall make any change to this uniform without obtaining the consent of the PHNA Committee.
- 48.9 Priority of registration shall determine the exclusive right to wear the particular uniform or colours.
- 48.10 Permission to play out of uniform must be obtained from the PHNA Committee prior to taking the court.
- 48.11 Clubs who have different playing uniforms within the Club must register each uniform as part of the Team Nomination process.
- 48.12 All players in Finals Matches must play in that team uniform.
- 48.13 A fill in player will be a player using an SGV or a player playing up from a lower division. Players who play on an SGV must wear team uniform or one that closely resembles it.
- 48.14 After the third playing date, all members must be in correct uniform or they will not be allowed to take the court. If a team has requested an extension in writing, prior to the third playing date, the above rules may be wavered for a specified time.

49. UNIFORMS – PENALTIES

Any Club playing a registered member not in registered Club uniform without permission from PHNA Committee will receive the following penalty:

| | |
|------------------------|------------------------------------------------------------------------------------------------------|
| FIRST OFFENCE: | Verbal warning to the player |
| SECOND OFFENCE: | Written warning to the club. |
| THIRD OFFENCE: | A fine of \$10 + GST to the Club, to be paid before next playing date for each player out of uniform |
| FOURTH OFFENCE: | Player will be removed from court |

50. WORKING WITH CHILDREN

Western Australian law requires a **compulsory** WWC check for people in ‘child related work’. At netball this includes coaches, managers, and Club office bearers.

Forms are available from the Post Office. The card expires after three years.

- i. volunteers under the age of 18 years are exempt
- ii. parents volunteering for a Club in which their child plays are exempt (does not apply to parents volunteering on an overnight stay)

Clubs and the Association are required to validate and record WWC cards. The procedure is as follows:

- i. ask to see a person’s card.
- ii. take a copy
- iii. visit website www.checkwwc.wa.gov.au
- iv. enter WWC Card number in validation box
- v. print and keep a copy of result
- vi. check every 6 months.

51. PHNA WEBSITE

Port Hedland Netball Association’s website is www.netballporthedland.com.au .

For Results and Fixtures:

- i. go to website address above
- ii. click on Competition Details
- iii. click on Results

52. PHNA FACEBOOK

Intent of Policy

The policy is to ensure that the Port Hedland Netball Association (PHNA) provides guidelines to support the safe and positive use of an official PHNA Facebook Page as means of communication and promotion of Netball to the PHNA community, with aims to:

- i. Provide a method of informing the PHNA community about matters relating to PHNA and netball such as key dates, events, achievements and season activities.
- ii. Provide a means for involving comment and discussion on such PHNA related events or matters.

Policy Implementation

- i. All users (all people accessing the page) interacting with the PHNA page by either liking or commenting on posts, must do so using a Facebook account that clearly identifies them by their real name.
- ii. Users are able to comment on status updates. The comments will appear in real time – unrestricted by immediate moderation.
- iii. Photos shall have no surnames attached and the necessary specific permissions obtained for photos on the page.
- iv. Users who are deemed to be using the page inappropriately will be blocked by the Administrator/s.
- v. Breach of this policy – all reports of technology misuse or cyber bullying will be investigated by the PHNA Committee.

The Policy

- i. The official PHNA Facebook Page will be administered only by the nominated Administrator/s who is/are appointed by the PHNA Committee.
- ii. The Administrator/s is/are responsible for:
 - a. Updating information to the page;
 - b. Ensuring correct and appropriate use of the social media site by all users/contributors;
- iii. Authorised contributors shall be PHNA staff and PHNA Committee Members. Their responsibilities shall be:
 - a. Contributors shall ensure content provided is accurate and appropriate; this is the responsibility of the contributor, not the Administrator/s of the page;
 - b. Contributors are responsible to forward content for the page to the Administrator/s with a request;
 - c. Contributors “comments” to the page will be monitored by the Administrator.
- iv. Users are able to comment on status updates. The comments will appear in real time – unrestricted by immediate moderation.
- v. Users cannot advertise product or services on the page unless the advert relates to a PHNA sponsor.

53. PHNA NORTH WEST CHAMPIONSHIP TEAMS

Any Association or representative team selections shall be organised by the ADO and be ratified by the Executive Committee. The AUDO is to provide umpires for selection trails.

53.1 Officials

53.1.1 Coaches

- i. Will be selected by ADO and ratified by the Executive Committee
- ii. Should hold or be in the process of attaining an Australian Coaching Accreditation level
- iii. Should complete all duties as prescribed in the Duty Statement
- iv. Should hold a WWC card and present it to be recorded by the Secretary/Administrator (parents are excluded, unless an overnight stay is required)

53.1.2 Selection Panel

- i. ADO and Executive Committee will select a panel for senior and junior team selections, and will appoint a Convenor of Selectors from that panel
- ii. The Convenor of Selectors will oversee the selection of athletes into teams
- iii. Selectors should comprise of representatives of at least three of the five Clubs
- iv. Selectors should have completed the Netball Australia online training, Select for Success.
- v. Selectors should hold a WWC card and present it to be recorded by the Secretary/Administrator (parents are excluded, unless an overnight stay is required).

In the event of selectors being unable to agree, the final decision will be made by the Convenors of Selectors, the ADO and the Executive Committee.

Parents should not be asked to select their own child's age group. If these is unavoidable, they should not have any input on their child.

53.1.3 Athlete Eligibility for Selection

- i. Athletes should be current, financial members of PHNA and the Club they represent
- ii. Athletes should have participated in a minimum of three matches in the year of selection to be eligible for selection in PHNA representative teams
- iii. Athletes must make themselves available for team selection trails
- iv. Athletes who are unable to attend the selection trial must inform the ADO of their inability to attend trails via email to development@netballporthedland.com.

53.1.4 Selection Process – Senior Teams

- i. Athletes must submit an expression of interest via email to development@netballporthedland.com to the ADO before the specified date should they wish to be considered for a PHNA representative side.
- ii. Selection panel will view Club games and use these as a selection ground for representative sides
- iii. PHNA will hold one final trail to confirm teams at a date selected by the Convenor of Selectors and ADO. The selected date to be ratified by the Executive Committee.
- iv. Teams will be announced on the PHNA website once the team has been selected and ratified by the Executive.

53.1.5 Selection Process – Junior Teams

- i. PHNA will select two trial dates for junior team selection
- ii. Athletes should make themselves available for both selections
- iii. PHNA junior selection panel may also view Club games if required
- iv. Teams will be announced on the PHNA website once the team has been selected and ratified by the Executive Committee

53.1.6 Managers

- i. Will be appointed following liaison with the ADO and Coach
- ii. Should complete all duties as prescribed in the Duty Statement
- iii. Should hold a WWC card and present it to be recorded by the Secretary/Administrator (parents are excluded, unless and overnight stay is required)

53.1.7 Umpires

- i. One umpire to be appointed to each team. Umpires may share a team's duties if required
- ii. Will be appointed by the AUDO

53.2 Trials

53.2.1 Notification of trial dates will be through:

- i. Correspondence to all Clubs at the beginning of the season
- ii. The Association Facebook page
- iii. On the website www.porthedlandnetball.com

53.2.2 Trials will be held at a time determined by the Convenor of Selectors.

53.3 Training

- i. Training times will be determined by the Coach and players in consultation with the ADO
- ii. Training as set by the Coach is compulsory for all players
- iii. Players must notify the Coach or Manager in unable to attend training for a legitimate reason
- iv. If a player fails to attend two trainings without a legitimate reason, they may be replaced
- v. The replacement player should be chosen by the Convenor of Selectors in conjunction with the Coach, and should be a player who participated in trials, unless no such player is available.

53.4 Selected Players

- i. Players will be required to sign a contract agreeing to abide with a player agreement set by the Association
- ii. Players are responsible for their own medical care following an injury
- iii. Each player will be required to sign a photographic permission slip if they have not previously given consent via the MyNetball affiliation process

53.5 Team Captain

Team captains will be selected in a manner decided by the team Coach and will be ratified by the ADO. Team captains are expected to:

- i. Bring to the attention of the team Manager or ADO any significant issues or conflicts within the team that are unable to be settled
- ii. Encourage the team to support other PHNA teams at the tournament
- iii. Act in a sportsmanlike manner at all times and encourage all team members to be proactive with regards to shaking hands after the game
- iv. Liaise with the team Manager with regard to the coin toss

53.6 Player Contribution Fees

A player contribution fee is required to be paid, in full, prior to North West Championships, by a date set by the Executive Committee.

53.7 Players'/Parent/Guardian Agreement

53.7.1 Players' Agreement

PHNA is committed to giving you:

- i. At least six training sessions with an experienced coach
- ii. A safe playing/training environment
- iii. Use of playing uniform for the North West Championship weekend in exchange for a refundable deposit
- iv. A fair go for all – this will not mean that all players will have equal time, however Coaches will be requested to follow the playing formula where possible (see below)

In return PHNA expects the following from you:

- i. Players must attend all training set by the Coach. If unable to attend the player must phone the Coach or Manager. If a player misses two trainings, there must be a legitimate reason. A player can be dropped and replaced at the discretion of the Coach, ADO and Executive Committee.
- ii. Players must show respect for Coaches, Managers and fellow team members and all Association personnel. They must abide by the Coaches decisions without dissent.
- iii. Players must uphold the good reputation of the Association by showing good sportsmanship at all times
- iv. Players must participate in fundraising as required
- v. Players must pay a uniform deposit. Uniforms must be returned to the Association after the final game of the tournament and the deposit will be returned by the Coach.
- vi. Each player is responsible for their playing uniform. Swapping of uniforms is not permitted unless approved by the PHNA Committee. If a uniform is lost or not returned in the condition in which it was loaned including alterations, the player is responsible for the cost of replacement (by means of a forfeiture of deposit).

53.7.2 Parent/Guardian

As a parent:

- i. I will respect the rules and procedures set down by PHNA
- ii. I will respect my child's team mates, Coaches, Manger, other parents as well as the parents and coaches from opposing teams.
- iii. I will give encouragement and applaud positive accomplishments whether for my child, their teammates, their opponents or the officials.
- iv. I will respect my child's Coach and support their efforts
- v. I will respect the officials and their authority during games
- vi. I will never demonstrate threatening or abusive behaviour or use foul language
- vii. I will encourage my child to treat other participants, Coaches, selectors and Managers with respect.
- viii. I understand that I may discuss any problem with the ADO.

53.8 Duty Statements for Officials

53.8.1 Association Team Manager

General duties:

- i. Attend to all inured players and ensure they receive relevant medical attention at all training, carnivals and weekends.
- ii. Inform players that jewellery and personal belonging are not the responsibility of the Manager.
- iii. Liaise with players to ensure if they have any problems, however small they think they are, to come and speak to the Manager, as this makes for better understanding between players.
- iv. Attend a post North West Championship review
- v. To assist with any fundraising where necessary.

Records:

- i. Keep a record of all players names, addresses and phone numbers, including the Coach
- ii. Liaise with the ADO and North West Championship Coordinator/s on any information required for North West Championships
- iii. Report any problems to the ADO or North West Championships Coordinator immediately

Training:

- i. Attend all training as required
- ii. Look after all equipment issued by the Association and ensure it is returned in good condition
- iii. Collect any monies from players as required and forward to the Treasurer as soon as possible
- iv. Assist the Coach when and where required

Carnivals:

- i. Collect and return score cards from the Match Office when required
- ii. Make sure equipment is ready for the Coach i.e. balls, bibs, etc
- iii. Score or time if necessary
- iv. Keep record of the scores for all games during the carnival

Functions:

- i. Attend all Association team functions

Uniforms:

- ii. Be responsible for the team, Coach and Manager's uniforms
- iii. To maintain a list of names and uniform codes. If any uniform need to be exchanged it is to be done through the North West Championship Coordinator/s only
- iv. To receive uniforms back from players after the final game of the tournament. These are to be laundered and returned to PHNA.

53.8.2 Association Team Coaches

The Coach will be expected to fulfil the following duties:

- i. Assist at team trails
- ii. Coach the team
- iii. Play each player in the position for which they were chosen
- iv. Follow the formula set down by the Coaching Committee so that all underage players will be given a minimum number of halves
- v. Uphold the good name of the Association by abiding by the Coaches Code of Conduct

53.8.3 Association Team Umpires

- i. To umpire at North West Championships trails
- ii. To attend training as requested by Coaches
- iii. To attend North West Championships as required
- iv. To carry out duties as requested by the AUDO

54. OTHER NETBALL POLICIES

Consult National (Netball Australia) and State (Netball WA) bodies for any other policies relevant to Netball within Port Hedland Netball Association and its members.