



# **Port Hedland Netball Association**

Policies and Procedures

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# **1. DEFINITIONS**

## **1.1. 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.

## **1.2. Association**

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

## **1.3. Club**

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

## **1.4. 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.

## **1.5. 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

# **2. MEETINGS**

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.

## **2.1. The Management Committee**

2.1.1. As defined by Item 4.2 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.

## **2.2. The Executive Committee,**

2.2.1. As defined by Item 4.1 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.

# **3. MEETING PROCEDURE**

## **3.1. 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

### **3.2. 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

### **3.3. 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

## **4. COMMITTEE MEMBERS**

### **4.1. Executive Committee**

The Executive shall consist of:

- I. President
- II. Vice President
- III. Secretary
- IV. Association Development Officer/s

## **4.2. Management Committee**

The Management Committee shall consist of:

- I. Treasurer
- II. Association Umpire Development Officer/s
- III. Net Set Go Coordinator
- IV. Fundraising/Sponsorship Coordinator
- V. Northwest Championships Coordinator/s
- VI. Publicity Coordinator
- VII. Bar Manager
- VIII. Event Coordinator
- IX. Member Protection Officer
- X. Patron/s

## **4.3. General Committee**

One (1) member nominated by each club to attend committee meetings

## **5. LIFE MEMBERSHIP**

5.1.1. Life Members shall be appointed at an Annual General Meeting or Special Meeting by a two thirds majority of those 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.

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

5.1.3. Outstanding service is defined as a significant, sustained, and lasting contribution to the sport of Netball in Port Hedland.

5.1.4. 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.

### **5.2. Nomination**

5.2.1. Nomination for Life Membership shall be forwarded to the Secretary by either/or:

- I. A member of the Management Committee
- II. A Club affiliated with PHNA

5.2.2. 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.

5.2.3. Nominations must be received by the one month prior to the AGM.

### **5.3. Selection**

5.3.1. 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.

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

5.3.3. If a current Executive Member is nominated for Life Membership, the nominee must be always absent when the nomination is considered and must abstain from voting.

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

### **5.4. Recognition**

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

5.4.2. Each Life Member shall receive:

- I. Membership benefits as described in Item 5.1.1 of the Constitution
- II. Such other benefits as determined by the Executive Committee

## **6. AFFILIATION**

### **6.1. Clubs**

Each Club affiliating with the Association shall be required to:

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

### **6.2. Individuals**

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

### **6.3. Outstanding Monies**

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

## **7. ALCOHOL**

7.1.1. 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.



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

7.1.3. Anyone who brings alcohol to the courts will be asked to remove it immediately

## **8. 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.

## **9. INJURY/ILLNESS OR BLOOD**

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

9.1.1. 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).

9.1.2. 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.

9.1.3. 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.

9.1.4. If 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.

9.1.5. The umpires may authorise other persons (including team officials) to assist the player to leave the court if needed.

9.1.6. Any blood on the ball or the court must be cleaned before play restarts and any blood-stained clothing replaced.

9.1.7. 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.

9.1.8. 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.

9.1.9. 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.

9.1.10. If the position has been left vacant the player concerned or substitute may not enter the match while play is in progress.

9.1.11. 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;

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

## **10.STOPPAGES**

10.1.1. 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:

- I. For injury/illness or a player or blood: all players not affected or being substituted remain on the court.
- II. In an emergency or other circumstance: the umpires decide whether the players leave the court or not.

10.1.2. Play restarts from where the ball was when play stopped:

- I. If the ball was out of court play restarts with a throw in.
- II. If an infringement was signalled before play was held play restarts with the sanction awarded.
- III. 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.
- IV. 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.

10.1.3. 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.

### **10.2. Other Stoppages**

10.2.1. 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):

- I. 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.
- II. Retrieving the ball if it leaves the field of play.
- III. Disciplining a player, team official or bench player.

10.2.2. The umpires decide the length of such a stoppage and ensure play restarts as soon as possible.

10.2.3. Team officials are not permitted on the court during a stoppage other than specified in [Rule 9.3.1 (iii) and (v)].

## **11.CHEWING GUM**

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

## **12.CLUBROOM USE**

12.1.1. The Association Pavilion may be available to affiliated Clubs for Club meetings and Events as determined by the Executive Committee. This must be submitted in writing to the Secretary.

12.1.2. 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. This is to be used for conference and meetings only. No parties are to be held by external parties

12.1.3. The sale of liquor on the premises during hire is prohibited unless the hirer obtains a permit from the appropriate authority and a copy of the permit is provided to PHNA secretary whom will table at the next committee meeting to PHNA committee

12.1.4. Hirer must always adhere to all rules and regulations for hire of Clubroom as per PHNA Club House Conditions of Hire.

## **13.COMPETITIONS**

13.1.1. The Association shall promote, conduct and control interclub matches and tours of teams or clubs.

13.1.2. The competition shall consist of NetSetGO, Junior and Senior levels.

13.1.3. SetGo Round Robin Competition will:

- I. Use a size four (4) netball
- II. Have NO score sheet, only an attendance sheet to be completed
- III. Be four (4) x eight (8) minute quarters
- IV. Not require Clearances for NSG SET and GO round robin (players who have played in another NSG-SET & GO round robin
- V. Allow boys to play unrestricted
- VI. Not commence on scheduled day/time if in the event of extreme weather, (Heat over 40 Celsius, Severe Thunderstorms lightning & Cyclones) therefore, players are not required to attend the courts unless otherwise advised.

## **14.COMPLAINTS (Competition Related Offences and Disputes Policy)**

### **14.1. Definition**

“Competition Related Offence or Dispute” means an action or actions that are not permitted within the rules or are of breach of the Netball Australia Membership Policy, or Breach any relevant PHNA codes of conduct, policies or procedures and causes intentional harm.

## **14.2. Intent of Policy**

14.2.1. 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.

14.2.2. The policy sets out the procedures to be followed in dealing with competition related offences and disputes in a fair, transparent, and timely manner.

14.2.3. 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.

## **14.3. How the Policy Works**

14.3.1. 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.

14.3.2. The following complaints do not fall within PHNA Jurisdiction.

- I. Complaints in relation to Spectators, Supporters, Parents, Relatives, or Guardians who are not members of PHNA.
- II. Complaints in relation to personal grievances.
- III. Complaints in which the last incident occurred more than 6 months ago; or is deemed frivolous and/or vexatious.

## **14.4. Complaint Forms**

14.4.1. A formal complaint must be made using the Complaint Form (obtainable via PHNA website) and can be lodged with a Club Official or PHNA Committee Member within 1 week to 6 months of the event.

14.4.2. The form can be lodged by a Player, Coach, Official, Parent, Guardian, Spectator or PHNA Committee Member.

14.4.3. The offence must have occurred before, during or after the competition, program, or event.

14.4.4. It is a requirement that the Complaint Forms be signed and endorsed by a committee member before it will be accepted as a formal complaint by PHNA.

14.4.5. The PHNA Committee has the right to not accept Complaint Forms that are deemed to be frivolous, vexatious, or otherwise mischievous in their nature.

## **14.5. Policy Implementation**

14.5.1. All Complaint Forms may be forwarded to the Member Protection Officer or Complaints Manager.

14.5.2. All complainants are encouraged to informally resolve issues with the respondent or at club level where possible. Where an informal resolution is instigated PHNA will cease the complaint process.

14.5.3. If the complaint is resolved informally via an elected PHNA Committee mediator a document will be prepared and signed, to record the agreement between parties. No further action may be taken in relation to this complaint by either party and PHNA will cease the complaint process.

14.5.4. Formal complaints will be forwarded to the relevant Committee Members who will form a Complaints Committee.

14.5.5. The matter is to be dealt with by the PHNA Committee via the following process:

- I. The Complaints Committee shall consist of one or more PHNA Executive Committee Members and one or more other nominated member from the General Committee or relevant Sub-Committee.
- II. PHNA reserves the right to request the assistance of Netball WA if required.
- III. PHNA reserves the right to escalate the complaint to any relevant government agency, police, or other external agency. Where this occurs PHNA will cease the complaint process and continue under the advice of the external agency.
- IV. The Complaints Committee will identify the breach as minor, moderate, or severe and propose any disciplinary measures or penalties via a Hearings Tribunal in accordance with the Netball Australia Member Protection Policy.

14.5.6. If deemed necessary the PHNA Secretary or PHNA Administrator 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:

- I. Details of the person lodging the Complaint Form
- II. Details of the respondent
- III. Details of the umpires involved if applicable
- IV. Details of any other parties if applicable
- V. A request confirmation from the Club Official of attendance
- VI. A copy of the Complaint Form lodged
- VII. At the hearing, parties involved (i.e., a, b, c and d) shall be interviewed separately.

14.5.7. 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.

14.5.8. 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 in accordance with the Netball Australia Membership Protection Policy otherwise the offence shall be dismissed.

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

## **14.6. Appeal**

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

## **14.7. Record of Report**

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

## **15. ELIGIBLE PLAYERS**

15.1.1. An eligible player is one who is registered with a Club, which is affiliated with PHNA.

15.1.2. To be eligible to play in a finals match, a senior player must have played at least three qualifying matches with the Club on three different playing dates.

15.1.3. Playing an ineligible player during a finals match will result in the team concerned forfeiting the match.

15.1.4. 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.

15.1.5. 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.

15.1.6. 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 (35).

15.1.7. 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.

15.1.8. 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.

15.1.9. Players not listed on the score card at the commencement of the game are not eligible to take court at any time during the game.

## **15.2. NetSetGO Eligibility**

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

15.2.2. NSG-Net skills for five (5) to seven (7) year old Male (Boy) and Female (Girl) players will be offered if demand requires.

15.2.3. To be eligible to play NSG-SET Round Robin: players must be eight (8) or turning eight (8) during the year. They will have regular skills clinics during the season.

15.2.4. To be eligible to play NSG-GO Round Robin: players must be Ten (10) or turning Ten (10) as at 31 December of the respective year. They will have regular skills clinics during the season.

### **15.3. Junior Eligibility**

15.3.1. Female players aged between 11 and 16 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.

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

15.3.3. 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.

15.3.4. 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.

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

15.3.6. 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.

15.3.7. 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.

15.3.8. 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.

15.3.9. If for reason of health or physical disability a player cannot meet the enrolment requirements, special application\* can be made in writing to the ADO who will table at the next meeting for dispensation.

\*Application must be supported by a Doctor's Certificate

## **15.4. Opens Eligibility**

15.4.1. 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.

15.4.2. 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.

## **16. FEES**

### **16.1. Winter Competition**

16.1.1. 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.

16.1.2. 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.

16.1.3. 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.

16.1.4. 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.

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

## **17. FINALS MATCHES**

Will be played at the conclusion of the rounds in each Division, Section or Grade from Twelve (12) and Under or Thirteen (13) and under up to A Grade Section;

17.1.1. All players must have played at least three matches with their Club, on separate dates, before they may participate in Finals matches. This can include juniors playing up for senior finals, given they have played their respective three matches in their junior grade.

17.1.2. Any team playing an ineligible player during a finals match will result in the team concerned forfeiting the match.

17.1.3. Players may only play finals matches in their registered team, except if a team in their Club does not have seven (7) eligible players available to take the court in any finals match may use a player from the same Club in a lower grade provided that the player filling in has played three (3) games with the Club and her original team is no longer involved in finals. The names of fill-in player or players must be submitted to the PHNA ADO and Executive committee prior to the match for verification or eligibility along with the names of the unavailable players.



17.1.4. A Bye appearing on association fixture shall not be deemed as a match played for the purposes of finals eligibility.

17.1.5. Once a player has played the required number of games three (3) in a division, they are eligible for finals.

17.1.6. All players in Finals matches must play in the team's uniform.

17.1.7. All Finals matches must be played on the date at the time specified by the Association. Dates/ Times may fall outside the standard days of play from standard season.

17.1.8. All teams in the Finals will be advised of the time and court for the following Finals.

17.1.9. Final's series matches will be played under the Page system which constitutes a First Semi-Final between teams finishing Third (3rd) and Fourth (4th) and Second Semi-Final between teams finishing First (1st) and Second (2nd) a preliminary final between the loser of the Second (2nd) Semi-Final and the winner of the First (1st) Semi-Final and a Grand Final between the winners of the Second (2nd) Semi-Final and winner of the Preliminary Final.

## **17.2. Order of Play**

- I. Semi Finals being Qualifying Final 1 v 2 – Elimination Final 3 v 4
- II. Preliminary Final being the loser of Qualifying Final v winner of Elimination Final
- III. Grand Final being the winner of Qualifying Final v winner of Preliminary Final

17.2.1. Under the above-mentioned matches method, no team has the right to challenge

17.2.2. Ladder points from regular season will determine teams qualifying for finals. In the event of teams being equal on points, positions shall be determined by the percentage of goals scored for and against. In the event of teams being equal on percentage, positions shall be determined by the greater number of goals scored for

17.2.3. If scores are level at the end of playing time during a Final, there is a two (2) Minute time allowance to enable substations and positional changes and scores verified on the official scoresheet by Umpires and an official of PHNA once two (2) Minutes are up Teams must take court and play two (2) further seven (7) minute halves.

17.2.4. At the end of the first seven (7) minutes a one (1) minute time allowance to change ends substitutions and positional changes may be made.

17.2.5. Should there still be a draw at the end of the second (2nd) half of extra time, play continues until one team has a two (2) goal advantage.

17.2.6. In the event of injury or illness during extra time, positional changes and/or substitutions may be made.

17.2.7. Umpires for all Finals will be supplied by PHNA.

## **18. WITHDRAWALS**

When a team is withdrawn or withdraws after the commencement of the season all points and goals in matches already played 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.

## **19. FIRST AID**

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

## **20. FORFEITS**

20.1.1. 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.

20.1.2. 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.

20.1.3. 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.

20.1.4. 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.

## **21. 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.

## **22. GLASSES**

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

## **23. 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.

## **24. 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>

## **25. INJURY**

25.1.1. 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.

25.1.2. In more serious cases, it is the discretion of the First Aid personnel as to whether the injured player is moved or not, 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
- I. If a spinal injury is suspected

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

## **26. INSURANCE**

26.1.1. 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.

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

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

26.1.4. For further details please contact the Insurance Broker for NWA  
[www.netballwa.com.au](http://www.netballwa.com.au).

26.1.5. 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.

## **27. INTERCHANGE OF PLAYERS / TEAMS / PASS DOWNS**

27.1.1. 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:

27.1.2. 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.

27.1.3. 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 33).

27.1.4. 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 15).

27.1.5. 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.

27.1.6. 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.

27.1.7. 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 27.1.9).

27.1.8. Clubs from senior and junior competitions with multiple teams in one grade are not permitted to swap players between those teams.

27.1.9. 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.

27.1.10. 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.

27.1.11. 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.

27.1.12. 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.

27.1.13. Should a Club approach or advertise for 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.

## **28. 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:

28.1.1. No adornment of jewellery may be worn other than a wedding ring which must be covered with tape.

28.1.2. A medical alert bracelet may be worn provided it is covered with tape.

28.1.3. Fingernails must be short and smooth.

28.1.4. Hair must be suitably tied back.

## **29. MATCHES [Rules of Netball 2020,]**

29.1.1. NetSetGO will consist of 4 x 8-minute quarter, with a two-minute interval at the first-second and third-fourth quarters and a three-minute interval at half time.

29.1.2. 13/U matches consists of four quarters, each of 10 minutes playing duration, with an interval of 2 minutes between the first-second and third-fourth quarters. The half time interval is 5 minutes (except, with the agreement of the event organiser and both teams, half-time may be 8 minutes).

29.1.3. 16/U and Open matches 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).

29.1.4. Teams change ends each quarter.

29.1.5. 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.

29.1.6. NSG PHNA are mindful of the effects of the temperature and humidity on the court and as such may, at their discretion, adjust the game quarter times with the decrease in quarters allowing for increased rest and rehydration times at all three breaks, thereby the overall game time is the same.

29.1.7. Junior & Seniors PHNA are mindful of the effects of the temperature and humidity on the court and as such may, at their discretion, adjust the game quarter times with the decrease in quarters allowing for increased rest and rehydration times at all three breaks, thereby the overall game time is the same.

## **30. MODIFIED RULES – NETSETGO GAMES ONLY**

- 30.1.1. Goal posts should be 2.4 metres in height (8 feet)
- 30.1.2. Size 4 ball to be used
- 30.1.3. After catching the ball, a player must throw within 5 seconds
- 30.1.4. Strict “one on one” defence, players may defend a shot on goal
- 30.1.5. Players to defend an opponent from a distance of 1.2 metres (4ft)
- 30.1.6. A player who contacts or obstructs will not be stood out of play
- 30.1.7. A team of up to 12 players may change player positions at quarter, half and third quarter intervals
- 30.1.8. All playing positions to be rotated during the game so that no player plays more than half the game in the same position.
- 30.1.9. Players must rotate through all positions during the season
- 30.1.10. All players to play a minimum of two quarters unless injured or ill
- 30.1.11. 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 timePositions played must be listed on the score card and the score card must be handed into the Match Office by the scoring team
- 30.1.12. Games are for participation only. No points awarded
- 30.1.13. All other netball rules apply e.g., contact, replay, holding, stepping
- 30.1.14. 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

## **31. NetSetGO Umpires**

- 31.1.1. Use simple language and explain decisions
- 31.1.2. 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
- 31.1.3. Equipment/skills are modified but netball rules apply e.g. holding, contact, stepping

## **32. OFFICIALS**

Committee members are on duty at the Match Office or represented on the courts via yellow vests (All committee members must wear yellow vests on game day). if you need assistance. Please come to the Match Office immediately or approach yellow vested members. if you require assistance with a game, do not wait until end of play.

### **33. PERMITS TO PASS DOWN**

33.1.1. 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.

33.1.2. 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 15*).

33.1.3. 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.

### **34. PHOTOGRAPHY / VIDEOING**

34.1.1. PHNA will collect information via the PlayerHQ 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](mailto:info@netballporthedland.com).

34.1.2. 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.

34.1.3. PHNA Match Offices will supply an official PHNA vest which must be always worn whilst photographing or videoing the match. This vest must be returned to the Match Office immediately after the game.

### **35. PLAYER TRANSFERS**

35.1.1. If a player wishes to transfer from one Club to another it must occur prior to the halfway mark of the season.

35.1.2. 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.

35.1.3. 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.

### **36. PLAYER WITHDRAWAL**

36.1.1. Any application for refunds for a withdrawing player after June 1st 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.

36.1.2. 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 PlayerHQ

### **37. 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.

### **38.CANCELLATION OF MATCHES**

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

38.1.2. 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.

### **39.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>

### **40.PRESENTATIONS AND AWARDS**

#### **40.1. 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.

#### **40.2. 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.

#### **40.3. 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.

#### **40.4. 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.

#### **40.5. 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.

#### **40.6. 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.

#### **40.7. Maxine Leed Umpire of the Year**

Awarded to the umpire deemed to have been most consistent and dedicated over the season. Voted by AUDO and executive committee.



#### **40.8. 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 executive committee.

#### **40.9. 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. Selected and awarded by current president.

#### **40.10. 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.

#### **40.11. Northwest Player of the Tournament**

This is awarded to the most valuable player of each grade during the Northwest Championships. Selected by the Northwest Coach of each team.

#### **40.12. PHNA -Junior and Senior Club Champion**

This award is to be given to the player of both Junior and Senior teams whom receives the most votes throughout the season from the Best and Fairest Votes collected

#### **40.13. Coach of the Year**

Awarded to a Coach who has shown outstanding commitment, service, innovation and /or achievements in developing and more importantly encourages members in the game of Netball giving them the opportunity to reveal their maximum potential. Selected by the ADO and Executive Committee.

### **41.PROGRESSIVE SCORES**

Teams can check their progressive scores each week. These will be posted on the PHNA website [www.netballporthedland.com](http://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.

### **42.PROTESTS**

A team wishing to protest shall:

42.1.1. At the conclusion of the match notify the captain of the opposing team and both umpires of the intention to protest.

42.1.2. Lodge the protest in writing with the Match Office prior to leaving the courts.

### **43. REGISTRATIONS**

43.1.1. Team registrations for a minimum of seven (7) players must be lodged when team nominations are due.

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

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

43.1.4. 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.

### **44. SCORE CARDS**

44.1.1. 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.

44.1.2. The first mentioned team is the scoring team. Second mentioned team are the check scorers and timer.

44.1.3. It is the responsibility of both teams 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.

44.1.4. It is the responsibility of the scoring team to hand in the score card to the Match Office immediately following the game.

44.1.5. Any warning issued from the officials during play should be recorded on the reverse of the scorecard for tracking. Scorers can confirm information from warning is correct with umpire at interval periods.

## **45. SCORER AND TIMER**

45.1.1. The first named team shall provide the official scorer and the second named team shall provide the official timekeeper and check scorer.

45.1.2. 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.

45.1.3. A record of the centre passes shall also be kept.

## **46. SINGLE GAME VOUCHERS (SGV)**

46.1.1. 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*).

46.1.2. SGV is accredited to “games played”.

## **47. 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.

## **48. SAFETY**

For the safety of all concerned:

48.1.1. No animals (with the exception of service animals) are permitted within the Faye Gladstone Netball Courts.

48.1.2. Wheeled devices such as scooters, rip sticks, skateboards are prohibited within the Faye Gladstone Netball Courts.

48.1.3. Unauthorised vehicles are not permitted within the Faye Gladstone Netball Courts.

## **49. UMPIRES**

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

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

49.1.3. 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.

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

49.1.5. Umpires are to wear suitable attire. Where possible wear white. An umpire may wear their club skirt/dress or shirt if fixturing does not permit the umpire time to change their clothes. White or black tracksuit pants only to be worn. No work clothing, denim, heels, thongs etc to be worn under any circumstances.

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

49.1.7. It is the responsibility of the umpires to ensure that fingernails are cut short and that no jewellery (*refer to Jewellery/Nails/Hair, Item 28*) 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.

49.1.8. 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). All cautions, warning, suspensions or ordering off shall be recorded on the reverse of the games Scorecard.

49.1.9. 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).

49.1.10. 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.

49.1.11. 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.

49.1.12. 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

## **50. UNFINANCIAL CLUBS / PLAYERS**

50.1.1. 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.

50.1.2. A Club/Player with owing monies at end of standard season will not be eligible to play finals prior to fees having been paid. If unpaid by scheduled time of final, team will forfeit.

50.1.3. 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.

50.1.4. PHNA reserves the right to refuse further membership applications from these clubs/players in the future.

## **51. UNIFORMS**

51.1.1. No two Clubs shall have the same uniform (with the exclusion of bibs).

51.1.2. The uniform of a Club shall consist of shorts/skirt/skorts 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.

51.1.3. All team members must wear the same colour/style bibs.

51.1.4. 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.

51.1.5. Soft, close fitting bucket hats (without a drawstring) may be worn.

51.1.6. Gloves may be worn, providing nails are cut short.

51.1.7. Sport shoes must be worn.

51.1.8. 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.

51.1.9. Priority of registration shall determine the exclusive right to wear the uniform or colours.

51.1.10. Permission to play out of uniform must be obtained from the PHNA Committee prior to taking the court.

51.1.11. Clubs who have different playing uniforms within the Club must register each uniform as part of the Team Nomination process.

51.1.12. All players in Finals Matches must play in that team uniform.

51.1.13. 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.

51.1.14. 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 waived for a specified time.

## **51.2. Penalties**

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

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

## **52. WORKING WITH CHILDREN**

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

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

52.1.3. Volunteers under the age of 18 years are exempt

52.1.4. Parents volunteering for a Club in which their child plays are exempt (does not apply to parents volunteering on an overnight stay)

52.1.5. 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](http://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.

## **53. PHNA WEBSITE**

53.1.1. Port Hedland Netball Association’s website is [www.netballporthedland.com.au](http://www.netballporthedland.com.au)

53.1.2. For Results and Fixtures:

- I. Go to website address above
- II. Click on Competition Details
- III. Click on Results

## **54. PHNA FACEBOOK**

### **54.1. 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:

54.1.1. Provide a method of informing the PHNA community about matters relating to PHNA and netball such as key dates, events, achievements and season activities.

54.1.2. Provide a means for involving comment and discussion on such PHNA related events or matters.

#### **54.2. Policy Implementation**

54.2.1. 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.

54.2.2. Users are able to comment on status updates. The comments will appear in real time – unrestricted by immediate moderation.

54.2.3. Photos shall have no surnames attached and the necessary specific permissions obtained for photos on the page.

54.2.4. Users who are deemed to be using the page inappropriately will be blocked by the Administrator/s.

54.2.5. Breach of this policy – all reports of technology misuse or cyber bullying will be investigated by the PHNA Committee.

#### **54.3. The Policy**

54.3.1. The official PHNA Facebook Page will be administered only by the nominated Administrator/s who is/are appointed by the PHNA Committee.

54.3.2. The Administrator/s is/are responsible for:

- I. Updating information to the page;
- II. Ensuring correct and appropriate use of the social media site by all users/contributors;

54.3.3. Authorised contributors shall be PHNA staff and PHNA Committee Members. Their responsibilities shall be:

- I. Contributors shall ensure content provided is accurate and appropriate; this is the responsibility of the contributor, not the Administrator/s of the page;
- II. Contributors are responsible to forward content for the page to the Administrator/s with a request;
- III. Contributor’s “comments” to the page will be monitored by the Administrator.

54.3.4. Users can comment on status updates. The comments will appear in real time – unrestricted by immediate moderation.

54.3.5. Users cannot advertise product or services on the page unless the advert relates to a PHNA sponsor.

### **55. PHNA NORTHWEST CHAMPIONSHIP TEAMS**

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

## **55.1. Coaches**

55.1.1. Apply via online EOI Form

55.1.2. Will be selected by ADO and notified by the Executive Committee

55.1.3. Should hold or be in the process of attaining an Australian Coaching Accreditation level

55.1.4. Should complete all duties as prescribed in the Duty Statement

55.1.5. Should hold a WWC card and present it to be recorded by the Secretary/Administrator (parents are excluded, unless an overnight stay is required)

## **55.2. Selection Panel**

55.2.1. ADO and Executive Committee will select a panel for senior and junior team selections, and will appoint a Convenor of Selectors from that panel

55.2.2. Selectors should comprise of representatives of at least three of the five Clubs

55.2.3. Selectors should have completed the Netball Australia online training, Select for Success.

55.2.4. 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).

55.2.5. 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.

55.2.6. 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.

## **55.3. Athlete Eligibility for Selection**

55.3.1. Athletes should be current, financial members of PHNA and the Club they represent

55.3.2. Athletes should have participated in a minimum of three matches in the year of selection to be eligible for selection in PHNA representative teams

55.3.3. Athletes must make themselves available for team selection trails

55.3.4. 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](mailto:development@netballporthedland.com).

## **55.4. Selection Process – Senior Teams**

55.4.1. Athletes must submit an expression of interest via email to [development@netballporthedland.com](mailto:development@netballporthedland.com) to the ADO before the specified date should they wish to be considered for a PHNA representative side.

55.4.2. Selection panel will view Club games and use these as a selection ground for representative sides

55.4.3. PHNA will hold one final trail to confirm teams at a date selected by the Convener of Selectors and ADO. The selected date to be ratified by the Executive Committee.

55.4.4. Teams will be announced on the PHNA website once the team has been selected and ratified by the Executive.

## **55.5. Selection Process – Junior Teams**



55.5.1. PHNA will select two trial dates for junior team selection

55.5.2. Athletes should make themselves available for both selections

55.5.3. PHNA junior selection panel may also view Club games if required

55.5.4. Teams will be announced on the PHNA website once the team has been selected and ratified by the Executive Committee

#### **55.6. Managers**

55.6.1. Apply via online EOI Form

55.6.2. Will be appointed following liaison with the ADO and Coach

55.6.3. Should complete all duties as prescribed in the Duty Statement

55.6.4. Should hold a WWC card and present it to be recorded by the Secretary/Administrator (parents are excluded, unless and overnight stay is required)

55.6.5. Where possible managers are not to be parents of team member/s selected

#### **55.7. Umpires**

55.7.1. One umpire to be appointed to each team. Umpires may share a team's duties if required

55.7.2. Will be appointed by the AUDO

#### **55.8. Trials**

52.2.1 Notification of trial dates will be through:

Correspondence to all Clubs at the beginning of the season of trial dates set via

- I. Social Media
- II. Club Coordinates
- III. Website

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

#### **55.9. Training**

55.9.1. Training times will be determined by the Coach and players in consultation with the ADO

55.9.2. Training as set by the Coach is compulsory for all players

55.9.3. A register of player training attendance will be kept/managed by the coach

55.9.4. Players must notify the Coach or Manager in unable to attend training for a legitimate reason.

55.9.5. If a player fails to attend two trainings without a legitimate reason, they may be replaced.

55.9.6. 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.

#### **55.10. Selected Players**

55.10.1. Players will be required to sign a contract agreeing to abide with a player agreement and understanding of player expectations as set by the Association.

55.10.2. Players are responsible for their own medical care following an injury.

55.10.3. Each player will be required to sign a photographic permission slip if they have not previously given consent via the PlayerHQ affiliation process.

55.10.4. Where a player is selected as a train on, they are expected to attend all training sessions and applicable compulsory team days to develop the players skill and representative team skills. Where a player is injured or ill for competition the train on player may be called up to attend the competition. If no injury or illness applicable, player will not fall within the selected team.

#### **55.11. 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:

55.11.1. Bring to the attention of the team Manager or ADO any significant issues or conflicts within the team that are unable to be settled.

55.11.2. Encourage the team to support other PHNA teams at the tournament.

55.11.3. Act in a sportsmanlike manner at all times and encourage all team members to be proactive with regards to shaking hands after the game.

55.11.4. Liaise with the team Manager regarding the coin toss.

#### **55.12. 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.

## **56. Players'/Parent/Guardian Agreement**

### **56.1. Players' Agreement**

PHNA is committed to giving you:

56.1.1. At least six training sessions with an experienced coach.

56.1.2. A safe playing/training environment.

56.1.3. Use of playing uniform for the North West Championship weekend in exchange for a refundable deposit.

56.1.4. A fare 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:

56.1.5. 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.

56.1.6. Players must show respect for Coaches, Managers and fellow team members and all Association personnel. They must abide by the Coaches decisions without dissention.

56.1.7. Players must uphold the good reputation of the Association by always showing good sportsmanship.

56.1.8. Players must participate in fundraising as required.

56.1.9. 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.

56.1.10. 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).

## **56.2. Parent/Guardian**

As a parent:

56.2.1. I will respect the rules and procedures set down by PHNA.

56.2.2. I will respect my child's team mates, Coaches, Manger, other parents as well as the parents and coaches from opposing teams.

56.2.3. I will give encouragement and applaud positive accomplishments whether for my child, their teammates, their opponents or the officials.

56.2.4. I will respect my child's Coach and support their efforts

56.2.5. I will respect the officials and their authority during games.

56.2.6. I will never demonstrate threatening or abusive behaviour or use foul language.

56.2.7. I will encourage my child to treat other participants, Coaches, selectors and Managers with respect.

56.2.8. I understand that I may discuss any problem with the ADO.

## **57. Duty Statements for Officials**

### **57.1. Association Team Manager**

#### 57.1.1. General duties:

- I. Attend to all injured 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.

#### 57.1.2. 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.

#### 57.1.3. 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.

#### 57.1.4. 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.
- V. Attend all Association team functions.

#### 57.1.5. Uniforms

- I. Be responsible for the team, Coach and Manager's uniforms.
- II. 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.

- III. To receive uniforms back from players after the final game of the tournament. These are to be laundered and returned to PHNA.

#### **57.2. 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.

#### **57.3. 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.

### **58. 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.

*Last Updated January 2022*