

**CALOUNDRA DISTRICT NETBALL ASSOCIATION
BY LAWS**

DATE ADOPTED: JANUARY 1st 2020

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1. DUTIES OF OFFICERS

1.1 President shall –

- (a) Preside at all meetings of the Caloundra District Netball Association (the Association) and conduct meetings in accordance with the rules of the Association.
- (b) Provide leadership.
- (c) Provide direction to Executive Members in the execution of their duties.
- (d) Provide direction re facilities and the general running of the Association.
- (e) Present a report on any Executive Meeting to the next General Meeting.
- (f) Represent the Association whenever possible.
- (g) Present a report at the Annual General Meeting on Association activities and achievements for the past year and events and projects planned for the following year.
- (h) Along with another Executive member, be responsible for the ordering of trophies, ribbons and badges for fixture.

1.2 Vice-President shall –

- (a) Attend all meetings of the Association (CDNA) and, in the absence of the President, preside over meetings or represent the Association as may be directed.
- (b) Attend all Suncoast Netball branch meetings.
- (c) To field any Executive queries and/or problems on a Saturday morning.
- (d) Take responsibility for the updating of the Association Constitution and ByLaws.
- (e) Maintain the Book of Administration and record new rules, which must be trialled for a period of twelve (12) months before being accepted as a bylaw.
- (f) Responsible for grants and funding applications.
- (g) Perform any such other duties as may be directed.

1.3 Secretary shall -

- (a) Attend all Meetings of the Association and carry out all directions given at such meetings.
- (b) Attend to the clerical work of the Association and keep current a list of all registrations and complete records of all fixtures conducted by the Association, assisted by such persons as the Executive shall appoint.
- (c) Issue all notices of meetings in accordance with the Constitution and ByLaws.
- (d) Make available to the President, the minutes of each Executive Committee meeting, within seven (7) days of such meeting, to allow he or she to prepare a report of the meeting for submission to the next meeting.
- (e) Keep the books containing the Minutes of records of proceedings of all meetings of the Association and of its Committees/Sub-Committees and produce them as required.

- (f) Prepare a Report of each Executive Meeting for submission by the President to the next General Meeting.
- (g) Conduct the correspondence of the Association and keep in proper files all Association records and reports of Committees/Sub-Committees officers and officials.
- (h) Keep a record of names and addresses of Secretaries of all affiliated Clubs of The Association.
- (i) Keep a record of all Life Members and a register of all members.
- (j) Receive and place before the Executive all applications for membership.
- (k) Secretary to liaise with the Vice President, to ensure that a written record of all By-Laws of the Association and alterations thereto, including the date on which alterations came into force, is kept up to date.
- (l) Advise members of alterations to the Association Constitution and Bylaws.
- (m) Keep a register of colours and uniforms of affiliated clubs.
- (n) After the Annual General Meeting, submit office bearers details to the Office of Fair Trading and keep updated with any changes in office
- (o) Ensure Association details are provided to Netball Queensland as specified in the NQ Operations Manual.
- (p) Carry out all such other duties as may be required under the Constitution or By-Laws, or as may be directed.

1.4 Assistant Secretary shall –

- (a) Provide assistance to the Association Secretary.
- (b) In the event of the unavoidable absence of the Association Secretary, and at the request of the Executive Committee, undertake the duties of the Association Secretary pending his or her return, or the election of a new Association Secretary.
- (c) Perform any such duties as may be directed by the Executive.

1.5 Treasurer shall –

- (a) Attend all meetings of the Association.
- (b) Keep all books and accounts of the Association, receive all moneys and issue receipts for moneys, pay all moneys received into the nominated Association bank account and produce the bank receipts and bank statements at each Executive Meeting and each General Meeting.
- (c) Present all accounts incurred to the Association to be passed for payment by the Executive. In matters of urgent necessity, payment may be made but must be ratified at the next executive meeting.
- (d) Prepare a Balance Sheet for the inspection and signature of the Auditors and present same at the Annual General Meeting.
- (e) Close all books on the 31 July each year, and prepare a Balance Sheet and other such financial records as may be required by CDNA appointed auditor.

- (f) Furnish all books of accounts to members on fourteen (14) day's notice.
- (g) Perform any such other duties as may be directed.

1.6 Assistant (Representative) Treasurer shall –

- (a) Keep all books and accounts of the Representative Sub Committee (if any) and prepare a statement of receipts and expenditure and present to each Executive Meeting and each General Meeting.
- (b) Receive all moneys and issue receipts for moneys, pay all moneys received in to the nominated Association bank account and produce the bank receipts and bank statements at each Executive Meeting and each General Meeting.
- (c) Present all Accounts incurred to the Association to be passed for payment by the Executive. In matters of urgent necessity, payment may be made but must be ratified at the next Executive Meeting.
- (d) In conjunction with the Association Treasurer, prepare a Balance Sheet for the inspection and signature of the Auditors and present same at the Annual General Meeting.
- (e) Furnish all books of accounts to the Association Treasurer on fourteen (14) day's notice.
- (f) Perform any such other duties as may be directed.

1.7 Registrar shall –

- (a) Attend all meetings of the Association.
- (b) Act as Convenor of the Grading and Fixtures Sub-Committee (if any).
- (c) Responsible (in conjunction with the Grading and Fixtures SubCommittee) for the completion of the junior competition draw and court allocation.
- (d) Responsible (in conjunction with the Grading and Fixtures SubCommittee) for the compilation and distribution of the Junior Season Book.
- (e) Be responsible for the Team and Master Registration Records for each player registered with the Association.
- (f) Keep a register of points obtained from each match. This register to be prepared and presented together with all team sheets at the first meeting of the Grading and Fixtures Sub-Committee in each season.
- (g) Allocate points for each match played (as per Clause 18 of the By-Laws).
- (h) Allocate scoresheets for all fixture matches and keep in proper order all scoresheets for fixture matches conducted by the Association.
- (i) Keep a record of all competition match results and issue regular progress reports.
- (j) Note players playing in a higher grade at the completion of each round of fixtures and ensure the records for each team are amended after each match.
- (k) Prepare a written report each month for tabling at Executive and General Meetings.
- (l) Perform any such other duties as may be directed.

1.8 Umpires Convenor shall –

- (a) Attend all meetings of the Association.
- (b) Be an A.A.N.A. /Q.N.A. badged Umpire where possible.
- (c) Act as Convenor of the Umpire's Sub-Committee (if any) and carry out duties as required.
- (d) Responsible (in conjunction with the Umpire's Sub-Committee) for the completion of the junior competition draw umpire allocation.
- (e) Keep a record of all badged Umpires within the Association.
- (f) Keep a record with detailed results of all theoretical and practical examinations.
- (g) Foster the growth and raise the standards of umpires.
- (h) Prepare a written report each month for tabling at Executive and General Meetings.
- (i) Perform any such other duties as may be directed.

1.9 Coaching Convenor shall –

- (a) Attend all meetings of the Association.
- (b) Be an accredited Level II Coach where possible.
- (c) Assist Clubs and Coaches whenever possible with coaching advice.
- (d) Advise Executive Committee on coaching requirements for representative teams/squads.
- (e) Co-ordinate representative team coaching.
- (f) Keep a record of all accredited Coaches within the Association.
- (g) Prepare a written report each month for tabling at Executive and General Meetings
- (h) Perform any such other duties as may be directed.

1.10 Representative Convenor shall –

- (a) Attend all meetings of the Association.
- (b) Act as co-ordinator of Association Representative Teams. Arrange transport and accommodation for Representative Teams and liaise with Representative Team Managers for distribution of uniforms etc.
- (c) Keep all books and accounts of the Association (in conjunction with the representative treasurer) and prepare a statement of receipts and expenditure and present to each Executive Meeting and General Meeting.
- (d) Be responsible for the property of the Association.
- (e) Prepare a written report each month for tabling at Executive and General Meetings.
- (f) Perform any such other duties as may be directed.

1.11 Night Convenor shall –

- (a) Attend all meetings of the Association.
- (b) Responsible for the Master Registration Card (Capitation Form or similar) for each player registered with the Association in the Senior Competition.
- (c) Responsible for drawing up a list of registered players for each night fixture competition conducted by the Association, and make such record available to the Association within one (1) month from the commencement of each night fixture competition.
- (d) Register all players each season as submitted on the official team sheets.
- (e) Record all matches played by a team and points obtained from each match.
- (f) Allocate scoresheets for all night fixture matches and keep in proper order all scoresheets for night fixture matches conducted by the Association.
- (g) Allocate points for each match played (as per Clause 18 of the By-Laws).
- (h) Keep a record of all competition match results and issue regular points progress reports.
- (i) Prepare a written report each month for tabling at Executive and General Meetings
- (j) Perform any such other duties as may be directed.

1.12 Carnival Convenor shall –

- (a) Prepare a written report each month for tabling at Executive and General Meetings, on activities performed, and recommendations for approval.
- (b) Organise with Club Carnival Convenors, running of the annual Caloundra Club Carnival.
- (c) Ensure all CDNA affiliated clubs receive carnival nomination forms.
- (d) Notify Netball Queensland of Caloundra Carnival date, for inclusion on their website.
- (e) Perform any such other duties as may be directed.

1.13 Publicity Officer shall –

- (a) Prepare a written report each month for tabling at Executive and General Meetings, on activities performed, and recommendations for approval.
- (b) Prepare the next years' fixture calendar for approval by the Executive. Caloundra District Netball Association By Laws
- (c) Seek favourable media coverage of all Association activities and events.
- (d) Perform any such other duties as may be directed.

1.14 Fundraising Officer shall –

- (a) Prepare a written report each month for tabling at Executive and General Meetings, on activities performed, and recommendations for approval.
- (b) Organize and conduct approved activities on behalf of the Association, for the benefit of the Association generally and Representative Teams.

- (c) Liaise with clubs with regard to their BBQ duties and supplies for same.
- (d) Conduct raffles on behalf of the Association.
- (e) Perform any such other duties as may be directed.

1.15 Net Set Go Co-ordinator shall –

- (a) Prepare a written report each month for tabling at Executive and General Meetings.
- (b) Advertise Net Set Go program at the stadium and local schools, prior to sign – on day.
- (c) Ensure an inventory list of Net Set Go equipment is kept up to date.
- (d) Ensure completed player registration forms are at the court each session, in case of emergency.
- (e) Capitation forms or Participant Registration are to be submitted to the CDNA Treasurer along with the money received and sent to NQ with a request for an invoice to be sent to the CDNA Treasurer.
- (f) Notes containing dates of sessions and also any other information i.e. no jewellery, long nails or hats and proper foot attire required, to be typed up ahead and handed out at the end of the session(s).
- (g) Certificates to be printed out with the player's name written on ready to present at the last session.
- (h) Ensure the 10/11 week program is put in CDNA calendar for the following year, including 1-2 sign on days.
- (i) Contact details to be passed to relevant clubs at the end of season.
- (j) Perform any such other duties as may be directed.

2. REPRESENTATIVE TEAMS

2.1 Eligibility

All registered players of the Association who have played three (3) games for the association in the year the trials are held, shall be eligible for selection to play in teams representing the Association. Players wishing to stand for selection in the Representative Teams shall -

- (a) Complete the Association application form (or as otherwise advised) setting out the conditions of selection and in signing the application form shall have accepted the conditions shown thereon.
- (b) Forward their application forms through their Club Secretary (or as otherwise advised) to the Association Secretary.
- (c) Players up to and including 15 years (trailing for Under 15 selection) must be competing in the Junior Competition in the year of the representative competition.
- (d) Players from outside of the Association, who have relocated to the area, are eligible for representative selection.

(e) Players who do not qualify for selection under bylaw 2.1 or 2.1 (d), may apply for selection consideration in writing directly to the Executive Committee.

(f) All players selected to represent Caloundra District Netball Association, must be Netball Queensland registered players regularly competing in a CDNA competition in the year of the representative competition.

(g) Representative players are not permitted to play for any club other than the one from which they were originally nominated, unless special permission is granted by the Executive Committee. Players trialling for a position in representative teams will be required to list their current club on nomination submissions.

2.2 Procedure and Conditions for Selection

(a) All nominees shall attend all trials, which will result in the selection of a Team.

(b) The Executive has the power to call for additional trials as required.

(c) The Executive shall approve all team selections and has the power to alter any decisions by the Selectors only on grounds other than playing ability.

(d) Players are selected for their ability, not a specific position and must accept the coach's decision.

(e) The decision of the team officials shall be final and binding. If, in the opinion of the officials, any member is guilty of unbecoming conduct or conduct prejudicial to the interest of the Association, the officials shall report them to the Executive Committee (in writing) who shall deal with the matter in a timely manner.

(f) Players must attend all training sessions and be punctual. If any player misses three (3) training sessions without good reasons, she will be asked to show cause as to why she should not be disqualified from the team.

(g) Injured players are to attend selections / training sessions to observe, unless prior leave of absence has been granted by the Representative Convenor .

(h) Players will obtain a medical clearance before re-commencing training or playing where an injury has caused the player to be unable to train or play.

(i) Any selected player who subsequently nominates in any other Association's Representative team will immediately be disqualified for a minimum of two (2) seasons (current season plus one) from all participation in Representative Teams organised by Caloundra District Netball Association.

(j) Players are expected to attend all Representative Carnivals which are decided on by the committee. Failure to attend a carnival, without prior permission, or explanation may require the player's position to be replaced by another player at the discretion of the Executive.

(k) Travel to carnivals as designated by the Representative Convenor. Any request for variation of designated travel must be submitted in writing to the Executive Committee not less than 30 days prior to departure. Players will still be responsible for all travel fees incurred.

(l) Parents to be advised of their responsibilities in relation to the team management at the

end of the selection trials, prior to team selections and prior to the commencement of training.

(m) All players must have appropriate gear for all training sessions.

(n) No representative player, parent, coach or club may approach any other representative player to play for any team/club other than the one from which they were originally nominated.

(o) Players will be required to participate in all fund raising activities.

2.3 Uniforms

(a) Players in Representative Teams shall wear the uniform of the Association as decided from time to time by Executive.

(b) Players selected to play in Representative Teams are required to purchase the following mandatory uniform items: Playing Bodysuit Training Shirt Training Shorts (optional for Open Teams) Representative Jacket Caloundra Netball Socks Bucket hat (optional for Open Teams) Tracksuit Pants (depending on state carnival locations)

(c) Only approved uniform items are to be worn when representing the Association, and at all carnivals and when travelling. This includes headbands.

(d) No team member shall wear their on-court uniform at other events, without the prior consent of the Association.

2.4 Finances

(a) Player fee payments must be paid to the Association on the dates stated, unless prior approval has been granted by the Representative Convenor.

(b) Uniforms will not be issued to players, unless full payment has been received.

(c) The Association will set a deposit amount once teams have been announced, these monies are non refundable.

(d) Fees are non-refundable for players withdrawing or being removed by the Association from representative teams.

(e) Carnival umpires will be paid a fee as set down by the Executive each year. This fee will be based on an amount per umpire per team, per day. In the event of unforeseen circumstances, umpires may be required to share the umpiring duties for more than one representative team. Should this occur, fees will be divided accordingly, as decided by the representative convenor and/or the executive committee.

2.5 Officials – General

(a) Except in extenuating circumstances: No manager or coach shall be appointed to more than one representative team, at any one time. No coach shall be appointed to the same team for two consecutive years. Parents are not permitted to coach their own child or sibling's team.

- (b) No official shall approach any representative player during that year to play for any team/club other than the one from which they were originally nominated.
- (c) Whilst representing the Association, all officials must be aware of the importance of their position and profile.
- (d) Whenever possible, players and officials are to be in an environment that promotes healthy eating, lifestyles and behaviours.
- (e) Officials are expected to promote these behaviours by refraining from the use of alcohol prior to training and games. Officials are expected to adopt a restrained and responsible attitude to the use of alcohol at all other times.
- (f) Officials are to refrain from smoking at all times whilst training, playing or courtside.
- (g) Officials are expected to be in attendance with their teams, at accommodation venues, at all times.

2.6 The Coach

- (a) Nominations for representative team coach shall be in the hands of the Secretary by the closing date set by Executive who shall appoint the coach.
- (b) Unless there are extenuating circumstances, coaches shall have a minimum qualification of Level One.
- (c) Upon appointment, the coach shall take up duties immediately and liaise with the Coaching Convenor in regards to duties.
- (d) The Association shall be responsible for the payment of all approved travelling and accommodation expenses for representative events for the appointed team coach.
- (e) The duties of the coach shall be as set out from time to time by the Executive.
- (f) The coach is required to submit to the Executive a full report on the team.

2.7 The Manager

- (a) Nominations for Representative Team Manager shall be in the hands of the Secretary by the closing date set by the Executive who shall appoint the Manager.
- (b) Upon appointment, the Manager shall take up duties immediately and liaise with the Convenor in regards to duties.
- (c) The Association shall be responsible for the payment of all approved travelling and accommodation expenses for representative events for the appointed team coach.
- (d) The Manager is required to submit to the Executive a full report on the team.
- (e) The duties of the Manager shall be as set out from time to time by the Executive.

2.8 The Umpire

- (a) Nominations for representative team umpires shall be in the hands of the Secretary by the closing date set by Executive who shall appoint the umpire.

- (b) Upon appointment the umpire shall take up duties immediately and liaise with the umpire's convenor in regards to duties. The Association shall be responsible for the payment of all approved travelling and accommodation expenses for representative events.
- (c) The duties of the umpire shall be as set out from time to time by the Executive.
- (d) The umpire is to be available for training sessions, if required by the coach of the representative team to which they have been appointed.
- (e) The umpire may be required by the coach in helping conduct regular rule sessions and ensuring all players are conversant with the rules of the game.

2.9 The Team Captain

Representative Team Captains shall be decided by the team coach in conjunction with the team manager, prior to attending the first scheduled major carnival. Upon selection, the team captain shall:

- (a) Help to develop a team spirit and encourage the team to co-operate with the Managers and Coach.
- (b) The Captain shall encourage responsible behaviour and correct dress standards of team members when travelling and representing the Association.
- (c) Conduct themselves as a sports person, upon whom it has devolved to uphold the honour of the Association, and the prestige of netball.
- (d) When competing, the Captain shall be responsible for the conduct of players on the court, and shall assist the manager and coach in enforcing the observance of the simple rules of training and of becoming conduct by all members of the team.
- (e) Be responsible for the team toss before the commencement of the game at carnivals and advise the umpires of the outcome.

2.10 Representative Squad Captain and Vice Captain

Caloundra Netball encourages players to embrace leadership roles within the Association. The CDNA Executive Committee is responsible for administering the selection of the Representative Captain and Vice Captain on an annual basis. Selection and nomination for Representative Captain and Vice Captain is based, but not wholly assessed on the following criteria:

- (a) Representation of the Association at carnivals, state events and official CDNA functions.
- (b) Longevity at Association.
- (c) Proven team player and motivator.
- (d) Shall be role models for all players, and possess the ability to interact with players of all ages and abilities.
- (e) General Behaviour.

- (f) Involvement in Association activities, including fundraising events.
- (g) Demonstrated leadership qualities.

3. FEES, FINES AND LEVIES

3.1 Affiliation Fees

Shall be submitted by clubs with their applications for Membership.

3.2 Registration Fees

- (a) Payable by Clubs on the basis of each player competing in fixture competitions controlled by the Association and shall be payable per fixture competition by the date fixed by the Executive (and shall include Q.N.A. Capitation and Insurance).
- (b) Payable by any Non-Playing Volunteer who is duly elected to the Executive Committee, Sub-Committee, and/or appointed to act as a Coach, Manager, Umpire, Scorer, or in any other capacity controlled by the Association and shall be payable annually by the date fixed by the Executive. Payment of this fee shall be at the discretion of the Executive.
- (c) Fees shall be decided upon by the Executive at its meeting a meeting prior to the AGM.
- (d) Fees for joining after halfway through any season shall be half the amount payable at the beginning of the season plus the full Q.N.A. capitation and insurance.
- (e) Registration fees are not transferable or refundable without approval of the Executive.
- (f) Registration fees shall be refunded to a Club for any player who has not taken part in any fixture game in the current season. After the payment of capitation fees to Netball Queensland, registration fee shall be refunded less NQ fee.

3.3 Levies

May be imposed by the Association on all Affiliated Clubs for specific purpose/s from time to time.

4. REGISTRATION

4.1 General

- (a) It is the responsibility of each Club to nominate with the Registrar by the designated date, the number of teams participating in a competition together with the completed nomination forms.
- (b) After this date, the only team entries to be accepted shall be those which take up byes in the corresponding grade or age group.
- (c) Late registrations and periodic registrations from players shall be accepted by the Association from club officials only.
- (d) No player shall register direct to the Association.

- (e) No team shall be registered with less than five (5) players or more than ten (10) players.
- (f) Late registrations shall be notified to the Association Registrar a minimum of 48 hours prior to the relevant game, and paper work with the appropriate fee submitted prior to the first round of the relevant fixture.
- (g) Players being pregnant are permitted to play at their own risk with no liability against other players or the Association.
- (h) Any individual player who is reported to the Association as being unfinancial shall be ineligible to affiliate with any other team/club until the original debt has been cleared.
- (i) A player wishing to transfer from one Club to another during the playing season shall require a transfer form signed by the Secretary/Registrar of the club to which the player wishes to transfer. These forms shall be forwarded to the player's current club for clearance and then forwarded to the Association for approval by the Executive. Only one (1) transfer per player shall be granted during any one season, unless in unforeseen circumstances, at the discretion of the Executive.

- (j) In the event of a team or club disbanding, its members shall not be at liberty to play with any other club without the consent of the Executive, and any such transfer, if granted, must comply with Clause 4.1 (h) of the By-Laws.

4.2 Junior Registration

- (a) Clubs will be required to meet the requirements as for the Senior Registration.
- (b) It is the responsibility of the Affiliated Clubs to ensure players less than 18 years of age, produce proof of age at registration. The Executive may request player proof of age from time to time to ensure correct registration.
- (c) The Executive committee has the authority to permit Netta noncompetitive players to play in junior competitive divisions, based on physical attributes and skills development.

4.3 Senior Registration

- (a) Players will be required to submit to the Night Convenor by a designated date such records as may be required. These records will be accompanied by the required fees.
- (b) Proof of birth shall be sighted and certified by a Justice of the Peace and a list forwarded to the Association Secretary where an age restriction applies.
- (c) Registrations shall only be accepted by the Night Convenor and must be paid prior to playing fixtures by all players.
- (d) Representative players competing in an Under 14 team, may play in the night competition in their representative team for training purposes, providing they are regularly competing in the Saturday Junior Competition.

5. PLAYING REGULATIONS AND PLAYER ELIGIBILITY

5.1

To be trialled for 2020:

- (a) For Junior Competition, no club team shall have more than five representative players and no more than four state representative players from the same age group. A representative

player is defined as a junior registered player, 13 years or older whom is selected in a State or QPL team.

(b) For existing club teams older than U12 age bracket, players may stay together as a team, when a non-rep player decides to trial, providing registration records support this. No additional representative players may then be added to this team. All teams with this situation must be submitted to the executive for approval prior to acceptance and participation in the round robin or competition.

5.2

For Night Competitions, junior representative teams are eligible to play as a team provided individual players have qualified to compete through another CDNA competition i.e. junior competition or alternative night competition as per clause 5.1.

5.3

The team I.D. Card is designed for ready reference to the number of times a player has played in a higher grade or age group and displays the personal signature of each team player, providing a reference to players on how they must sign the fixture score sheet.

5.4

All players must sign the Team I.D. Card each season. All players ten (10) years and over must sign their card and not print their name, as per Clause 7.6.

5.5

Under no circumstances are players allowed to play under an assumed name or another registered player's name. Penalty - Award match to other team

5.6

Boys may play in the junior competition, up to and including the year in which they turn twelve (12).

5.7

The Association will determine the grade in which boys will play, based on their age, physical size, strength and ability.

5.8

Teams may have up to 2 boys on court at any one time. If two are on court at any one time they must play in separate thirds of the court i.e. one as GS or GA, one as C, WA or WD, or one as GD or GK.

5.9

Any number of junior players (except as stated in 5.1) who are 14 years and over can play in senior teams.

5.10

No player shall play in a lower grade than that in which the player is registered.

5.11

A player from a lower grade may play in a higher grade in accordance with clause 8.2, for no more than four (4) games in total throughout the season. – Penalty for more than four games: game will be deemed a forfeit.

5.12

When a Club is fielding more than one team in any grade, players must not interchange in that same grade. Penalty for Non – Compliance – Award match to other team. Where both teams break the playing regulations, no points shall be allocated for the match.

5.13

Teams shall have the right to play new players up to semi-finals. Such registrations shall comply with the regulations in Clause 5.1 of the By-Laws. Penalty for Playing an Unregistered Player - The points for the match shall be awarded to the opposing team, and no goals shall be recorded for the infringing team.

5.14

To be eligible to play in a semi-final or a final match, a player must have played at least four (4) competition matches with that Club. For Night Competition only, this may not be the last four (4) games of the season. Penalty for Non–Compliance - Disqualification of team.

5.15

Teams in each competitive division finishing on highest points at the end of the last fixture game shall be recognised as the Minor Premiers. In the event of a tie on points it will be decided on a percentage basis as per Clause 20.1 of the ByLaws.

5.16

Any player reported in writing by an umpire to the Association and found guilty of disputing an umpire's decision on the netball court, or any other form of misconduct, shall be liable to be disqualified from taking part in any match under the control of the Association, as may be decided by the Executive.

6. PLAYING REGULATIONS – COMMENCEMENT OF MATCH / FORFEITS

6.1

In the case of an injury or illness during the course of the game, if a team is playing with less than seven (7) players and there is no other available player from that team, a player from a lower grade can be named and added to the original team.

6.2

If court and umpires are available and the opposing team has five (5) players then play must commence on time. A forfeit may be claimed if this team refuses to play. (Exception being - if the late player is still umpiring another match).

6.3

A forfeit may be claimed if the opposition cannot field the minimum team of five (5) players within five (5) minutes of the scheduled time of the game and umpires becoming available.

6.4

Players arriving after play has commenced are not to replace a player who has filled the position of the latecomer.

6.5

A team receiving a win by forfeit shall complete, sign and return the scoresheet and scoreboard to Control, except for forfeits claimed as per clause 7.8 of the By-Laws. Teams are to ensure that both umpires have signed the scoresheet.

6.6

In the event a Club Secretary advises the Association Registrar the intention of a team to forfeit a game prior to the commencement of the fixture for that day, then the Association Registrar will advise the opposing Club team of the forfeit, and indicate on the scoresheet a loss for the team advising the forfeit and a win for the opposing team. There shall not be a requirement for teams claiming forfeits to sign the scoresheet. Once a forfeit has been advised by a Club, a withdrawal of the forfeit cannot be overturned without the consent of the Association and the opposing team coach. In the case of a team who advised their intention to forfeit a game for that day, and the game is subsequently cancelled due to wet weather, then the notice of intention to forfeit will no longer be valid.

6.7

All players registered with a team that wins on a forfeit will be deemed to have played on that day.

6.8

In the event of a team forfeiting two (2) matches they may be required to show cause to the Executive for such forfeiture and should they forfeit a third time they shall be suspended from the competition.

6.9

For Junior Competition, when notice of forfeit is notified less than 48 hours prior to the scheduled match time, the umpires draw will remain as issued.

7. PLAYING REGULATIONS – SCORING AND SCORESHEETS

7.1

Scoresheets and Scoreboards must be collected before each match from the Association Control Point.

7.2

All teams must supply a responsible scorer.

7.3

Scorers should be seated together near the centre of the court and jointly carry out the responsibility of scoring.

7.4

The Team Scorer must print the name of all players to play that day on the Scoresheet before the team takes the court to play. At the conclusion of the game, the Team Scorer must cross out the printed name of any player who did not take the court, and it shall be initialled by both Team Scorers.

7.5

All team players must sign the Scoresheet correctly with the same signature as appears on the Team I.D. Card. Penalty for Non-Compliance – Loss of 1 point.

7.6

All players ten (10) years and over must sign their card and not print their name.

7.7

All team players, late arrivals or substitute players, must sign the Scoresheet before it is returned to Control Point. Penalty for Non-Compliance – Loss of 1 point.

7.8

Where less than five signatures are recorded on the scoresheet, the team shall be deemed as having forfeited the match and no competition points shall be awarded to the infringing team.

7.9

The Scoresheet shall readily indicate the correct scores and the only score recognised shall be that indicated in the Scores Total Section of the Scoresheet.

7.10

Only scores recorded on the official Scoresheet shall be accepted by the Registrar.

7.11

Scoresheets shall be filled in with biro pen, not felt pen or pencil.

7.12

The Scoresheet shall be signed by Umpires, Scorers and Team Captains at the conclusion of the game.

7.13

The captain of a team is responsible for signing the scoresheet as correct. If the captain considers the scoresheet incorrect, the captain shall sign it on the back and give reasons for not accepting the scoresheet as correct. The captain should report to the Control so that they may investigate as they deem necessary.

7.14

Should the captain omit to sign the scoresheet, the team must accept without challenge the scoresheet as submitted.

7.15

An official of the winning team is responsible for returning the scoresheet and scoreboard to Control. In the event of a draw, both teams are to return the scoresheet to Control.

7.16

The scoresheet and scoreboard shall remain at the court of play until after the game is completed and then returned to Control as provided for in Clause 7.13 of the By-Laws.

7.17

Where any doubt exists regarding the signatures, then the Registrar shall refer the scoresheet concerned to the Executive for decision.

7.18

When a club considers it has been unjustly deprived of points from a match, a written request for the Executive to review the decision must be made in writing to the Association Secretary within forty eight (48) hours of receipt of the notice advising the club of the loss of competition points

8. PLAYING REGULATIONS – PLAYER SUBSTITUTIONS

8.1

When playing a player from a lower grade, the team name and grade must be noted on the Scoresheet in the substitution player section. Penalty for Non-Compliance – Loss of 1 point.

8.2

Players are not permitted to play in teams more than two grades higher than their registered team.

8.3

In the case of an injury or illness during the course of the game, if a team is playing with less than seven (7) players and there is no other available player from that team, a player from a lower grade can be named and added to the original team, as per clause 6.1.

8.4

For senior / night competition only, teams who cannot field their team of registered players may substitute with a player from a lower grade. The player must be of a similar ability as the team and cannot replace the position of any remaining player on the team.

8.5

For senior / night competition only, players from the lowest grade may substitute with players from other teams in the same grade, with prior permission granted by the Night Convenor.

9. PLAYING REGULATIONS – INJURY

9.1

During competition games, except for semis, finals and grand finals, up to two minutes' injury time may be taken for the first stoppage in each quarter, during which time substitutions may be made by either team, the injured or ill player being involved in the changes. Subsequent stoppages in each quarter are to be no longer than 30 seconds; the player involved is required to leave the court.

9.2

During semis, finals and grand finals, all injury time will be added to the last period of play (where games are not individually timed).

9.3

In the event of matches being stopped because of injury (and no other court is available) the following will apply:

- (a) If the stoppage occurs before the end of the second quarter, the result will be declared a draw.
- (b) If the stoppage occurs after the end of the second quarter or half time, the team scoring the most goals at the time of the interruption shall be declared the winner.

10. PLAYING REGULATIONS – UNIFORMS

10.1

Clubs upon joining the Association, shall register the uniform to be worn by their teams (refer Constitution Clause 11.4).

10.2

No junior player shall be allowed to compete in competition matches unless wearing the registered uniform of the Club - should there be a valid reason for the player being out of

uniform, prior permission in writing must be obtained from the Executive. In special circumstances, permission may be granted for a player to play out of uniform by the Officer in Charge of any fixture competition.

10.3

Sports shoes and socks must be worn at all times. No jewellery is allowed (if a wedding ring is worn, it must be taped.) Fingernails must be short and smooth, unless approved netball gloves are worn. (Gloves - senior competition only).

10.4

Short bike pants may be worn but they must not show below the skirt when walking.

10.5

A player's uniform must conform to the Association standards when worn – that it is long enough to cover the pants when walking, pants must not be bikini or g-string, nor of transparent material, and the player's midriff must be covered.

10.6

For night competition, bike pants may be worn under shorts, shorts must not be worn low enough to show buttocks. Shorts / skirts may not have adornments or belt loops that could endanger other players.

10.7

Identification Patches / Bibs must be worn by all players, at all times.

10.8

Clubs / Teams are to provide their own playing patches / bibs. (senior / night competition included).

10.9

Tracksuit pants are not allowed to be worn while playing competition games.

11. GRADES – AGE GROUPS

11.1

The competition is conducted in the following age groups –

- (a) Netta Non-Competitive - 9 years and under (School grades two – four)
- (b) Competitive - 10 years to Seniors (School grades five and over)
- (c) Seniors – 14 years to Seniors

11.2

A player's age on the 31st December in the current year will determine age group.

11.3

Juniors are players who must be under eighteen (18) years of age on 31st December.

11.4

Seniors are players who are over eighteen (18) years of age on 31st December.

12. GRADINGS

12.1

When clubs have more than one team in the same age group they should grade their teams and number them in order of standard.

12.2

On grading day, players will be required to sign a Scoresheet and Team Identity Card. Only players registered to that team may play in the grading games.

12.3

For grading purposes, a representative player is a player who represents any association in any Netball Queensland competition in the same calendar year as the year of the competition.

12.4

Players selected (as a result of injury, illness, withdrawal) into a representative team after club team submission and grading has occurred will not be classed as representative players for grading purposes, at the discretion of the Association.

12.5

Regraded teams will be awarded the average points and goal averages of all teams in the division that they are regraded into.

12.6

All teams submitted into the junior competition will be graded appropriately by the CDNA grading representatives, taking into account the skills and strengths of players in the teams, and their opposition. CDNA reserves the right to regrade teams and if appropriate request resubmission of teams once all team submissions are reviewed.

13. UMPIRING - GENERAL

13.1

Each Club is to nominate an Umpire Convenor who shall be the Association's point of contact for umpiring matters within the Club.

13.2

Umpires are to sign the Umpires Book before the game begins.

13.3

All nominated umpires are strongly recommended to: Attend any umpiring seminars or courses as arranged by CDNA. Sit for the Umpires Exam Attempt the next level of umpiring accreditation

13.4

The approved dress code for all umpires is as follows: Female Umpires will wear predominantly white/cream dress/skirt/pants, approved shirt or polo shirt with or without collar, jacket, socks and joggers. Skirts over tracksuit pants are not permitted. Male Umpires will wear predominantly white/cream shorts, trousers, approved shirt or polo shirt with or without collar, jacket, socks and joggers. All umpires wearing white or cream must wear white underwear – no bikinis.

13.5

Umpires are responsible for checking that socks are worn, correct pants are worn, fingernails are short and smooth, unless netball approved gloves are worn. (gloves - senior competition only).

13.6

No jewellery, except a taped wedding band or medical alert bracelet shall be worn. Medical Alert bracelets are to be covered by sports wristbands or similar.

13.7

After the commencement of a game, umpires are not permitted to interchange, except in the case of injury or illness.

13.8

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

13.9

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

13.10

During all junior competitions, clubs must supply an Umpire as per the umpire allocation schedule. Failure to supply an umpire may result in a fine as set by the Executive each year.

13.11

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

13.12

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

13.13

No person may question an umpire's decision. Team Captains may query rule interpretation only, during intervals.

14. COMPETITION UMPIRING

14.1

If only one umpire is on the court when the siren sounds for the start of play, the game cannot commence. A message should be sent to the office immediately so another umpire can be sourced.

14.2

An umpire sending a player from the court for disciplinary reasons must complete an Incident Report on the back of the score sheet. The matter will be investigated by the Umpire Convenors, President or nominated Executive person, who will then decide whether or not further action is to be taken.

14.3

An umpire is permitted to stop a match and award game to opposing team if there are any continued abusive remarks or unduly loud criticisms of their umpiring from a team or their spectators.

15. UMPIRES THEORY EXAM

15.1

All Clubs are requested to submit as many persons as possible to sit for the umpires' theory examination.

15.2

Holders of Association Badges must pass their theory exam every three years. Persons holding an Association Badge failing to comply will result in the loss of their badge.

15.3

In accordance with AA rules, every six years National Badged umpires must pass Section 1 Theory exam with a pass relevant to the badge held.

16. DURATION OF PLAY

Competitive and Netta Non-competitive games shall be played as follows - 12 minutes play - 1 minutes break 12 minutes play - 2 minutes break 12 minutes play - 1 minutes break 12 minutes

play - Full time (52 minutes) Caloundra District Netball Association By Laws 16.2 Duration of games may vary as decided by the Executive.

17. SEASON

17.1 Junior Season

- (a) The junior day season will consist of a minimum of 14 competition rounds and 3 days for finals.
- (b) Games will not be played during Labour Day long weekend, Queen's Birthday weekend, of the weekend of the Feeling Good (NQ) Carnival held in July.
- (c) Games will not be played on Easter Saturday, Anzac Day or school holidays, except for the first Saturday of the school break, or at the discretion of the Executive.

17.2 Senior Season

- (a) The senior / night season will consist of a minimum of 18 competition rounds and 3 days for finals.
- (b) Games will not be played when the stadium is unavailable for hire. 17.3 Games will not be rescheduled or replayed, except in extenuating circumstances, approved by the Executive Committee.

18. POINTS

Competition points are awarded as follows – Win - 3 points Draw - 2 points Loss - 1 point Win by forfeit - 3 points Loss by forfeit - 0 points

19. STATUTORY GOAL SCORES

The statutory goal scores for teams winning on forfeit, for teams in divisions with an uneven amount of byes per team or where a forfeit has been awarded as a penalty are listed in the following table: Age Division Goal Difference Awarded Jun C 5 goals Jun B, A 5 goals Inter C, B 10 goals Inter A 10 goals Seniors/Mixed 10 goals.

20. FINALS SERIES

20.1

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

20.2

The goal average for each team shall be decided as follows: Total number of goals scored by the team, divided by the total number of goals scored against the team, multiplied by 100, divided by the actual number of matches played by the team, i.e. Goals for 100 Goals against X No of games played The number of matches actually played includes a match a team has forfeited, but does not include a match where the team has received a forfeit. Semi Finals - 1 plays 2 & 3 plays 4 Preliminary Final - Loser of 1 v 2 plays winner of 3 v 4 Grand Final - Winner of 1 v 2 from semis plays winner of finals.

21. TIMING AND SCORING FOR FINALS SERIES

21.1 Timing

- (a) Each Game will be provided with the following: One (1) countdown timer and one (1) stopwatch, where available Two (2) Primary Carer tags
- (b) Two scorers and two timers- One timer will be responsible for the timing game quarters and breaks, and the other timer will be responsible for timing injury time.
- (c) Scorers and timers must sit together at the scorer's bench.
- (d) Each round will be started from Control by the siren. The Game Timekeeper who is timing the quarters starts their scoreboard timer on hearing the siren.
- (e) Timing on each game is 12 mins, 1 minute, 12 minutes, 2 minutes, 12 minutes, 1 minute, 12 minutes. Duration of games may vary from time to time as determined by the Executive.
- (f) Thirty seconds (30) prior to the commencement of each quarter, the Game Timekeeper must advise the Umpires "30 seconds", as is normally performed by Control.
- (g) Ten (10) seconds prior to the commencement of each quarter, the Game Timekeeper must advise the Umpires "10 seconds".
- (h) When there is one minute to the end of each quarter, the scoreboard clock must be paused, and one minute set on the countdown hand timer.
- (i) When ten (10) seconds remain on the hand timer, the Game Timekeeper must run with the umpire to advise the end of time for the quarters and clearly state "Time, Umpire" when zero (0) seconds remain.
- (j) Injury Time: Court scoreboard timer is paused, and the injury timekeeper starts timing the stoppage - (as per bylaw 9.1) Court scoreboard timer re-commences the game time on the indication of the umpire in control of that half of the court where the injury occurred.

21.2 Method of Play for Drawn games in Semis, Finals and Grand Finals.

- (a) Teams are to change ends and may change playing positions, with an interval of one (1) minute. Duration of stoppage may vary from time to time as determined by the Executive.
- (b) An extra five (5) minutes will be played each way.
- (c) Teams are to change ends after five (5) minutes with no interval and no player substitutions allowed.
- (d) If after this time the score is still drawn, play continues from where the ball was when play was stopped and teams play until one team has a two goal advantage. This team will be determined the winner.
- (e) If after a determined time by the Executive the game is still a draw, a decision regarding the game will be made by the Executive. (f) Trophies will be awarded to each member of a winning and runner-up team, maximum of ten trophies.

22. NETTA

22.1

Game rules as per Netball Australia Rules

22.2

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

22.3

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

22.4

All players must get a turn at every playing position.

22.5

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

23. LIFE MEMBERS

23.1

A Life Member shall be elected by delegates at any Annual General Meeting in recognition of not less than ten (10) years outstanding service to the Association, either on the Executive, or as a Coach, Manager, Umpire or other service to the Association, providing that they are proposed by an affiliated club and accepted by three - quarters of the delegates present at such meeting and entitled to vote.

23.2

Dedicated service only to a club of the netball community, does not warrant Life Membership of the Association, but of the club.

23.3

Nominations for Life Membership shall be submitted in writing and in the hands of the Association Secretary not later than eight (8) weeks prior to the relevant meeting, outlining the history of the nominee for Life Membership.

23.4

Life Members shall have full voting rights at all General Meetings of the Association, namely one (1) vote per member.

24. WORKING WITH CHILDREN CHECK / BLUE CARDS

All volunteers 18 years and over, must have "BLUE Card". Umpires, Coaches, Managers and Club Officials must be screened PRIOR to undertaking duties within the Association.

25. WET WEATHER

25.1

The Association will decide, where possible, at 8 am game day for Junior Competition and one (1) hour before the first match for night competition, whether the courts are playable.

25.2

For Junior Competition, the decision on whether the games will proceed as scheduled will be posted on the Association's website at 8 am.

25.3

No points are given for matches cancelled because of rain.

25.4

Once play has commenced, the Association will decide whether play will continue in the event of wet weather.

25.5

In the event of matches being stopped because of wet weather the following will apply:

(a) If the stoppage occurs before the end of the second quarter, the result will be declared a draw.

(b) If the stoppage occurs after the end of the second quarter or half time, the team scoring the most goals at the time of the interruption shall be declared the winner.

26. FUND-RAISING

No raffles or fund-raising other than Association raffles and fund-raising are to be conducted at Association game venues, without the prior approval of the Executive.

27. SPECTATORS

27.1

Clubs shall be held responsible for their spectators. Harassment of umpires or players will not be tolerated under any circumstances.

27.2

An umpire may penalize a team whose spectators, officials or members break the above regulations.

27.3

Children must be supervised at all times, and must remain seated whilst games are in progress.

28. PHOTO AND VIDEO POLICY

28.1

Clubs are to ensure players / parents have no objection to having their child photographed at the time of player registration. This should be noted on the team capitation form.

28.2

Clubs are to take responsibility for their spectators at each match they attend to ensure that they are using photography/videoing for an appropriate reason.

28.3

Permission is to be obtained from the opposition team officials if a parent/supporter wishes to take photographs or video of the match. If permission is not given, please respect and observe the request of the opposition team members.

28.4

Advise the umpires of the game in question that appropriate permission has been received.

28.5

If there is any dispute or disagreement, photography of the game should not commence.

28.6

In the event that the media or professional photographers are in attendance at fixtures, permission need only be sought from the Control Desk. Permission will only be granted to accredited professionals.