



**Noosa District Netball Association Incorporated**  
ABN: 17 025 312 261

**STANDARD OPERATING  
POLICIES AND PROCEDURES  
(SOPP's)**



NOOSA DISTRICT NETBALL ASSOCIATION INC STANDARD OPERATING POLICIES AND PROCEDURES

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## **SOPP.1 INTRODUCTION**

The name of the Association is Noosa District Netball Association Incorporated. (NDNA). It is an affiliated association of the Queensland Netball Association Incorporated (QNAI)

The Head Office of the Association is located at Tewantin. Interpretations in this Standard Operating Policies and Procedures are as follows:

**NDNA** means Noosa District Netball Association

**SOPP** means Standard Operating Policies and Procedures

**Management Committee** means the elected ruling body of the Association

**Club** means a club of a full member comprising of at least two (2) netball teams

**Fee** means a payment of money due to the Association by its members comprising of the following: Affiliation Fee, Player Registration Fee, Non-Playing Member Fee, Game Fee, Fines, Levies



## **SOPP.2 MEETINGS OF THE ASSOCIATION**

For more information regarding the conducting of Meetings of the Association refer to the following sections in the Constitution:

- Annual General Meeting (AGM) – refer Constitution Sections 29-32
- General Meetings – refer Constitution Sections 33-36 and Section 39
- Management Meetings – refer Constitution Section 22-25
- Special General Meetings – refer Constitution Section 37

### **2.1 Ballots**

When a ballot is required the following procedure shall be followed:

- (a) Blank ballots will be available at least two (2) weeks prior to the AGM
- (b) The President shall appoint a Returning Officer and two (2) scrutineers to count votes and notify the chair of the result
- (c) The ballot papers are to be destroyed immediately after the voting
- (d) The Returning Officer and scrutineers are to have no affiliation with any candidate standing for a position

### **2.2 Standing Order for Meetings**

- (a) A delegate wishing to speak shall stand when addressing the Chairperson. A delegate wishing to move a motion shall rise and address the Chair and shall take his/her seat if called to order by the Chairperson.
- (b) A motion must be seconded before it is debated and shall not then be withdrawn without the consent of the seconder. A motion or amendment having been moved and seconded then may be debated.
- (c) Any amendment shall be considered before the original motion. On the adoption of any amendment (such amendment shall be held to have squashed the original motion) and for all purposes of subsequent discussion, the amendment so carried shall be regarded as an original motion
- (d) No amendment shall be received by the Chairperson which does not relate to the substance of such motion, or which is a direct negative to the motion tabled.
- (e) On any delegate rising to a point of order during a discussion, the speaker shall resume her seat and the delegate rising shall state the point of order when the Chairperson shall rule thereon, which ruling shall be final unless challenged by a formal motion submitted to the meeting.
- (f) When two (2) or more delegates rise to speak at the same time, the Chairperson shall decide who is entitled to the floor. No delegate shall speak more than once to any motion or amendment, with the exception of the mover of the original motion, who shall have the right of reply. No more than two (2) other speakers shall follow successively on the same side either for or against the question. If the mover having so spoken and there then being no speaker to take the opposite view, the question shall be put forthwith.
- (g) It shall be competent at any time during the debate for a member to rise and move without discussion "That the question be now put" which, only duly being seconded

and carried, shall entail the submission of the motion at once to the meeting after the mover of the motion has replied.

- (h) No motion to suspend the Standing Orders of the business shall be entertained except by consent of the majority present.

### **2.3 Meetings of the Management Committee/Sub Committees**

The management committee will meet at least every two (2) months

- (a) The order of business of the meetings of the Management Committee shall be:
  1. Recording of attendance and apologies
  2. Minutes of previous meeting
  3. Discussion of business arising there from
  4. Finance Report
  5. Correspondence
  6. Reports
  7. General Business
- (b) At every meeting of the Management Committee, a quorum of half the present Management Committee members must be present to conduct a meeting. If within half an hour of the time appointed for the commencement of the Management Committee meeting,
- (c) A quorum is not present the meeting shall lapse to a date and time to be fixed.
- (d) The President shall preside as Chairman at every meeting of the Management Committee or if there is no President, the Vice President shall be Chairman, or if not present, the members may choose one of their number to chair the meeting
- (e) Guidelines for calling a special general meeting of the Management Committee, refer to Constitution Section 24
- (f) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested or any matter arising thereout.
- (g) The Management Committee may delegate any of its powers to a sub committee consisting of such members of the Association as they see fit. Any Subcommittee shall conform to all Constitution and Standard Operating Policies and Procedures of the Association.
- (h) A subcommittee may meet and adjourn as it thinks proper or as directed by the Management Committee
- (i) In the case of equality of votes, the Convenor of the subcommittee shall have the casting vote.
- (j) All votes and decisions/recommendations made at a Subcommittee meeting must be submitted to the Management Committee for approval and ratification prior to action or notification.
- (k) All acts done by any meeting of the Management or a subcommittee or by any person acting as a member of such, where it is afterwards discovered that there was some defect in the appointment of any such a member, or that the member was disqualified, be as valid as if every person had been duly appointed and was qualified to be a member of such Committee.

## **2.4 Management Committee**

The following positions may be elected at the AGM – Refer Constitution Section 17

President

Vice President

Secretary

Finance Officer

3 x Committee members

### **2.4.1 Roles of Management Committee**

The role of the Management Committee is to:

- (a) Manage the affairs and the business of the Association in a professional and unbiased manner for the improvement of the Association and its members
- (b) Act at all times within the bounds of the Constitution
- (c) Deal with all business arising from the day to day activities of the Association
- (d) Deal with any urgent business that may be brought to their attention by any sub committees or paid personnel
- (e) Elect representative team officials
- (f) Appoint selection committee for representative teams
- (g) Appoint sub committees where necessary
- (h) Appoint paid personnel where necessary
- (i) Establish and maintain relationships with Community Partners, Council and Affiliated Clubs
- (j) Attendance at management meetings on a regular basis
- (k) Attendance at other committee functions as required
- (l) If a management role(s) is not filled at the AGM, these roles will be distributed amongst Committee members. The Committee member will then be responsible for managing this area of the Association as if he/she had been elected to that role in the first place. This role would be in addition to the normal duties of the committee member
- (m) Refer to Constitution Section 21

### **2.4.2 Duties of Management Committee**

The President shall:

- (a) Abide by the Constitution, SOPP's and Codes of Behaviour of the Association at all times
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings
- (c) Provide leadership and direction to the committee members in the execution of their duties
- (d) Be an ex-officio member of all sub-committees
- (e) Be responsible for submission for Government subsidies/grants and sponsorship

The Vice President shall:



- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings
- (c) In the absence of the President, preside over the meetings
- (d) Further duties of the Vice President shall be defined by the Management Committee

The Finance Officer Shall:

- (a) Abide by the Constitution, SOPP's and Codes of Behaviour of the Association at all times
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings
- (c) Maintain all books and accounts of the Association and prepare a statement of receipts and expenditure for presentation to Management meetings and general meetings
- (d) Ensure receipts are issued for all monies received. Pay such money into the bank as soon as practical and produce the bank statements and finance report at each Committee meeting and general meetings
- (e) Pay all undisputed debts incurred by the Association
- (f) Prepare the balance sheet for inspection and signature of the Auditor and presenting audit report to the AGM
- (g) Present all books of accounts at any time to the members on fourteen (14) days written notice
- (h) Hold petty cash if required in the amount determined by the Management Committee and maintaining statement of expenditure to be presented to the Management Committee as required
- (i) Prepare a budget for the ensuring year and prior to the AGM for discussion and approval by the Management Committee

The Secretary Shall:

- (a) Abide by the Constitution, SOPP's, and Codes of Behaviour of the Association at all times.
- (b) Attend all meetings of the Association wherever possible and carry out all directions given at such meetings
- (c) Carry out all other duties as may be required under the Constitution.
- (d) Attend to the clerical work of the Association, assisted by such persons as the Management Committee shall appoint.
- (e) Issue all notices of meetings in accordance with the Constitution and SOP's
- (f) Organise the recording and distribution of the Agenda and Minutes of the Association meetings
- (g) Maintain the minutes and records of proceedings of all meetings of the Association including Sub-Committees and produce them as requested
- (h) Maintain a records of all current Life members
- (i) Maintain a record of affiliated clubs of the association

## **SOPP.3 PAID PERSONNEL**

The Committee may appoint paid personnel as required to help manage the affairs of the Association. The amount paid shall be as directed by the Management Committee

### **3.1 Competitions Administrator**

The Competitions Administrator shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Management Committee
- (c) Organise and co-ordinate the fixtures in conjunction with the grading/events committee
- (d) Meet with the management committee at the beginning of each competition in order to discuss the competition and sign-on
- (e) Be responsible for the issuing of all fines and penalties for all competitions
- (f) Be responsible for recording point scores, games played and forfeits
- (g) Be responsible for registering all players and Non Playing Members (NPM) with Netball Queensland
- (h) Maintain current lists of all registrations
- (i) Maintain annual records of all competitions match results

### **3.2 Canteen Convenor**

The Canteen Convenor shall:

- (a) Abide by the Constitution, SOP's, Policies and Codes of Behaviour of the Association at all times.
- (b) Carry out all duties as directed by the Management Committee
- (c) Operate the canteen on all dates as specified at the beginning of each season.
- (d) Stocking, preparing and selling of items from the canteen.
- (e) Maintain the cleanliness of the canteen to approved Health and Safety Standards.
- (f) Notify the Secretary of any health and safety issues or accidents
- (g) Ensure all invoices are presented to the finance officer for payment
- (h) Supervise all canteen staff

### **3.3 Office Administrator**

- (a) Abide by the Constitution, SOPP's, and Codes of Behaviour of the Association at all times
- (b) Carry out all duties as directed by the Management Committee
- (c) Attend meetings of the Association as directed by the Management Committee and action all assigned tasks
- (d) Maintain a written record of all Constitution and SOPP's of the Association and amendments, including the date of such amendments
- (e) Be responsible for court usage/hire outside of designated fixture times
- (f) Liaise with Council on any issues pertaining to the use of the courts and competitions
- (g) Maintaining a database of all accredited coaches and umpires within the Association

- (h) Completing NetSetGo centre accreditation paperwork and submitting to QNA at the beginning of each calendar year
- (i) (Ensure that all NDNA committee members and officials are registered with QNA at the beginning of each calendar year
- (j) Attend to the recording and actioning of all incoming and outgoing correspondence
- (k) (Assist the Secretary in all aspects of the day to day running of the Association



## **SOPP.4 Management Members**

The following positions may be elected by the Management Committee

Umpiring Convenor  
Coaching Convenor  
Representative Convenor  
Fundraising Convenor  
Carnival Convenor  
Publicity Officer  
Netball Queensland Meeting Delegate  
Sports Complex Meeting Delegate  
Junior Registrar  
Senior Registrar

### **4.1 Umpiring Convenor**

The Umpiring Convenor shall:

- (a) Abide by the Constitution, SOPP's of the Association at all times.
- (b) Carry out all duties as directed by the Management Committee
- (c) Be a badged umpire with current accreditation if possible, or competent as deemed by the Management Committee
- (d) Be a member of the Umpires Sub-Committee
- (e) Foster the growth and raise the standard of umpiring in the Association
- (f) Ensure appropriate information is made available to all umpires regarding theory and practical assessments, carnivals, camps, trials and representative dates.
- (g) Arrange for umpires to be available for all carnival and other representative events
- (h) Be available to handle any queries, questions or concerns that may arise during fixtures from any member of the Association
- (i) Attend General Meetings of the Association and present a report as required
- (j) Maintain a database of all umpires within the Association
- (k) In conjunction with the Secretary, ensure appropriate forms/paperwork is completed for umpire's assessments and National Badging.

### **4.2 Coaching Convenor**

The Coaching Convenor shall:

- (a) Abide by the Constitution, SOPP's of the Association at all times.
- (b) Carry out all duties as directed by the Management Committee
- (c) Be an accredited coach with a minimum of a current Intermediate Level Coaching qualification
- (d) Foster the growth and raise the standard of coaching in the Association
- (e) Ensure appropriate information is made available to all coaches regarding upcoming courses, camps and assessments
- (f) Arrange any coaching workshops within the Association
- (g) Be available to handle any queries, questions or concerns that may arise during fixtures from any member of the Association
- (h) Attend General Meetings of the Association and present a report as required

- (i) Maintain a data base of all accredited coaches within the Association

#### **4.3 Representative Convenor**

The Representative Convenor shall:

- (a) Abide by the Constitution, SOPP's of the Association at all times.
- (b) Carry out all duties as directed by the Management Committee
- (c) Ensure all representative players and officials abide by the Constitution, SOPP's of the Association
- (d) Ensure all representative teams and officials are kept up to date with all details regarding representative events
- (e) Ensure that all player agreements and medical forms are distributed and returned fully completed and signed by parent/guardian prior to the player taking part in any representative competition.
- (f) Liaise with all team coaches and managers
- (g) Attend representative team meetings and trainings
- (h) Manage representative petty cash while at representative events and provide receipts to the Finance Officer
- (i) Manage all equipment while travelling to and from Representative Carnivals. Ensure all equipment is returned at the end of the representative season.
- (j) Distribute uniforms at the beginning of each representative season and ensure that uniform identification numbers are recorded.
- (k) Conduct a stocktake at the end of the Representative season of all uniforms and rep equipment.
- (l) Ensure all first aid kits are stocked
- (m) Arrange transport and accommodation for all representative events. All costs must be submitted to Management Committee for ratification prior to final bookings

#### **4.4 Fund Raising Convenor**

The Fundraising Convenor shall:

- (a) Abide by the Constitution, SOPP's of the Association at all times.
- (b) Carry out all duties as directed by the Management Committee
- (c) Chair the fundraising committee
- (d) Ensure all ideas for fundraising are ratified by the Management Committee
- (e) Ensure all funds are receipted and accounted for through the Finance Officer

#### **4.5 Carnival Convenor**

- (a) The Carnival Convenor shall:
- (b) Abide by the Constitution, SOPP's of the Association at all times.
- (c) Carry out all duties as directed by the Management Committee
- (d) Chair the Carnival Sub-Committee
- (e) Co-ordinate all aspects relating to the carnival
- (f) Arrange all volunteer rosters for carnival
- (g) In conjunction with the Secretary, organise and distribute all relevant forms, including nomination forms

- (h) In conjunction with the Secretary, organise and distribute all relevant game day documentation

#### **4.6 Publicity Officer**

The Publicity Officer shall:

- (a) Abide by the Constitution, SOPP's of the Association at all times
- (b) Carry out all duties as directed by the Management Committee
- (c) Promote the Association in and around the region
- (d) Liaise with the Management Committee regarding publishing and promotion of the Association
- (e) Attend any events for publicity purposes
- (f) Establish and maintain relationships with community partners
- (g) Compile and publish the Association newsletter.
- (h) Update and maintain any communication sites eg Facebook, Twitter, Instagram or any other sites that may become available to the Association
- (i) Assist in the organising and advertising of any other Association events or clinics that may arise eg Firebirds clinics, other coaching or umpiring programmes or clinics

#### **4.7 Netball Queensland Meeting Delegate**

- (a) Abide by the Constitution, SOPP's of the Association at all times
- (b) Represent the Association at all Netball Queensland General Meetings
- (c) Present a written report to the Management Committee at the next meeting following attendance at the Netball Queensland meeting.

#### **4.8 Sports Complex Meeting Delegate**

- (a) Abide by the Constitution, SOPP's of the Association at all times
- (b) Represent our Association at all Noosa District Sports Complex Meetings
- (c) Present a written report to the Management Committee at the next meeting following attendance at a Sports Complex Meeting.

#### **4.9 Junior Registrar**

- (a) Abide by the Constitution, SOPP's of the Association at all times
- (b) Ensure the registration details for all members are recorded in MyNetball
- (c) Maintain member records in MyNetball, including games played, accreditation etc
- (d) Ensure records are entered into MyNetball for all junior competition match results at the end of each fixture round
- (e) Assist members with their online registration (if required)
- (f) Ensure that all players are registered members of Netball Queensland.

#### **4.10 Senior Registrar**

- (a) Abide by the Constitution, SOPP's of the Association at all times
- (b) Ensure the registration details for all members are recorded in MyNetball
- (c) Maintain member records in MyNetball, including games played, accreditation etc
- (d) Ensure records are entered into MyNetball for all senior competition match results at the end of each fixture round

- (e) Assist members with their online registration (if required)
- (f) Ensure that all players are registered members of Netball Queensland.

## **SOPP.5 SUB-COMMITTEES**

The following sub-committees may be formed at any time by the Management Committee

Coaching  
Selections  
Umpiring  
Events and Grading  
Carnival  
Fundraising

### **5.1 Selection of Sub-Committees**

All members of the Sub-Committees shall be either:

- (a) Affiliated full members of Clubs/Team or financial associate members of the Association
- (b) Serving Members of the Management Committee
- (c) Others as deemed appropriate by the Management Committee
- (d) Irrespective of a sub-committee already having a member from a Club/Team, if any position is still vacant, other persons from that Club/Team may nominate
- (e) The president shall be an ex-officio member of all sub-committees and shall be entitled to vote

### **5.2 Duties of Sub-Committees**

- (a) Members shall abide by the Constitution, SOP's, Policies of the Association at all times
- (b) Members shall carry out duties as directed by the Management Committee
- (c) Sub-committees shall appoint a chairperson as soon as practicable. The Chairperson shall arrange and preside over meetings of the sub-committee and shall forward copies of minutes, reports, recommendations to the Management Committee within seven (7) days of the meeting.
- (d) At any meeting of a sub-committee a quorum shall comprise of at least two thirds of its members entitled to attend and vote.

### **5.3 Coaching**

The coaching sub-committee shall:

- (a) Consist of no less than three (3) and no more than five (5) members and, if possible, all members shall be accredited Foundation Level coaches within the Association.
- (b) Be responsible to the Coaching Convenor
- (c) Foster the growth and raise the standard of coaching within the Association
- (d) Assist the Coaching Convenor with any planned workshops where required

### **5.4 Selections**

The selections sub-committee shall:

- a Foundation Level Coach, who may be the coach of the team
- two (2) other members who, if possible, shall be suitably qualified coaches
- panel members who have no affiliation, personal relationship or conflict of interest with any player trying out for the team of which they are a panel member
- no more than one (1) representative from the same Noosa District Netball Association club/team on the same panel
- panel members who are to be fair and impartial in the selection process at all times.

### **5.5 Umpiring**

- Shall consist of no less than three (3) and no more than five (5) members and all shall be badged umpires within the Association
- Be responsible to the Umpires Convenor
- Foster the growth and raise the standard of umpiring within the Association
- Assist the Umpires convenor wherever required

### **5.6 Grading**

At the discretion of the Management Committee, separate grading committees may be formed for the purpose of grading the junior and senior competitions.

- A junior and a senior grading committee
- Each committee will consist of not less than five (5) nor more than seven (7) members
- A member may serve on more than one committee
- No more than 2 members from the same club may serve on an individual committee
- If the member is from a team only, no more than 1 member from that team may serve on an individual committee
- Manage the grading and compilation of fixtures for the competition run by the Association relevant to that grading committee.

### **5.7 Carnival**

- Consist of not less than three (3) nor more than (5) members
- Be responsible to the Carnival Convenor
- Assist the Carnival Convenor with all aspects relating to the carnival

### **5.8 Fundraising**

- Consist of not less than three (3) nor more than (5) members
- Be responsible to the fundraising convenor
- Assist the fundraising convenor with all planned fundraising events where required



## **SOPP.6 CLUBS/TEAMS**

### **6.1 Affiliation - Clubs**

Upon affiliation clubs shall

- (a) Abide by the Constitution, SOP's, Policies of the Association at all times
- (b) Consist of a minimum of two (2) teams
- (c) Make written application to the Association each season, prior to Association registration day
- (d) Be accountable to the Association for all membership fees, subscriptions, affiliation fees and all levies as specified by the Management Committee in accordance with the Constitution and SOP's
- (e) Apply to the Association for approval of a new/change of name and or uniform to be ratified by the Management Committee
- (f) Ensure all members of the club are members of the Association as they are required to be in accordance with the Constitution
- (g) Satisfy the Association that they are prepared to field teams on a regular basis.
- (h) Monitor and address club members behaviour as required
- (i) Provide a competent umpire for each club team
- (j) Apply in writing to the Management Committee for use of courts outside of designated fixture times.

### **6.2 Affiliation – Teams**

Independent Teams shall:

- (a) Abide by the Constitution, SOP's, Policies of the Association at all times
- (b) Make written application to the Association each season, prior to Association registration day
- (c) Be accountable to the Association for all membership fees, subscriptions, affiliation fees and all levies as specified by the Management Committee in accordance with the Constitution and SOPP's
- (d) Apply to the Association for approval of a new/change of name and or uniform to be ratified by the Management Committee
- (e) Ensure all members of the team are members of the Association as they are required to be in accordance with the Constitution
- (f) Satisfy the Association that they are prepared to field their team on a regular basis
- (g) Monitor and address club members behaviour as required
- (h) Provide a competent umpire for their team
- (i) Apply in writing to the Management Committee for use of courts outside of designated fixture times.

### **6.3 Club/Team Uniforms**

- (a) No player shall wear the registered uniform of the Association without prior approval from the Management Committee
- (b) Uniform Requirements for all clubs and team are as follows:
  - Shall wear a uniform of the same style and colour.
  - May be a skirt/top, bodysuit/dress, skorts/top or shorts/top.

- Sports Pants worn underneath dresses/skirts, must be full sports brief.
- Shorts may be worn by any player provided they reach the middle of the thigh. (Booty shorts are not permitted). Shorts must be identical in style, colour and pattern.
- Socks of uniform length, style and colour
- Jewellery – none to be worn except wedding ring and/or a medical alert band (both must be properly taped)
- Suitable footwear must be worn.
- All players shall be in their registered uniform by the fourth (4th) fixture game.
- If a new player is registering, that player is permitted a period of no longer than four (4) calendar weeks from date of registration to conform to registered club/team dress code.
- Can be directed by umpires or Management Committee to leave the court if incorrectly dressed. (Unless permission is given by the Management Committee prior to play for extenuating circumstances only)
- Positional patches must be worn by all players

#### **6.4 Representative Uniforms**

The representative uniform of the association is:

- Teal, Magenta and Jade A line dresses
- White socks of uniform length with the NDNA emblem
- Teal and Jade Travel Shirts
- Teal and Jade Jackets



## **SOPP.7 REGISTRATION, AFFILIATION, SUBSCRIPTIONS, LEVIES AND FEES**

Association fees are to be set at the Annual General Meeting, to take effect on the 1<sup>st</sup> January of the following year

The following class of member fees apply each year:

- (a) Membership/Affiliation fee (Refer Constitution Clause 7 (1))
- (b) Registration Fee – for each player registered with any team taking part in fixtures or developmental programmes including Net Set Go
- (c) Non player Member Fees
- (d) Game Fees – for each team taking part in fixtures
- (e) Additional fees or levies that may be set by the Association from time to time. Such fee or levy to be approved by members at a General meeting
- (f) Any special levy required by AANA, QNA or any other body with which the Association is affiliated

Affiliation fees shall be paid prior to the Annual General Meeting. Other fees shall be paid prior to the commencement of each fixture season.



## **SOPP.8 TEAM AND PLAYER REGISTRATIONS**

- (a) Team registration shall close on a date to be fixed by the Management Committee each playing season and shall be on the prescribed form and accompanied by the prescribed fee
- (b) A team may not register if they have less than seven (7) players
- (c) A player may not be affiliated with more than one Club/Team during any one fixture season.
- (d) Players wishing to transfer from one Club/Team to another during the playing season may make application to the NDNA Committee. Transfers will only be allowed where the player has not yet participated in a fixture game for that season and there are no outstanding club/team fees.
- (e) A player cannot compete in competition fixtures until registered and is not accepted as a registered player until all fees have been paid. Penalty for playing an unregistered player is the forfeit of the game and no goals to be recorded for the infringing team. If a team plays an unregistered player on more than one occasion during the playing season, they must show cause as to why they should not be excluded from the remainder of that competition.
- (f) In respect to the NDNA indoor ladies competition, any registered player may play in a higher grade within her own club. Once this player has played three (3) games in a higher team, she automatically becomes a member of that team and must remain within that team and not be allowed to play again in the lower division in that competition.
- (g) In respect to NDNA Junior Competitions, a registered player may play up in a higher division within their own club any number of times without being deemed to be a member of that higher division team
- (h) In respect to NDNA Junior Competitions, a player registered in a non-competitive team may not play up for any competitive team.
- (i) If a player is “playing up”, that player must sign the scoresheet and indicate the team name that she normally plays in.
- (j) Players are not, under any circumstances, permitted to play under an assumed name, or another registered player’s name. Where this occurs, teams will automatically be excluded from the remainder of the competition.
- (k) A team must pay the required game fees in full for each fixture game at the conclusion of the games. Failure to pay fees in full will result in the loss of two competition points and a fine as set down by the Management Committee.
- (l) Players must be registered in that particular competition to be eligible to play in that competition.

## **SOPP.9 AGE GROUPS AND DIVISIONS**

NDNA competitions are conducted during the day and the night:

- (a) The day competition is conducted with the individual players needs in mind and is for players of school age (up to 17 years of age)
- (b) Net Set Go (Ages 5-10 years)
- (c) Junior Mixed Competition (up to 17 years)
- (d) The competitions will be graded into divisions to be determined by the grading/events committee at the conclusion of the grading rounds. In regards to the NDNA junior competitions, these divisions may include players from different age groups but players must not be older than 17 years of age.
- (e) The Monday evening ladies indoor competition is for senior players ie 14 years and over. Players must be turning 14 in that calendar year to be eligible for this competition at the discretion of the grading committee
- (f) The Twilight outdoor outdoor competition is open to junior players only, up to the age of 17
- (g) Players in any competition may be asked to provide proof of age

### **9.1 Male Players in Junior Female Fixtures**

Male players are able to play in the Junior Mixed Competition. Before registering male players, Clubs are to ensure that a maximum of three (3) male players are registered or permitted to play in any single team.

Teams with three male players may play a maximum of one (1) male per third – i.e. one only as either GS or GA (attacking third), one only as either WA, C or WD (centre third), and one only as either GD or GK (defensive third).

### **9.2 Representative Players in Junior Competitions**

Junior representative players are encouraged to play in NDNA junior competitions however, no more than four (4) current year representative players, regardless of the Association the representative player plays for, are allowed to play in any one NDNA junior competition team.

from any Association are allowed to play in any one NDNA junior competition team.

To be clear:

- (a) Development team members are not counted as representative players.
- (b) This clause **does not** relate to NDNA senior competitions.

## **SOPP.10 GRADING**

For more information regarding the conducting of grading and re-grading meetings within the Association, please also refer to the following SOPPs:

- SOPP.5 Sub-committees
  - 5.1 Selection of Sub-committees
  - 5.2 Duties of Sub-committees
  - 5.6 Events and Grading

### **10.1 Grading**

- a) Teams are graded into skill-based divisions (not aged based) except in the case of players 10 years and under who are playing on the net set go modified rules programme
- b) Clubs and independent teams must register on the correct forms by the scheduled calendar date
- c) Clubs should grade their teams and list them in order of abilities
- d) Grading will be conducted over a nominated period for that particular competition
- e) The format for grading will be advised by the grading and events committee
- f) Teams must supply competent umpires for all grading games as required
- g) The Association will publish team divisions as soon as possible after grading is completed
- h) Teams who do not attend grading games must be prepared to play in the division that their team has been placed.
- i) Each competition division shall comprise of any number of teams.
- j) Grading will be at the discretion of the grading committee.

### **10.2 Regrading**

For a team to be considered for regrading during a competition, the following criteria must be followed:

- a) Regrading can only be requested by each team once in a season
- b) A regrading request must be made in writing to NDNA by one club or team official (either club president or club representative if president is not available) but may also occur at the request of the grading committee
- c) Teams may request the regrade prior to the conclusion of one full round of competition.
- d) Teams will only be considered for regrade at the conclusion of one full round of competition.
- e) Regrading can only occur when the division with the maximum number of teams in the competition has completed one full round of competition
- f) At least one week's notice must be given for any regrading request (i.e. must be received at least one week prior to the conclusion of one full round of competition)
- g) A request to regrade will not be accepted after the conclusion of one full round of competition
- h) The team requesting regrading must have won or lost every game played by a considerable margin (considerable being at the discretion of the grading committee). Any team that has been subject to a forfeit during the season can be considered for regrade

- i) The team requesting regrading should have had seven registered players take the court for each game in the competition round, taking into consideration players who may have played up (this will be reviewed at the discretion of the grading committee)
- j) There must be a spot for the regraded team to move into. This can be by:
  - there being a team in the higher/ lower division who has won/lost all of their games by a substantial margin who can move into the higher/lower division (i.e. a straight swap).
  - there is an existing bye in the division where the regraded team will move to.
- k) Grading will be at the discretion of the grading committee.
- l) Regrading decisions will be communicated to the relevant Club contacts as soon as possible at the conclusion of regrading by the Management Committee.



## **SOPP.11     FIXTURES**

### **11.1           Officials of the Game**

- (a) The match officials are umpires, timekeepers and scorers. Each team must provide a scorer who shall act together.
- (b) Scorers and umpires must sign the scoresheet at the conclusion of the game
- (c) Each team must supply one umpire, if required

### **11.2           Teams**

Before the start of play:

- (a) Teams must collect the scoresheet and game payment box from the games controller
- (b) Teams must ensure that all players have signed the score sheet with the same signature which appears on the Team Registration Form
- (c) All teams must be financial
- (d) Captains are responsible for signing the score sheet as correct. Ball point pens should be used at all times.

Conduct of Teams:

- (a) Teams are responsible for their spectators behaviour at all times.
- (b) Teams must show respect to umpires and NDNA officials at all times
- (c) The Management Committee shall give consideration to expulsion of any individual, player or Club/Team as a result of improper behaviour on or off the court, in respect to language, dress and general behaviour.

### **11.3           Rules of Play**

Fixtures are played in accordance with the Official Rules of Netball as authorised by AANA with the following exceptions:

- (a) Time lost for stoppages i.e. injury, illness, blood or emergencies is only played in finals at the end of the last quarter up to a maximum of two (2) minutes.
- (b) Players may tape their nails or wear gloves. Gloves and tape must be inspected by the umpire and deemed safe before the player may take the court
- (c) The duration of the games for the winter and Mid-Week outdoor competitions shall consist of four (4) quarters of twelve (12) minutes with an interval of one (1) minute between first (1<sup>st</sup>) and second (2<sup>nd</sup>) quarter and between the third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) quarter, with two (2) minutes at half time.
- (d) The duration of the games for the Ladies Indoor Competition shall be 2 x 20 minute halves with a two (2) minute break at half time.
- (e) NDNA reserves the right to vary the duration of these game times for any reason whatsoever, provided seven (7) days' notice is provided to the teams concerned
- (f) Teams will have five (5) minutes to appear on the court before they must forfeit the match.
- (g) Two (2) points shall be awarded for a win, one (1) point for a draw. In the event of a bye, no points are awarded.



- (h) When a team is required to supply an umpire, he/she must be capable of umpiring to the standard at which that team is registered in the competition. Failure to umpire will result in a fine as defined in SOPP.12(d), plus a loss of two competition points for the team that failed to supply an umpire.
- (i) Umpires are not permitted to interchange unless in case of injury or illness.
- (j) In regards to the winter competition, games cancelled due to adverse weather conditions will be replayed the following Saturday immediately at the conclusion of that week's fixture games. All games (including regular fixture games set down for that day) will consist of 2 x 12 minutes halves only.
- (k) In regards to the Mid-Week Outdoor competition, games cancelled due to adverse weather conditions will be replayed at a date and in a format to be decided by the grading committee.
- (l) In the event of a game being cancelled due to adverse weather conditions and if the half time period has been reached, the score reached at half time shall be deemed to be the final score for the game.
- (m) Where a club enters two (2) or more teams in anyone (1) competition, no player shall be allowed to play in a lower grade than that for which she was registered to play for that season
- (n) No interchanging of players in teams within clubs is allowed. Where it occurs that a club has two (2) registered teams in the same division, the players cannot be transferred from one team to another without the sanction of the Association.
- (o) A club that has a team in one grade and is short of a player for finals games in a higher division, may bring up a player from their lower division, provided that player has played three (3) fixture games for his/her club within that competition.

#### **11.4 Finals Games**

- (a) At the conclusion of competition fixtures, semi-finals and finals shall be played as follows:

Semi-Finals:

Teams placed 1<sup>st</sup> plays team placed 2<sup>nd</sup>

Teams placed 3<sup>rd</sup> plays team placed 4<sup>th</sup>

Preliminary Finals:

The loser of the game 1<sup>st</sup> v 2<sup>nd</sup>, plays the winner of the game 3<sup>rd</sup> v 4<sup>th</sup>. The winner of the game 1<sup>st</sup> v 2<sup>nd</sup> goes straight to the Grand Final.

Grand Finals:

The winner of Semi-Finals game 1<sup>st</sup> v 2<sup>nd</sup> plays the winner of the Preliminary Final.

- (b) In the event of teams being on the same points at the conclusion of fixture games, when any position has to be decided, the team with the highest goal ratio shall be awarded the higher position. Goal Ratio Formula shall be:  
Goals for divided by Goals Against multiplied by 100 and divided by the number of games played.
- (c) For all finals games, if the score is even at full time, teams must change ends and play an extra five (5) minutes each way. Team changes are allowed at this interval. If the game is still drawn, teams change ends with the Centre Pass taken as due and the game continues until a two (2) goal advantage has been reached. No team changes are allowed at this time. Normal injury or illness procedures shall apply during the entire extra time.

- (d) A badge, trophy or other award as determined by the Management Committee, will be awarded to the winning team and the runners up in each division. A maximum of nine (9) badges or trophies will be awarded, with any extras to be purchased at the team's own expense.
- (e) In respect to both the Ladies Indoor Competitions and junior competitions,
  - i. A player must have played at least three (3) fixture games for their team or club during that season to be eligible to compete in finals
  - ii. Where a club team (2 or more teams) has insufficient players for a finals game, a player from within that club may play "up" into that team provided that they have played three (3) fixture games in a lower division for their club during that season. The team that is "short" must have at least 5 players from their original team to be able to take the court for that game.
- (f) In the event of a team forfeiting a finals match that team is automatically excluded from participating in the rest of the finals series for that competition. If the forfeit occurs on a semi final, all remaining teams move up one position on the ladder with the team that is positioned in 5<sup>th</sup> place in that division (if any) given the opportunity to compete in the semi as if they were placed in 4<sup>th</sup> position.

### **11.5 Protests**

- (a) A team wishing to protest must notify the opposing team captain of their intention to protest at the conclusion of the game
- (b) All protests must be in writing and lodged within forty-eight (48) hours of the completion of the match in question to the Management Committee.

### **11.6 Forfeits**

- (a) A team that forfeits a match will be subject to a forfeit fine as set down by the Management Committee (SOPP.12)
- (b) In the event of a team forfeiting two (2) matches, they must show cause as to why they should be allowed to continue to play in that competition.
- (c) No points will be awarded to the forfeiting team
- (d) Teams receiving a win by forfeit shall complete, sign and return the score sheet to the games controller. If the forfeit is known prior to fixture games, the Games Controller must be notified and the team receiving the forfeit will be advised that attendance at courts to claim the forfeit is not required.
- (e) In the event of a team being late, a five (5) minute waiting period will be allowed. If, after that time, a team is still not able to commence play, the opposing captain and with five (5) team members present may claim a forfeit. Teams may be required to play a "scratch match" game even after a team has claimed a forfeit. The team that has received the forfeit cannot refuse to play a scratch match.
- (f) All players in a scratch match must be registered players of NDNA
- (g) The team that is requesting the scratch match must have at least three registered players in that team available to take the court.

## **SOPP.12 FINES AND PENALTIES**

Fines will be imposed on affiliated clubs, teams or individuals under the following circumstances and such fines shall be set by the Management Committee at their discretion:

- (a) Playing an unregistered player:  
Penalty is - Forfeiting of the game and no goals for that fixture game to be recorded for the infringing team. If a team plays an unregistered player on more than one occasion in a competition, that team must show cause as to why they should be allowed to continue to play in that competition.
- (b) Failure of team to sign score sheet:  
Where less than five (5) players have signed the scoresheet, penalty is forfeit of the game to the opposing team and no points recorded for the offending team.
- (c) Failure of team to comply with rules of play as set down in AANA official rule book and SOPP.11:  
Penalty is - Forfeiting of the game and no goals for that game to be recorded for the infringing team.
- (d) Failure of a team to supply umpires as required:  
\$50 fine if the Association is able to source a replacement umpire or 2 x game fees as applies to that competition if the game has to be abandoned due to the no show of the umpire. Fines must be paid prior to the next competition game.  
  
The NDNA Management committee reserves the right to assess the circumstances surrounding a team failing to supply an umpire and may request that team to show cause as to why they should be allowed to continue to participate in NDNA competitions.
- (e) Failure of a club/team to pay their required fees as set down by the Association:  
Penalty is - Forfeiting of the game and no goals for that fixture game to be recorded for the infringing team and a fine of \$50. Both fine and unpaid fees must be paid prior to the next competition game.
- (f) Teams that forfeit a game will not be awarded any points for that game and will incur a fine which is the equivalent of (two) 2 x game fees for that particular competition. This forfeit fine must be paid prior to the next competition game.
- (g) Any fines and penalties not paid will deem that team/club unfinancial and unable to take part in NDNA competitions until they are once again financial.
- (h) If a team fails to pay a fine and is part of a club, the fine then becomes a club fine
- (i) Disparaging remarks made toward any person at a Noosa Netball sanctioned event may result in the following penalties; loss of competition points and/or a suspension from Noosa Netball competitions. The number of points and the duration of suspension is at the discretion of the Management Committee.

## **SOPP.13 REPRESENTATIVE PLAYER SELECTION**

### **13.1 Purpose and Background**

To provide Noosa District Netball Association teams every opportunity for a successful netball season. Players will be selected individually, depending on their skill level and playing positions.

To provide players exposure to competition at local, regional and national level and to develop team spirit and sportsmanship while instilling a love of the game of netball.

### **13.2 Policy**

Through the selection of representative netball teams, Noosa District Netball Association aims to:

- Ensure all players are given an equal opportunity to be considered for a team
- Provide suitably qualified coaches and professional services for the players
- Develop management strategies to provide a safe environment for players and officials to effectively participate in the Noosa Netball representative teams.

### **13.3 Selection Panel**

Each selection panel shall comprise:

- a Foundation Level Coach, who may be the coach of the team
- two (2) other members who, if possible, shall be suitably qualified coaches
- panel members who have no affiliation, personal relationship or conflict of interest with any player trying out for the team of which they are a panel member
- no more than one (1) representative from the same Noosa District Netball Association club/team on the same panel
- panel members who are to be fair and impartial in the selection process at all times.

### **13.4 Selection Process**

All players wishing to be considered for selection into a Noosa District Netball Association representative team must complete a registration form before the start of selection trials and pay the non-refundable nomination fee.

The selection panel may select ten (10) players for the age group trialling.

If there are sufficient suitably qualified players trialling, shadow players may be chosen at the discretion of the selection panel.

### **13.5 Eligibility**

All selected players must become a financial/registered player of Noosa District Netball Association (NDNA) during the year they are playing representative netball for NDNA.

### **13.6 Criteria for Selection**

The major criteria for selection will be the performance of the player at the selection trials. Past representative players performance may be taken into consideration.

(a) **Areas of performance considered will include:**

- The skill level exhibited by the player
- The fitness level exhibited by the player
- The performance of the player as a member of a team
- The attitude and behaviour of the player on and off the court
- The player displays the potential to learn both technical and tactical skills
- Versatility, consistency and adaptability.

(b) **Personal qualities and attributes**

- Demonstrates a strong work ethic
- Demonstrates a willingness to apply themselves to team objectives, listen-learn-apply.
- Shows self-discipline both on and off the court.
- Dedicated and committed to developing and maintaining the competencies required for competition.
- Ability to serve as a role model to others
- Ability and willingness to integrate within the group.

(c) **Players inability to attend trials**

If a player is unable to attend a trial due to injury or illness:

- Where possible it is recommended the player attend trials and not participate. The player may be invited to attend an alternative selection time.
- If this is not possible the selectors may consider past (only last 12 months) Noosa District Netball Association representative team experience and performance of that player.

If a player is unable to attend a trial due to a work/school camp or other compulsory school event:

- Written evidence of work/camp/event must be supplied to the selectors from the players place of employment or school
- The player may be looked at and considered by selectors in a club game if available.
- If this is not possible the selectors may consider past (only last 12 months) Noosa District Netball Association representative team experience and performance of that player.

If a player is unable to attend a trial due to other reasons:

- The selectors have the discretion to allow the player to be considered for selection into the team in extraordinary circumstances.
- Written proof of the circumstances will be required.

A new player of an appropriate playing standard, who has moved to the area following the conclusion of trials, may be invited to be a shadow player at the discretion of the Noosa District Netball Association.

### **13.7 Player requirements**

Upon announcement of the team and shadow players (squad), all members of the squad must attend all training components and activities set out by the team coach and Noosa District Netball Association.

Should a member of a representative team become injured or withdraws from the team, then a shadow player from that squad, selected by a selection panel convened at the time, may be selected. This selection panel shall consist of the appointed coach for that representative team and 2 other suitably qualified coaches.

### **13.8 Feedback on the Trial Process**

All players may request feedback on their trial whether selected or not.

Requests for feedback will be received either in writing or verbally. After consultation with the selectors, feedback will be given by the relevant selection panel foundation coach within two (2) weeks from the trial date, either in writing or verbally.



## **SOPP.14 UMPIRE TESTING**

This policy governs the general practices to be adhered to in the arranging and undertaking of testing of umpires for Nationally Accredited badges.

### **14.1 Policy**

Noosa Netball is committed to providing pathways for all members – players, umpires, coaches, administrators. This policy provides the framework for the coaching, mentoring and badging of umpires through the NDNA Umpire Mentoring program.

Through the Umpire Mentoring program, Noosa District Netball Association aims to:

- Ensure the safety and well-being of all participants while participating in the program.
- Recognise the value of the commitment and time given by participants of the program
- Provide pathways for umpires to progress their skills.
- Safeguard the reputation of the Noosa District Netball Association, all mentors and participants in the program.
- Develop management strategies to ensure a 'level playing field' is provided to all umpires being tested.

### **14.2 Testing**

Testing will be carried out in accordance with the Netball Australia Umpire Accreditation Framework (NUDF). NDNA personnel, to the best of their ability, will adhere to this framework.

- (a) The testing panel will consist of suitably qualified personnel as outlined in the National Umpire Development Framework.
- (b) All testing of umpires will be conducted at Good Shepherd Lutheran College, the McKinnon Drive courts or a venue deemed suitable on a sufficient standard of game, at the date of writing of this policy this will be Ladies Division 1 or 2 Game for a National C badge. Badges any higher will be tested as per the National Umpire Development Framework.
- (c) Candidates to be tested will have been screened by mentors on a minimum of one game in a Ladies Indoor Division 1 or 2 game, prior to testing on a game of that standard.
- (d) Scratch matches are not considered a sufficient standard of game and therefore no testing will be undertaken on scratch matches.

### **14.4 NDNA Administrative Procedures**

- (a) When a testing date has been determined, the Games Controller will be advised of the date, division and time of the game.
- (b) The Umpire Convenor, or substitute, will contact both teams in the selected game prior to the testing date, to advise of the test.

## **SOPP.15 VENUE HIRE**

This policy sets out the framework for considering applications for venue/facility hire of the NDNA Venue located at McKinnon Drive, Tewantin (the Venue).

- (a) Consideration will be given to Not for Profit organisations in the Noosa region to hire the Venue at minimal or no charge, at the discretion of the Management Committee.
- (b) Commercial operations, that is organisations who are charging a fee for the event, may be charged a fee and/or bond for the Venue hire to:
  - Protect the Association from financial loss as a result of damage to any assets during the term of the hire;
  - Provide an additional income stream for the Association;
  - Recoup administration costs for the hire of the Venue;
  - Safeguard the reputation of the Association by ensuring all relevant approvals/licences are in place by the Hirer.
- (c) Application for hire of the Venue and equipment shall be on the prescribed form and accompanied by the prescribed fee.





## **SOPP.16 NETBALL AUSTRALIA AND NETBALL QUEENSLAND POLICIES AND PROCEDURES**

Noosa Netball adopts Netball Australia and Netball Queensland Policies and Procedures as listed on this page below:

- [Netball Australia's Collection Statement](#)
- [Netball Australia Concussion Policy](#)
- [Netball Australia Junior Member Policy](#)
- [Netball Australia Member Protection Policy](#)
- [Netball Australia National Codes of Behaviour](#)
- [Netball Australia NetSetGo Terms & Conditions](#)
- [Netball Queensland Adverse Weather Condition Policy](#)
- [Netball Queensland Disciplinary Procedures & Regulations](#)
- [Netball Queensland First Aid Policy](#)
- [Netball Queensland Inclusion Policy](#) – coming soon
- [Netball Queensland Participant Terms & Conditions](#)
- [Netball Queensland Volunteer Management Policy](#)

