



**Port Stephens Netball Association
Policy Document**

Port Stephens Netball Associations Policy Document – 09 March 2022

This document will be reviewed on an annual basis by the Port Stephens Netball Association Executive Committee in collaboration with its Member Clubs.

Any changes to the Policy document of Port Stephens Netball Association will be made at the final council meeting of each calendar year or at the Annual General Meeting (in accordance with the Constitution).

All changes accepted by the Council will be applied immediately and in place for the following years administration of Port Stephens Netball Association.

In addition to this policy document, Port Stephens Netball Association and its Member Clubs are required to comply with the [Member Protection and General Policies of Netball NSW](#) May include but is not limited to:

- [Netball NSW Adverse Weather Conditions Policy](#)
- [Netball NSW Code of Behaviour Policy](#)
- [Netball NSW Infectious Diseases Policy](#)
- [Netball NSW Photography Policy](#)
- [Netball NSW Pregnancy Policy](#)
- [Netball NSW Social Media and Cyber Safety Policy](#)
- [Netball NSW Roles and Responsibilities of Appointed Panels and Tribunals Policy](#)
- [Netball NSW WHS Policy](#)
- [Finish with the right Stuff Healthy Food and Drink Policy](#)
- [Netball Australia Privacy Policy](#)

Note: Procedural documents shall be issued where appropriate relating to implementation of the above policies. These are subject to change in line with any changes to the Netball NSW Policy (www.netballnsw.com).

Policies included in this document include:

- Policy One – Meeting Procedures
- Policy Two – Sub-Committees and Duties
- Policy Three – Netball Competitions
- Policy Four – Grading of Netball Competitions
- Policy Five – Representative Selections
- Policy Six – Representative Teams
- Policy Seven – Critical Incidents
- Policy Eight - Miscellaneous

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

Policy One – Meeting Procedures

1. The Chairperson shall:
 - 1.1. Make sure that a quorum is always present throughout the meeting.
 - 1.2. Conduct the meeting in accordance with the rules.
 - 1.3. Ensure that no member speaks for an undue length of time or unnecessarily repeats points that have been put before the meeting.
 - 1.4. Terminate any discussions which are not, at that time relevant to the business before the meeting.
2. The Chairpersons ruling on all points of order and procedure shall be final, unless a motion is moved, seconded, and carried by the council where the Chairperson disagreed with.
 - 2.1. The mover may speak briefly in support of the motion, and the Chairperson may ask why the ruling was given. The Chairperson shall take the vote.
3. The number of Council meetings per year will be determined by the Council at the Annual General Meeting each year, keeping within the following guidelines:
 - 3.1. Council meetings will be held on the Second Wednesday of at least three nominated months of the playing season, with the first meeting directly following the Annual General Meeting
 - 3.2. The final council meeting must be held before the final series commences; and
 - 3.3. There will be a minimum of three (3) council meetings in the playing season.
4. There will be no limit to the number of speakers for or against a motion, provided the debate is still active.
 - 4.1. Where there is no speaker in opposition to the previous two speakers, the debate shall be closed.
 - 4.2. The mover of the motion shall have the right of reply before the vote is taken.
5. Any member may move without debate that a question 'now be put' and if the motion is seconded and carried by a majority vote the motion or amendment before the meeting shall be put at once.
6. Any member may move the meeting 'now proceed to the next business' this requires a seconder and shall be voted upon without discussion.
 - 6.1. If carried the original motion shall not be revived at the same meeting
 - 6.2. If lost, the original motion shall be put without further discussion, noting the mover shall have the right of reply.
7. Any member may move that the motion before the Chair be deferred.
8. A motion or amendment which is not passed at the meeting may not be brought forward at the same meeting. It may be brought forward at a subsequent meeting.
9. Upon evidence of a mistake of facts that been present to the meeting, or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescindment.
 - 9.1. A resolution may be rescinded on notice of motion at a subsequent meeting.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

10. An amendment which is a direct negative of the motion is not allowed.
11. An amendment moved and seconded is voted upon before the motion.
 - 11.1. The mover of the original motion may exercise their right of reply before the amendment is voted upon.
 - 11.2. No second or subsequent amendment shall be made until the first amendment has been voted on.
 - 11.3. An amendment which is carried becomes the motion and is open for further amendment.
 - 11.4. The mover and seconder of the motion under discussion are not entitled to move or second amendment to it.
 - 11.5. If the mover agrees with any proposed amendment can accept it and may seek leave to alter the motion accordingly.
12. No motion or the amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting.
13. Voting on motions before the Chair is by the show of hands, except where a secret vote is requested by a member.
14. The voting of any motion will be recorded at the request of any member.
15. Voting for all positions of the committee will be by show of hands, unless a member requests a secret vote in this instance the following applies:
 - 15.1. Where only one person is to be elected, members will vote for one candidate only. The candidate with the greatest number of votes will be declared elected.
 - 15.2. For sub-committees, or for positions where more than one person can be elected, members will vote for their preferred candidate. The candidates with the greatest number of votes will be declared elected.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

Policy Two – Sub-Committees and Duties

1. The following Sub-Committees will be elected at the first Council Meeting after the Annual General Meeting each year.
Note: *Convenors are elected at the Annual General Meeting and Duties of Convenors can be found in Division V Organisational Structure of the Constitution.*
 - 1.1. Fixtures (one member from each Member Club including the Convenor)
 - 1.2. Grading (one member from each Member Club including the Convenor)
 - 1.3. Umpire (two appointed National Badged Umpires plus the Convenor, all who will hold appropriate Netball Australia qualification)
 - 1.4. Appeals (three elected members, plus two elected reserves members, plus two executive members nominated at by the Executive Committee at time of appeal)
2. The following positions are not elected positions:
 - 2.1. Coaching and Selections (all appointed representative team coaches as ratified by the Executive Committee plus the Coaching and Selections Convenor). All who will hold appropriate Netball Australia qualification.
 - 2.2. Appointments Panel (comprising of the President as the Convenor and a minimum of two other independent persons with appropriate experience).
3. Where a conflict of interest occurs with the nominated Convenor of any committee, or where no Convenor is elected the President may appoint an Executive Member be responsible for that committee. This nominated Executive Member will have a casting vote, where required on the committee.
4. All members of Sub-Committee must be registered members of the Association.
5. Members of the Executive Committee are eligible to stand for election to Sub-Committees but may not be elected by the council as Convenor (note item 3 above may be evoked by the President).
6. No registered member may be a member (other than ex officio) of more than two (2) standing sub-committees.
7. The President, Secretary and Treasurer may be ex-officio members to all Sub-Committees.
8. Persons other than the elected member may be a proxy to assist with the business of a particular Sub-Committee where they are a member of the same Member Club.
9. Casual Sub-Committees may be appointed by the Council from time to time to for fill a particular need.
10. A Sub-Committee Convenor will:
 - 10.1. Advise all members of the confidentiality of meetings and collect signed Confidentially Forms (to be attached to the minutes of said committee meeting)

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

- 10.2. Be responsible for setting meetings as instructed by the Executive Committee and advising Sub-Committee members (or their proxy) including ex-officio members and the Association Secretary of all meetings within a minimum of three days' notice.
- 10.3. Be responsible for inviting the Administrative Secretary to attend all meetings to keep meeting minutes as an accurate record of the meeting.
- 10.4. Ensure copies of the meeting minutes are provided to the Secretary of the Association, and all sub-committee members as soon as practical.
- 10.5. Submit reports to the supervising Executive for consideration by the Executive Committee and/or Council as required.
- 10.6. Follow general meeting procedures and behaviours required of Administrators.

Duties of Sub-Committees (refer to Constitution for Duties of Convenors – Division V Clause 25)

11. The Fixtures Committee will:

- 11.1. Be responsible for meeting post the grading is finalised to organise the canteen roster on an equitable basis by Member Clubs
- 11.2. Assist the Fixtures and / or Games Services Convenor with the creation of fixtures for all Port Stephens Netball Association competitions using the Netball NSW endorsed platform
- 11.3. Provide the Umpires Convenor with the expected fixtures so that the allocation of umpires to all games throughout the competition can occur and assist the Fixtures and / or Games Services Convenor to ensure the Fixtures reflect the allocation of umpires.

12. The Grading Committee will:

- 12.1. Be responsible for the grading of teams at the commencement of each season which may include participation in a grading day where required
- 12.2. Be available to observe rounds one to three of each competition if re-grading is called for
- 12.3. Be responsible for the re-grading of teams, after round three of the playing seasons, where requested

13. The Umpires Committee will:

- 13.1. Assist the Umpires Convenor and/or Technical Services Convenor carry out their duties

14. The Appeals Committee will:

- 14.1. Elect a Convenor when required to convene to a specific matter. That person will be the Convenor for the purpose of that matter only
- 14.2. Be empowered to hear and decide on any appeal arising from the decision of the Association. Such appeals may be lodged by any registered member of the Association through the appropriate Netball NSW Appeal Form

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

15. The **Coaching Committee** will:

- 15.1. Assist the Coaching Convenor and/or Technical Services Convenor carry out their duties

16. The **Selections Committee** will:

- 16.1. Hold the minimum Netball Australia Accreditation for the position
- 16.2. Select Representative Association Teams as decided by the Executive
- 16.3. All selections made by the selection committee will be final, an no appeal will be entered into
- 16.4. Consider any reports provided by Representative Coaches and/or Managers from the previous year
- 16.5. Advise the Representative Convenor of the final selection prior to its announcement
- 16.6. Be available to be reconvened from time to time should vacancies arise in any representative teams
- 16.7. Apply the Selection Policy as outlined in this document.

17. The **Appointments Panel** will:

- 17.1. Consist of the President as the Convenor and a minimum of two independent persons with the appropriate experience
- 17.2. Will consider applications for Representative Coaches (assistant where appropriate) and Managers received on the Association Nomination Form.
- 17.3. Where appropriate the panel may choose to interview nominees for said positions
- 17.4. Where possible no person will be nominated for more than one role in any one year, except in extenuating circumstances
- 17.5. Advise the Executive Committee outcome of appointments to be ratified
- 17.6. The Panel Chair will then advise the nominees of the outcome and provide feedback where requested.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

Policy Three – Netball Competitions

The Competition

1. The main competition of the Association will be the winter competition and will be inclusive of a female, mixed and or male separate competition.
2. A twilight competition run either as pre or post competition to the main competition and will be inclusive of a female, mixed and or male separate competition.
3. The Association may conduct modified version of the game for players up to and including 10 years of age.
4. The rules shall be those of the International Federation of Netball a modified version of these rules may be played by players up to 10 years of age.

Registrations

1. Registrations fees are payable per player per competition and will be confirmed by the Council as put by the Treasurer at the last Council meeting of that calendar year for the following season.
2. No registration fee will be accepted from an individual player until that player is placed into a team of a Member Club.
3. Any player may request a refund in writing on registration fee noting:
 - 3.1. After the official Netball NSW registration is lodged, and having not taken the court may receive a partial refund may apply less administration fee
 - 3.2. After the official Netball NSW registration is lodged, and having taken the court will need to apply for de-registration directly to Netball NSW who may under exceptional circumstances consider if a partial refund may apply less administration fee
 - 3.3. Players will receive a refund from the Association less administration fee and in line with Netball NSW policies.

Team registrations

1. Team registrations will close on a date fixed by Council each year.
2. Registrations will be made as directed by the Association and will be accompanied with the required registration fees.
3. Failure to comply with this requirement will deem the registration invalid unless an agreed arrangement has been made with the Treasurer.

Late Registrations

1. Late registrations will not be accepted after the closing date without the approval of the Executive Committee (granted in limited cases).
2. Individual player registrations will be accepted after the closing date at any time during the competition, provided the appropriate registration process and fees have been made and the player has been assigned to a registered team.

Port Stephens Netball Associations Policy Document – 09 March 2022

Players per Team

1. The maximum number of registered players per junior team is ten.
2. The maximum number of registered players per senior team is twelve.
3. The minimum number of registered players per team seven.
4. Up to four male registered players can be registered in a junior (up to 12 years) and or mixed team, with a maximum of 3 on the playing court at any given time.

De-registration of Players

1. Players may de-register by written notice to the Association, refunds will apply as outlined under registrations in this document.

Players

1. All registered players in the final series must have played in at least three games with one team prior to the final series.
2. A registered player requests a transfer from one team to another in writing for consideration of the Games Services Convenor, where this request may impact the grading of the team the grading committee and its Convenor will be consulted for a decision regarding the grading of the team.
3. Both Member Clubs of the teams must confirm the request they support the request for transfer.
4. In the event of a team disbanding and advising by writing to the Executive Committee during the playing competition, the remaining team members may be assigned to other teams (within the maximum team numbers) of their choice. They will considered to have played their three games to qualify of finals if they have taken the court three times with either team during the season.

Borrowed Players

1. A player may play more than one game in each competition round on any day provided that:
 - 1.1. They play in an equal or higher division than the one they are registered in for example:
 - 1.1.1. A player registered in NetSetGo may play in a Junior Division (up to 12 years)
 - 1.1.2. A player registered in a Junior Division may play in the age group above them (up to 12 years) or in an Intermediate Division
 - 1.1.3. A player registered as a Junior player may play in a Senior Division appropriate to their playing ability
 - 1.1.4. A player registered in a Senior Division may play in Senior Division higher than their playing division
 - 1.1.5. The player must be listed as a borrowed player on the scoresheet under 'borrowed player section'
 - 1.1.6. A team can only borrow players to enable them to have seven players on the court, they cannot borrow reserves
 - 1.1.7. Having played three games with another team that player will be deemed a registered member of that team.

Port Stephens Netball Associations Policy Document – 09 March 2022

Timing of Games

1. All games will be played at any times allocated by the Association
2. All games will be played as 4 x 15-minute quarters, with 3 minutes between quarters and 5-minute break at half time. There will be a minimum of 9 minutes between timeslots allocated.
3. All games will be timed by a regulated central control system, except for the final series. Injury time will not be played during the regular competition.
4. The final series will commence on the central control system at the allocated time, and then be individually timed for the remainder of the game to allow for the use of injury time and other time outs as allowed by the International Rules of Netball.

Umpiring

1. All games will be double umpired and allocated as per the Fixtures except for NetSetGo which will be umpired by a single umpire in a supportive manner to allow the players development during the competition.
2. All umpires will be required to check into the office at least five minutes prior to their game.
3. Failure to check in may deem the umpire not completing their duty and a fine may be issued to that team.
4. Any team who does not complete their umpire duty will be subject to a fine (as determined by Council under fees) and a loss of two competition points.
 - 4.1. The fine must be paid prior to the team taking the court on the following occasion the team is required to play (i.e., not the same day).
 - 4.2. Failure to pay the fine will require the team to forfeit their next playing game (and a subsequent forfeit fine will be issued).
 - 4.3. The umpires must wear clothing that is distinct from the teams playing uniforms and suitable footwear as outlined in the [International Rules of Netball](#)

Scoresheets

1. Teams are responsible for signing their name, to record their attendance next to the player list on the score sheet.
2. Borrowed players must be listed in the borrowed player section (refer to borrowed player policy in this document for more information).
3. All scoresheets must be completed and scored in accordance with the [International Rules of Netball](#). Team Captains, Team Scorers and Umpires must all clearly print their names on the scoresheet.
4. If a scoresheet is returned that does not comply with the above, no points shall be awarded until both teams clarify the result and sign as required.
5. If a game is not scored, no competition points will be awarded to either team.

Port Stephens Netball Associations Policy Document – 09 March 2022

Forfeits

1. A team will be deemed to have forfeited when:
 - 1.1. That team fails to field at least five players
 - 1.2. The team fails to complete the match commenced
 - 1.3. In the event of an injury/illness resulting in less than five players being able to take the court, the score at the time the game stopped will stand, where half time has been reached this will be considered a game (not a forfeit).
 - 1.4. Where the above applies because of injury/illness before half time is reached this will be considered a forfeit noting that a forfeit fine will not be applied in this instance.
 - 1.5. Where a team notifies of the forfeit by the Monday prior to the game being played, the opposing team will be notified, and the forfeit fine will not be applied in this instance.
2. If a team is late and not able to take the court, one minute shall be allowed for the team to be ready for play. Should the team not arrive within this time and the opposing team has at least five players ready to take the court this team will be considered to have won by forfeit.
3. Should a team win a game with an unregistered player / or incorrect application of the borrowed player rule as outlined in this document, the game will be considered as forfeited by the other team. In this instance a fine may not be applied.
4. A team forfeiting a game may be liable to pay the assigned fine as determined by Council. This fine must be paid prior to the team taking the court for their next playing game.
5. There are no refunds of forfeit fines (unless one of the above points apply)
6. In the event of a team forfeiting two games, the team shall be requested to show cause to the Association as to why they should not be disbanded. This request will be in writing from the Association Secretary and will require a response within the advised timeframe.
7. In the event of a team forfeiting three games in any one competition of the season without compelling cause as approved by the Executive, the team will be considered as being disbanded. The team will be advised of this in writing by the Games Services Convenor.
 - 7.1. Transfer of players from a disbanded team will be permitted after a request in writing is received from the transferring players.

Deferred Games

1. A game may be deferred because of the application of the [Netball NSW Adverse Weather Conditions Policy](#). These games will be deferred to the Sunday following round 12 and round 14, where they impact on the results of the competition.
2. There will be no other deferred games, except for a direct conflict with a registered Netball NSW playing event. In this case the Fixtures Committee will be directed to set an alternate playing day and time.
3. In the event of extenuating circumstances during the playing season, the Executive Committee may direct the Fixtures Committee to reschedule a game / playing round at an alternate time and date.
 - 3.1. Extenuating circumstances only relate to unplanned, extreme emergencies that will impact most of a team or Member Club.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

Competition Points

1. Competition points will be allocated as follows:
 - 1.1. Two points for a win
 - 1.2. Two points for a forfeit
 - 1.3. Two points for a bye, unless fixture is deferred as outlined above
 - 1.4. One point for a draw

2. In the event of teams being level on competition points at the conclusion of all rounds in any one competition, their position on the table will be determined by the percentage of goals scored for and against.
 - 2.1. **Calculation:** Total goals scored divided by total goals against times actual games played (note a forfeit does not count as a game played).

3. Schedule of Points and Fines as tabled below:

Points awarded / lost	Fine Imposed	Reason
+ 2	Nil	Two points awarded for a win
+ 1	Nil	One point awarded for a draw
+ 2B	Nil	Two points awarded for a bye, unless fixture deferred
+ 2F	Nil	Two points awarded to the team forfeited against
-2M	Nil	Two points per team in a Member Club deducted for not attendance at a PSNA Council Meeting, prior to the final series
-2S	Nil	Loss of two points where scoresheet incorrectly completed
-2UN	As set by Council	Loss of two points for playing an unregistered player game may then be considered a forfeit
-2U	As set by Council	Loss of two points for failing to supply umpire allocated
F	As set by Council	Forfeit fine for teams who forfeit must be paid prior to the team taking the court for their next playing game
C	As set by Council	Fine for Member Club who has failed to attend their allocated Canteen duty

Final Series

1. Semi-finals shall be as follows:
 - 1.1. First plays Second
 - 1.2. Third plays Fourth
2. In the event the score is tied at fulltime in a semi-final, there shall be:
 - 2.1. A toss of goal end or centre pass will occur during a two-minute interval.
 - 2.2. An additional five minutes each way will be played (total of 10 minutes) separated by a two-minute interval.
 - 2.3. If the score remains tied at the conclusion of this additional time, the game will continue until one team is ahead by two goals, at this point the game will cease and this team will be considered the winner.
3. The winner of the major semi-final will progress directly to the Grand Final
4. The loser of the major semi-final will play the winner of the minor semi-final in the Final
5. In the event the score is tied at fulltime in the final, there shall be:
 - 5.1. A toss of goal end or centre pass will occur during a two-minute interval.
 - 5.2. An additional five minutes each way will be played (total of 10 minutes) separated by a two-minute interval.
 - 5.3. If the score remains tied at the conclusion of this additional time, the game will continue until one team is ahead by two goals, at this point the game will cease and this team will be considered the winner.
6. The Grand Finalist shall be the winner of the major semi-final and the winner of the final.
7. In the event the score is tied at full time in the Grand Final the following will apply:
 - 7.1. **Junior / Intermediate Teams**
 - 7.1.1. A toss for goal end or centre pass will occur during a two-minute interval
 - 7.1.2. An additional five minutes each way will be played (total of 10 minutes) separated by a two-minute interval.
 - 7.1.3. If the scores are even at the conclusion of the extra time both teams will be considered joint winners
 - 7.2. **Senior Teams**
 - 7.2.1. A toss for goal end or centre pass will occur during a two-minute interval
 - 7.2.2. An additional five minutes each way will be played (total of 10 minutes) separated by a two-minute interval.
 - 7.2.3. If the scores are even at the conclusion of the extra time, the game will continue until one team is ahead by two goals, at which point the game will cease and that team declared the winner of the Grand Final.

Presentation of Trophies and Honour Boards

1. Presentation of Trophies to the Winners and Runner Ups will be organised by the Executive Committee each year.
 - 1.1. Ten trophies will be allocated to each Junior / Intermediate team winner and runner up
 - 1.2. Twelve trophies will be allocated to each Senior team winner and runner up
2. Honour Boards in the Clubhouse will be updated biannually with the details of Winners of each division, and other honour boards updated as applicable at the same cycle.

Carnivals

1. Port Stephens Netball Association will aim to host one junior carnival each calendar year, this will be held on the last Sunday of the June/July school holidays.
2. The Association may choose to host other events from time to time for the betterment of netball in Port Stephens.
3. Registration fees for carnivals must accompany the entry form, or entry will not be accepted.
4. Entries will not be accepted after the closing date or before where a maximum of 40 team entries has been received. (Maximum number is based on 10 courts).
5. Any conditions of the carnival must be listed on the entry form.
6. Trophies / Medals will be decided by the Executive Committee.

Twilight Competition

1. A twilight competition run either as pre or post competition to the main competition and will be inclusive of female, mixed and or male separate competition.
2. A twilight competition will run over minimum of 8 weeks and maximum of 10 weeks.
3. Grading will be considered as outlined under the Grading Policy.
4. Umpiring for all twilight competitions will be umpire your own.
5. Timing of games may be reduced from the usual timings (for example 2 x 20 min halves or 4 x 10 min quarters).
6. No trophies will be awarded during the twilight competition as it is deemed a social competition.

Policy Four – Grading of Netball Competitions

The Grading Sub Committee is responsible for grading in accordance with this policy through the adoption of a flexible grading process that allows grading to meet the evolving needs of the Association. The below information should be used to guide the decision-making process for grading and at times the grading committee will need to adjust their thinking based on circumstances faced by the Association in that playing year under the guidance of the Executive Committee.

1. Teams to be divided according to the standard of play based on age and/or grade combinations comprising of a minimum of five teams and a maximum of nine teams.
2. Grading of all teams in the competition will be determined on the following:
 - 2.1. Previous years playing data available through Netball NSW systems and/or relevant Association data such as but not limited to past score sheets should be consulted prior to the grading of any team.
 - 2.2. If a team has five or more registered players from the previous year, they will be considered the same team.
 - 2.3. Where possible the winner and runner up from each division from the previous year's competition should be moved to a higher division.
 - 2.4. Where possible the two bottom teams from each division from the previous year's competition should be moved to a lower division.
3. The Grading Committee may conduct a grading day if deemed necessary on an advertised date ahead of the competition grading being finalised.
4. Grading for other competitions outside of the main winter competition will be graded by the grading committee as requested by the Executive this may include twilight and/or carnivals.
5. Team grading will be published on the Associations website within 48 hours of grading being finalised.
6. If an individual player registers after the completion of grading and in the opinion of the grading committee this may alter the grading of the team, then the grading committee may consider regrading.
7. If a team wishes to appeal against their own grading, they must provide a written submission to the Association Secretary within two working days of publication of grading.
8. Re-grading of any team may occur up to and including the completion of the first three playing rounds of the competition at the direction of the grading committee may occur from time to time.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

9. Re-grading will be considered by the Grading Committee based on a recommendation in writing provided by:
 - 9.1. The relevant recorder or Games Services Convenor
 - 9.2. A Member Club Secretary
 - 9.3. A Team Captain
 - 9.4. No additional requests for grading will be accepted once a grading meeting has been called.
 - 9.5. The Grading Committee members may be required to view teams in the first three playing rounds and /or grading day at the request of the Grading Convenor and/or the Games Services Convenor.
 - 9.6. Re-grading will not be considered where an appeal has previously been dismissed.
 - 9.7. The Executive Committee may in the health and wellbeing of its playing members, overrule a decision by the Grading Committee with the best interest of the players in mind.

Policy Five – Representative Selections

The aim of this policy is to develop a successful, impartial, and straightforward process for selecting the most appropriate and balance team of players to represent Port Stephens Netball Association for each identified team.

Each member of the Selection Panel will behave in accordance with the General Code of Behaviour whilst maintaining the integrity of the process.

Selection Panel

1. The Selection Panel will consist of appointed representative coaches, and where possible an independent member all who will hold the appropriate coaching qualification.
2. Selection Panel will be convened each year for the following teams:
 - 2.1. Development Panel – 11 years development squads
 - 2.2. Junior State Panel – for the selection of Junior State squads / final teams for 12 years, 13 years and 14 years
 - 2.3. Senior State Panel – for the selection of Senior State squads / final teams for 15 years, 17 years, Opens and Masters
3. The Selection Panel will be appointed to all operational selections for the entire calendar year. This will enable a balanced and consistent approach to selections.
4. Where possible the independent member appointed will have the relevant experience and / or understanding of representative netball.

Selection Dates

1. Selection dates will be advised by the Representative Convenor in consultation with the Selections Convenor.

Selection Process

2. The Selections Convenor will be available at the times of all selections. If there is no elected Selections Convenor the Representative Convenor will conduct selections.
3. All players that are selected in a Port Stephens Netball Association Representative team, must be a registered member with:
 - 3.1. Junior players must be a registered within a team in our winter competition
 - 3.2. Senior players must be a registered member of the Association
4. Selection of each age group should be conducted separately where possible and adequate court time should be allocated for each nominated player.
 - 4.1. If time becomes a critical factor subsequent selections may be scheduled or postponed

5. The number of players selected for all squads / teams will apply:
 - 5.1. At the time of training squad selections, the number of players selected may be at the discretion of selectors but no more than fourteen.
 - 5.2. A final team for Junior State Titles of up to ten players
 - 5.3. A final team for Senior State Titles of up to twelve players
 - 5.4. Three cover players may be selected, one attack, one defence and one mid court and provided the opportunity to train with selected teams
 - 5.5. Cover players will be given the opportunity to fill a vacancy within the team during the tea season if they meet the requirements for that position.
 - 5.6. Should the cover player not meet the requirements of that position the Coach may seek after consultation with the Selections Convenor (or in their absence the Representative Convenor) another player with the required skill set.

Selection Day Process

1. All players wishing to stand for selections must register their interest via the nomination application form.
2. All players must check in at the advertised time, 15 minutes prior to selection time.
3. At player check-in the player will confirm their two nominated playing positions from which they will be selected for.
4. All players standing for selections will be allocated a number that the selection panel will use to address the player for the purpose of selections.
5. The Selection Convenor (or in their absence the Representative Convenor) will allocate players into teams for selections, ensuring that all players play their nominated two positions.
6. Players standing for selections will be played in equal time intervals for their two nominated playing positions.
7. In addition, players may be requested to play a position outside of their nominated two position as part of this process.
8. Prior to the completion of selections, players will have the opportunity to confirm verbally that they have played in their two nominated positions. Where this has not occurred, additional games will be created to enable this to occur.
9. Players who are injured or unable to attend selections due to agreed circumstance will be required to provide suitable evidence of the absence. These players may be considered at a final selection or training session.
10. The Selections Convenor will notify players selected (including cover players) as soon as possible after the completion of the selection process.
11. An advice will be made on the Associations webpage and social media page prior to final selections to enable any new players (not previously registered with Port Stephens Netball Association) to be viewed at final selections.
12. The decision of the Selection Committee is final and cannot be appealed.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

Policy Six – Representative Teams

All personnel will be registered members of the Associations.

1. The Manager will:
 - 1.1. Where possible not be appointed to a team in which they have a relative
 - 1.2. Take up their duties on announcement of the team
 - 1.3. Attend all training session as require and at any scheduled event the team is participating in
 - 1.4. Purchase an Association uniform and any other items as required
 - 1.5. Be responsible for the general conduct, wellbeing, and appearance of the team at any activities that are arranged for the team
 - 1.6. Coordinate treatment in the event of injury or illness in consultation with the Coach and/or Association representative and ensure that the Coach receives any reports from the medical personnel
 - 1.7. Oversee the wellbeing of the players training and all game events in respect to player health and welfare
 - 1.8. Be responsible for returning to the Representative Convenor, in good order and condition all Association property in the possession of members of the team at the end of the Representative season
 - 1.9. Report to the Coach, Representative Convenor and Selection Convenor (prior to any game events) immediately if they are informed of any condition that will impact a player's performance
 - 1.10. When at a playing event engage the Representative Convenor or President on any matters that require guidance regarding the playing group
 - 1.11. After consultation with the Coach, provide in writing to the Representative Convenor and Secretary a forward plan of any proposed events applicable to training for approval.
 - 1.12. Record the attendance of and report to the Representative Convenor, details of any player who does not attend training for any reason, or who does not put in maximum effort into training (after consultation with the Coach)
 - 1.13. Carry out other duties as may be requested by Council.

2. The Coach will:
 - 2.1. Take up the duties on announcement of the team
 - 2.2. Advise the Representative Convenor of availabilities to support training sessions for the team
 - 2.3. Purchase an Association uniform and any other items as required
 - 2.4. Select a team of players for each game and be responsible for the placement of players on the court
 - 2.5. Report to the Representative Convenor immediately if they are informed of any condition that will impact on players performance
 - 2.6. Provide at the request of the Selections Convenor information that can be used by the selection panel on players coached in the previous year.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

3. The Umpire will:
 - 3.1. Express their interest to be part of the representative umpire pool on the required nomination form
 - 3.2. Be a National Badged Umpire to participate in Junior/Senior State Titles
 - 3.3. May be working towards their National Badge and hold a current accreditation and theory exam to participate in carnivals outside of Junior/Senior State Titles
 - 3.4. Purchase an Association uniform and other items as required
 - 3.5. Be available to attend training and fitness sessions
 - 3.6. Be available to attend carnivals as an umpire as advised by the Umpires Convenor, Technical Services Officer, or Representative Convenor

4. A Representative Player will:
 - 4.1. Always behave in a manner consistent with the Player Code of Behaviour
 - 4.2. Be a registered member of the Association as outlined in the Selections Policy
 - 4.3. Participate in all activities as requested as a Representative of the Association
 - 4.4. Read and understand the conditions of their selection to the team, consent from a parent / guardian required for players under 18 years of age
 - 4.5. Attend all training, fitness and organised events as set by the coach and approved by the Association
 - 4.6. Complete the Section One Rules of Netball Theory exam, except where they have a current theory pass. Failure to do so may impact on the players position in the team.
 - 4.7. Attend a compulsory rules night to be held during the season
 - 4.8. Actively participate in fundraising events for the Representative bank account
 - 4.9. Actively give back to the Association through other areas as requested from time to time for example support the facilitation/ umpiring of the NetSetGo program
 - 4.10. Purchase an Association uniform and other items as required
 - 4.11. Be allowed to use media devices as directed by the Representative Convenor in consultation with the team coach and manager
 - 4.12. Return in good order any items of the Association property
 - 4.13. Immediately report any condition, that may affect their play to the Manager or Coach as soon as they become aware
 - 4.14. Be allowed one unplanned absence in a month
 - 4.14.1. additional absences will require medical certificate where the player is unable to participate due to injury or illness
 - 4.14.2. a certificate of fitness will be required on return to training post an injury / illness to ensure the player is fit to participate
 - 4.15. complete a full training session or independent assessment before taking the court at a game event when returning from injury or illness
 - 4.16. attend training as an observer when injured
 - 4.17. attend an Association appointment medical practitioner (at the expense of the Association) for a physical fitness evaluation if injured or illness immediately prior to a Netball NSW event
 - 4.18. be subject to replacement for:
 - 4.18.1. failure to comply with reasonable instructions given by the team manager or coach in respect to training, fitness, or game

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

- 4.18.2. inability to properly participate in the activities of the team due to injury or illness, at the discretion of the Association
 - 4.18.3. missing three or more training sessions without showing compelling cause
 - 4.18.4. any other reason that the Association may decide is in the best interest of the player or the team
 - 4.18.5. Not accept a gift of money from any person, team, or organisation. Any contribution to player expenses is to be made to the Association for distribution across all players
 - 4.18.6. Be allowed to travel or stay with the team when injured at a Netball NSW event where a medical practitioner has deemed them unfit to play after consultation with the player and team officials and would be subject to availability of accommodation.
 - 4.18.6.1. In the event of not being able to stay with the team the player will be liable for their levy, less direct expenses associated to the NSW Netball event (accommodation, food, travel)
 - 4.18.6.2. The player may attend the event in the care of their parent/guardian
5. The Team Captain will:
- 5.1. Assist the Manager and Coach in ensuring all players behave in manner that is consistent with the Player Code of Behaviour
 - 5.2. Be responsible for the on-court conduct of the team
6. The Team Assistant Captain will:
- 6.1. Co-operate with and assist the team captain with their duties

Levy

- 1. All team members will be required to make full payment of the levy prior to attending a Netball NSW event. Exceptional circumstances can be discussed, and a payment plan put in place with the Assistant Treasurer
- 2. An itemised levy will be set as soon as possible after final costings for representative teams are available from suppliers
 - 2.1. This may include but is not limited to bus and tent hire, fitness training, team photographs, sports trainer/physiotherapist, accommodation, and most meals
- 3. All officials (tour manager, coach, assistant coach, manager, and umpires) will be required to pay 25 per cent of the final levy cost
 - 3.1. The remaining 75 per cent will be covered by the Association as outlined in the Constitution
- 4. An individual account will operate for each player and official and will have their levy account the amount of funds raised through specified fundraising activities.
 - 4.1. Those players or officials who do not participate in fundraising activities will not have this deducted from their levy and be required to pay in full
 - 4.2. All fundraising money remains in the Representative account and is non-refundable
 - 4.3. It may be transferred to offset another family members account where they remain a representative team member or official

Port Stephens Netball Associations Policy Document – 09 March 2022

Training

1. Training for representative squads/teams will be informed by consultation of the Representative Convenor with the Coaches
2. Training will consist of one fitness and one skills development session per week that may be on the same night
 - 2.1. At the discretion of the coach, additional training sessions may be organised prior to the Netball NSW event
3. Where training of Metro / Premier League teams will not conflict with training nights of representative teams where a player or official is a member of Metro / Premier League.
 - 3.1. Where it is not possible to avoid the conflict as outlined above consultation between the two coaches should occur with the aim of allowing the player / official to participate equally between the two teams

Carnivals

1. Teams will be entered into carnivals at the discretion of the coach
2. Travel to carnivals will be by private transport

Accommodation

1. All players and officials will be accommodated together in motel / cabin style accommodation at the discretion of the Association.
 - 1.1. Players and officials will be required to comply with guidelines put in place for the health and wellbeing of the travel group
 - 1.2. Parents / guardians are requested not to book into the same accommodation as the Association

Dissolution of team

1. Where a team playing numbers fall below nine, the future of the team will be at the discretion of the Representative Convenor in consultation with the Coach and Executive Committee

Policy Seven – Critical Incidents

Port Stephens Netball Associations Policy Document – 09 March 2022

In the event of a critical incident, Port Stephens Netball Association will enact the processes outlined within this policy. This means that assigned people will assume the following roles and responsibilities as outlined in this policy.

The critical incident responders include the Emergency Coordinator, Communications Coordinator and First Aid Officer/s. These persons will be identifiable by wearing a bright coloured vest.

The types of events that may be considered a critical incident include but are not limited to:

- serious illness or accident of a player, official or spectator which requires medical intervention
- adverse weather event such as lightning, flood, or fire in or around the premise; or
- a serious accident or other event around the premises that involves emergency services and is impacting on the location

Roles and Responsibilities

Executive Members are appointed to the below roles on a rostered bases as outlined in this document, to ensure coverage is provided throughout the season should a Critical Incident need to be responded too.

Emergency Coordinator

The Emergency Coordinator is responsible for the coordination of all response actions regarding the critical incident.

These actions include:

1. assigned personnel are available to respond to the incident
2. providing direction of personnel and the general flow of care at the incident
3. complete tasks such as records management, and escalation as soon as practical after the incident

The Emergency Controller will bring the *Critical Incident Kit* to each incident. This kit contains:

- Vests for Incident Coordinators
- Location details (2 William Bailey Street, Raymond Terrace – Port Stephens Street is the nearest cross street)
- Key for ambulance gate (located near to the carpark exit near court 5 / 6)
- Injury / illness register

The Emergency Coordinator is responsible for ensuring that all aspects of the critical incident plan are enacted during and after the event. This may include:

- Checking the condition of the injured / ill person/s after they have left the premises
- Contact with Port Stephens Council, or other emergency services where the incident involves damage to building or other property or structures

Communication Coordinator

The Communication Coordinator must have access to a phone (preferable mobile) and is responsible for contacting emergency services (ambulance, fire brigade, police, or SES). They will be required to provide the following information to triple 0 (000):

- Emergency service required
- Exact location (2 William Bailey Street, Raymond Terrace – Port Stephens Street is the closest cross street)
- Details of the incident
- Entry point to the facility

For example:

Call 000, ambulance required at 2 William Bailey Street Raymond Terrace, the nearest cross street is Port Stephens Street. We have a female aged approx. 12 with an open break to her arm, she is conscious. Please enter at the car park and a team member in a coloured vest will guide the ambulance to the access point to the courts.

Note: It is likely that the dispatch controller may want to speak with the primary first aid person or care giver about specific information about the injured person.

The Communication Coordinator should receive an estimated time of arrival of the emergency services and communicate this to the Emergency Coordinator and First Aid responder.

The Communication Coordinator is responsible for:

- Ensuring clear access for emergency services to the gate located between court 5 and 6.
- The gate key will be in the Emergency Kit and the gate is to be unlocked
- Contacting the parents / or identified person of the injured / ill person
 - This may be provided verbally by the injured / ill person or
 - May be in the Netball NSW registration system under next of kin
- The information relayed to the injured / ill persons contact person may include:
 - Brief description of the incident
 - The condition of the person
 - Transport arrangement (if any)
 - The current location and immediate future location (e.g., hospital name) of the person

Note: *where possible medical details should only be provided with the consent of the injured / ill person. In instances where the injured or ill person is not able to provide consent due to their condition, known medical conditions can be provided to a medical professional for the treatment and care of the immediate injury or illness.*

First Aid Officer/s

Port Stephens Netball Associations Policy Document – 09 March 2022

A sports first aid kit is located at the downstairs clubhouse.

There are two portable defibrillators available at:

- The downstairs clubhouse (defibrillator alarmed)
- In the corridor of the female (defibrillator not alarmed)

Note: the defibrillators will guide the user through an audio recording of the correct use of the machine

There is the required signage to support the visual location of these.

The Representative Convenor is responsible for ensuring the first aid kits are stocked in accordance with the first aid kit checklist.

A nominated first aid officer will attend the incident. The person should instruct that the area be clear of other participants and / or spectators and any other equipment that may be obstructing the area. This will allow a clear access for emergency services.

The Communications Co-Ordinator will contact 000 at the request of the first aid officer.

Reporting of Critical Incident

All incidents must be factually documented and is the responsibility of the Emergency Coordinator.

A full incident report should be completed immediately following by the First Aid Officer including any treatment provided. The incident and injury report will be filed with the Association Secretary as an official document and retained for seven years.

Copies of the incident report will be made available to relevant parties as required. For example, insurance company, emergency services or property owner.

Reporting documents will be reviewed to ensure that all follow up actions have been taken.

Regular risk management reviews will be conducted to assist in the maintenance of all emergency and safety procedures.

Game Operations

Where a game is stopped due to a critical incident the following steps should occur:

- Where the critical incident is a on court 'time out' the umpire will provide a direction regarding possession of the ball and may make the decision to re-locate the game to another court
- If the game is not able to be continued within a reasonable time Executive members present will decide to postpone or cancel the game and communicate to Member Clubs involved.

Port Stephens Netball Associations Policy Document – 09 March 2022

Communication to Member Clubs

At the first council meeting of each year the critical incident procedures will be outlined to all Member Clubs.

A copy of this policy will be available on the website and in the downstairs office.

A standing item of all Council Meetings will be Health and Safety including the notification of any critical incidents that may have occurred since the last meeting of council.

Member / Spectator Support

In the event of a major critical incident, Port Stephens Netball Association will contact Sports Chaplaincy to provide post event support to its members.

Evacuation

In the event of an evacuation due to an incident such as a fire in the clubhouse or a major incident adjacent to the location all members will be evacuated to the designated muster point being ***the athletics field near to the tennis courts.***

The Emergency Coordinator will act the Chief Warden and direct any players / spectators to the muster point.

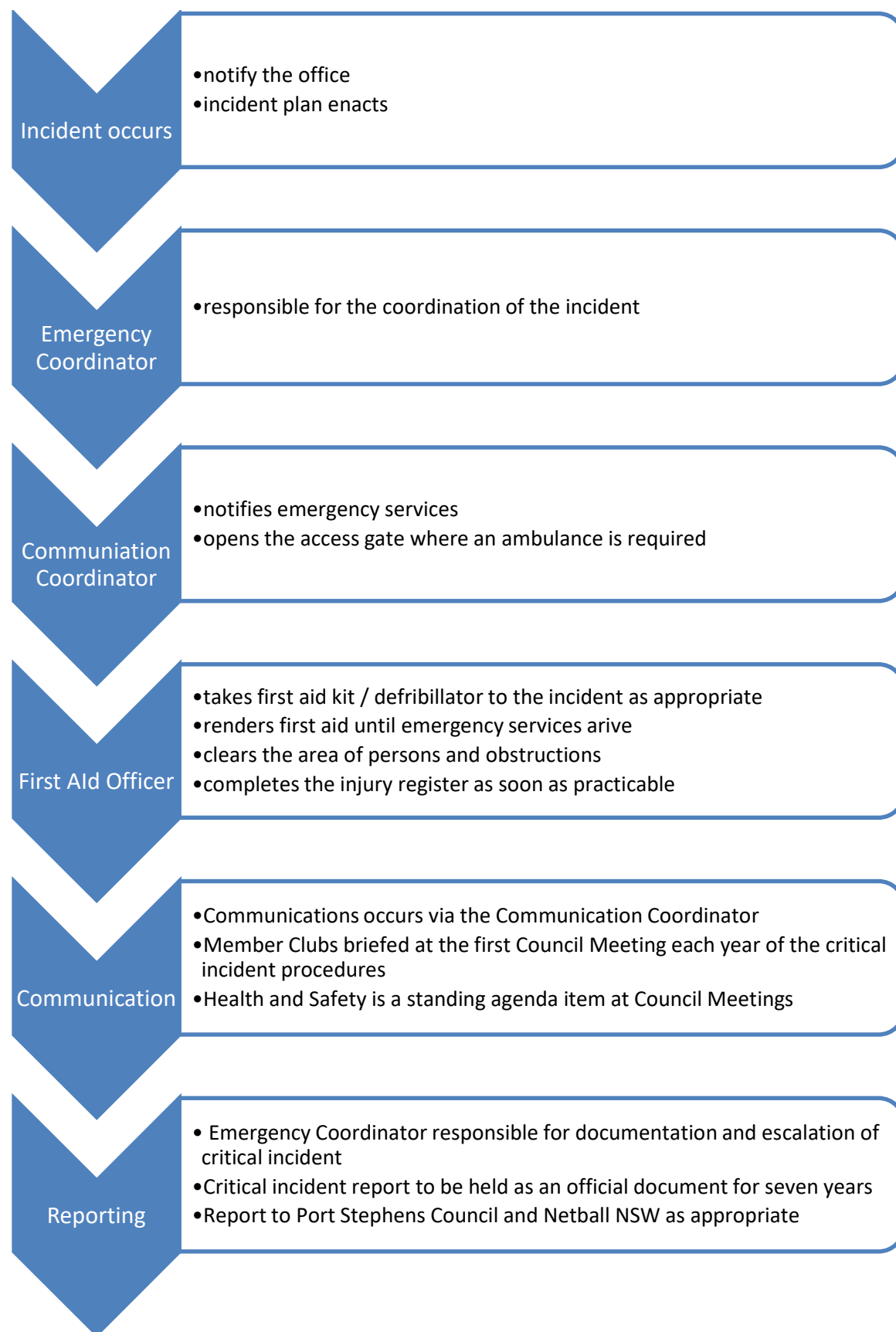
Cars will not be permitted to leave unless it is safe to do so and under the direction of emergency services.

Reporting

In the event of a critical incident the Association is required to provide a report outlining the incident to Port Stephens Council within a reasonable timeframe.

It may also be appropriate to report a critical incident (threat to life scenario) to Netball NSW.

**Port Stephens Netball Associations
Policy Document – 09 March 2022**



Sample Executive Roster

**Port Stephens Netball Associations
Policy Document – 09 March 2022**

Round	Emergency Coordinator	Communications Coordinator	First Aid Officer
1	All available Opening Round		
2	President	Rep Convenor	Treasurer
3	Games Services Convenor	Technical Services Convenor	Secretary
4	Administration Secretary	President	Rep Convenor
5	Treasurer	Games Services Convenor	Technical Services Convenor
6	Secretary	Administration Secretary	President
7	Rep Convenor	Treasurer	Games Services Convenor
8	Technical Services Convenor	Secretary	President
9	Administration Secretary	Rep Convenor	Treasurer
10	Games Services Convenor	Technical Services Convenor	Secretary
11	Administration Secretary	President	Rep Convenor
12	Treasurer	Games Services Convenor	Technical Services Convenor
Wet weather	Secretary	Administration Secretary	President
13	Rep Convenor	Treasurer	Games Services Convenor
14	Technical Services Convenor	Secretary	Administration Secretary
15	President	Rep Convenor	Treasurer
Semi Final	All available		
Final	All available		
Grand Final	All available		

Policy Eight – Miscellaneous

Port Stephens Netball Associations Policy Document – 09 March 2022

Injury to Registered Members

1. Port Stephens Netball Association makes every effort to provide safe playing environment for our players, volunteers, officials, supporters and public.
2. We understand that incidents will occur from time to time, and we note that Netball Australia provides an [Insurance Program](#) for its affiliated members including those in our Association. This provides members with a standard level of cover for members and non-participating officials.
3. Port Stephens Netball Association will make every effort to ensure that a trained first aider is on site at all events.
4. All registered members pay the prescribed insurance fee as advised by Netball NSW as part of their registration fee, which covers the [Insurance Program](#).

Night-time use of Courts

1. Teams wishing to have the use of the courts including access to lights and toilets must email portstephensnetball@bigpond.com with their request advising of the day and times required.
 - 1.1. Note teams may not be able to use the courts on the same evenings during Representative training times, if a team is given permission to use, they will be allocated a specific court to use.
2. Payment of the light/toilet key will be required prior to the initial use and the fee will be set by the members of Council at the last Council Meeting before the Annual General Meeting.
3. Association functions and representative team trainings take precedent over individual team training sessions. Every effort will be made to accommodate all reasonable requests and advised accordingly.

Lost Property

1. All accumulated lost property will be donated to a local charity at the conclusion of each year.

Guidelines for Scholarship Funds

1. If nominating attendance at a course / workshop / seminar, the Association may at its discretion assist financially by funding up to 50 per cent of the fee.
 - 1.1. On nomination of the course the applicant will be required to pay the full fee including GST
 - 1.2. The Association on evidence of participation in the course / workshop / seminar will repay the applicant up to 50 per cent to their nominated bank account
 - 1.3. So as not to disadvantage any member, should an applicant have financial difficulties they may approach the Treasurer in confidence to arrange a payment plan of the applicant's component of any course / workshop / seminar.
2. The Executive may from time to time choose to pay the full fee for the betterment of members within its Association.

Loans to Member Clubs

Port Stephens Netball Associations Policy Document – 09 March 2022

1. Member Clubs may apply to the Association for a loan to support them in various activities for example the purchase of uniforms and or equipment.
2. Request for a loan must be in writing and outline the purpose on the loan. The amount of the loan will be determined by the monies available for loan as advised by the Treasurer and will be limited to a maximum of \$5000.00 including GST.
3. The Executive Committee will determine all requests and advise the Member Club as soon as possible post the decision being made.
4. All monies must be paid back in full as per the agreed terms as negotiated with the Executive Committee.
5. Failure to repay loans in the agreed timeframe may result in the Member Club being deemed un-financial and their teams may incur penalties as determined by Council.

Service Awards

1. Any person may be nominated for a Service Award in recognition of their ongoing support to Port Stephens Netball Association.
2. Service awards will be nominated by two financial members on the approved nomination form, with all nominations to be received by 31 January of each year to portstephensnetabl@bigpond.com
3. The Executive Committee will review all nominations received and ensure nominations meet the criteria as outlined below:
 - 3.1. Undertake role/s within Port Stephens Netball Association that show an elevated level of support and engagement to Port Stephens Netball that go beyond their role/s undertaken within their Member Club.
 - 3.2. Demonstrates a consistent application of commitment to support and promote netball within Port Stephens Netball Association.

Version Control

Version	Date	Updated by
Version 0.1	20 July 2021	Jodi Cassar
Version 0.2	9 November 2021	Jodi Cassar
Version 0.3	26 January 2022	Jodi Cassar
Version 1.0	09 March 2022	Jodi Cassar

Note: once accepted by Council this version will become V1.0