

# Tamworth Netball Association Incorporated



Supporting Documents – Standing Orders,  
Duties, Policies and Procedures

Adopted at Special Meeting 28 October 2020



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Contents

Standing Orders .....	1
Alteration to Standing Orders.....	2
Duties of the Executive Committee .....	3
President .....	3
Vice President .....	3
Secretary .....	3
Treasurer .....	4
Coaching Coordinator .....	5
Competitions Coordinator .....	5
Publicity Officer.....	6
Recording Officer .....	6
Registrar .....	6
Representative Coordinator .....	7
Sponsorship and Fundraising Coordinator .....	7
Umpire Coordinator.....	8
Committees.....	9
Elections.....	9
Rules.....	9
Convenor Duties.....	9
Committee Duties .....	10
Coaching Committee.....	10
Games Committee .....	10
Grading Committee.....	10
Sponsorship/Fundraising Committee .....	10
Umpires Committee.....	10
Uniform Committee.....	10
Ad-hoc Roles .....	11
Member Protection Information Officer .....	11
Representative Selection Panel .....	11
Returning Officer.....	12



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

Policies .....	13
Selection of Representative Players .....	13
Replacement of Selected Representative Players .....	14
Uniforms .....	15
Umpire Payments .....	16
Procedures and Frameworks .....	18
Ambulance Procedure .....	18
Jewellery Management Procedure .....	19
Umpire Development Framework .....	20



## Standing Orders

1. The Chairperson shall:
  - a. make sure that a quorum is present at all times throughout the meeting
  - b. conduct the meeting in accordance with general meeting rules
  - c. ensure that no Member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting
  - d. terminate any discussion which is not, at the time, relevant to the business before the meeting
  - e. limit discussion time of each agenda item to a maximum period of 30 minutes.
2. The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded and carried 'that the Chairperson's ruling be disagreed with'. The mover may speak briefly in support of their motion and the Chairperson explains why the ruling was given. The Chairperson takes the vote.
3. No speaker shall speak for or against a motion more than once.
4. There shall be no limit to the number of speakers for or against a motion, providing the debate is still active, but if there is no speaker in opposition to the previous two speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.
5. Any Member may move without debate that the 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 that the meeting "now proceed to the next business". This requires a seconder and shall be voted upon without discussion. If carried the original motion shall not be revived at the same meeting. If lost, the original motion shall be put without further discussion, except that the mover shall have the right of reply.
7. Any Member may move that the motion before the Chairperson be deferred.
8. A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.
9. Upon evidence of a mistake in facts that have been presented 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 rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.
10. An amendment which is a direct negative of the motion shall not be allowed.
11. An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes the motion and is open for further amendment. The mover and seconder of the motion under discussion are not entitled to move or second amendments to it. If the mover is in agreement with any proposed amendment the mover can accept it and may seek leave to alter the motion accordingly.
12. No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting.
13. Voting on motions before the Chairperson shall be by show of hands except that a secret ballot shall be taken if any one Member requests it.
14. The voting on any motion shall be recorded at the request of any one Member.



## Tamworth Netball Association Inc.

ABN: 70 645 848 768

15. Voting for all positions, other than casual committees, shall be by secret ballot paper printed and distributed by the Association and shall be decided as follows:
- a. Members shall vote in the manner prescribed by Council. The manner in which the vote is to be taken shall be stated on the notice advising of the nominations to be voted on. Members shall vote for one candidate only. All nominations shall be voted upon even if there is only one nomination received for any position. A majority of votes must be received by a nominee for that person to be elected. The counting of votes of applicants will not be disclosed. Only the successful applicant will be announced
  - b. for committees or for positions to which more than one person is to be elected, one ballot shall be taken and Members shall vote for the number of candidates required to fill the position or committee. The candidates with greatest number of votes shall be declared elected
  - c. if a Member is elected to a standing committee at the first Council meeting and subsequently withdraws at that meeting, another vote will be taken with the remaining nominees
  - d. where an online videoconference platform, or hybrid of in-person and videoconference, is used voting will occur via online polling to be administered by the Secretary.

### Alteration to Standing Orders

These Standing Orders may be altered by resolution passed by a majority of at least three quarters of the Members present and voting at a meeting of Council, of which not less than twenty-one days' notice specifying the resolution to be proposed has been given.



# Duties of the Executive Committee

## President

The President shall:

- a) preside at meetings of the Association and direct where necessary
- b) be a delegate to Netball NSW Council meetings
- c) be a delegate to Northern Inland Regional meetings
- d) represent the Association at meetings with local authorities and other bodies as necessary
- e) be prepared to represent the Association at State Titles and Regional League
- f) develop and lead the Association in matters of policy
- g) act as ex officio Member of all committees<sup>1</sup>
- h) be responsible for implementing the Netball NSW Member Protection, Grievance and Disciplinary policies against any Affiliated Club or Registered Member of the Association
- i) provide report to Secretary for presentation at the next meeting at least seven days prior to a Council meeting and at least 21 days prior to the Annual General Meeting
- j) cast the deciding vote in the event of equal votes
- k) ensure all appointed personnel fulfil roles and responsibilities
- l) direct and assign duties to the Association Administrator
- m) sign authority for the online Membership database specified by Netball NSW
- n) be a signatory on all Association bank accounts
- o) provide to the Tamworth Sports Dome a register of keyholders and light code users.

## Vice President

The Vice President shall:

- a) assist the President and perform such other duties as directed
- b) assist the President with implementing the Netball NSW Member Protection, Grievance and Disciplinary policies against any Affiliated Club or Registered Member of the Association
- c) organise catering for official functions for the Association
- d) organise presentations
- e) maintain a record of persons who have completed the Working With Children Check clearance
- f) arrange purchase of plaques for sponsors and special awards as required
- g) be responsible for promoting recognition of volunteers within the Association
- h) provide report to Secretary, if appropriate, for presentation at the next meeting at least seven days prior to a Council meeting and at least 21 days prior to the Annual General Meeting.

## Secretary

The Secretary shall:

- a) maintain a register of Life Members
- b) maintain a register of Affiliated Clubs and contact details for all competitions
- c) maintain a register of Council delegates' names and addresses
- d) be jointly responsible with Treasurer for collection of mail
- e) be a signatory on all Association bank accounts

---

<sup>1</sup> Members that serve as ex officio members have all the rights and obligations of the committee that serve on. This includes the right to discuss, debate, make decisions, and vote. It also makes them accountable for the duties of their position.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

- f) act as a point of contact for all Association correspondence through the Association email address – [tamworth.netball.nsw@outlook.com](mailto:tamworth.netball.nsw@outlook.com)
- g) be responsible for correspondence and issue notices as required
- h) circulate all nominations for Executive and committee positions to Affiliated Clubs prior to the Annual General Meeting
- i) prepare a draft calendar for the year for presentation at the November Council meeting
- j) prepare correspondence list for Council meetings
- k) maintain a record of all proceedings of each meeting of the Council, Executive, Special Council, Annual General Meeting and all committee meetings in an easily accessible manner, and forward minutes of all meetings to Members of the Executive Committee
- l) forward minutes of the Council meeting to Club Secretaries, Delegates and Life Members
- m) act as ex officio Member of all committees
- n) advise Netball NSW of changes to Association Constitution and Executive Committee members
- o) update Local Rules and forward a copy to Publicity Officer for inclusion on the Association website
- p) prepare and submit Tamworth Sports Dome court and meeting room bookings
- q) conduct such other business as directed.

## Treasurer

The Treasurer shall:

- a) act as the Public Officer of the Association
- b) act as ex officio Member of all committees
- c) have a background in account management / book keeping
- d) be responsible for all accounts that may be established by the Association
- e) maintain a record of all assets, liabilities and properties of the Association
- f) maintain necessary books of accounts and produce them on the instruction of Council
- g) receive all monies payable to the Association and issue receipts as required
- h) bank all monies within seven days of receipt
- i) pay accounts passed for payment
- j) send accounts as required
- k) pay other accounts as necessary and have these ratified at the next Council meeting
- l) arrange payment of umpires as required
- m) be jointly responsible with Secretary for collection of mail
- n) pay the annual Netball NSW fees by the due date
- o) be responsible for checking online payments and the updating of online database as directed by Netball NSW
- p) jointly, with the Registrar, advise Clubs and contacts of unfinancial Members and teams
- q) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise
- r) oversee all aspects of marketing and purchasing for the Association
- s) prepare all employees' wages and superannuation and maintain a record of wages
- t) maintain Association accounting program, pay Business Activity Statement amounts and meet with accountant when required
- u) provide a financial report to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

- v) present an audited Balance Sheet at the Annual General Meeting.

## Coaching Coordinator

The Coaching Coordinator shall:

- a) be the holder of a current National Coaching Accreditation
- b) be the coordinator of an Interest/Development Program for coaches and players
- c) be the convenor of the Coaching Committee
- d) research and institute methods of encouraging and improving coaching within the Association
- e) arrange coaching assistance to Clubs and representative coaches, as required
- f) be responsible for the distribution of relevant information regarding coaching
- g) coordinate and organise personnel to conduct the Association's NetSetGo program and disseminate information to Clubs
- h) ensure that if absent a representative appointed from the Coaching Committee attends Council meetings
- i) in consultation with the Executive Committee, be responsible for the ordering of all coaching material
- j) be responsible for the organisation of coaching courses to be conducted by the Association
- k) maintain a record of nationally accredited coaches within the Association
- l) provide a report, if appropriate, to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.

## Competitions Coordinator

The Competitions Coordinator shall:

- a) be the convenor of the Games Committee
- b) be a Member of the Grading Committee
- c) be responsible for the preparation of all Association competition and carnival draws
- d) developing and distributing nomination forms for all Association competitions and carnivals
- e) liaise with the Secretary/Publicity Officer for forthcoming competitions and carnivals
- f) be responsible for the compilation of each season's fixtures, including any decisions as to the number of rounds to be played, format to be used and court allocation
- g) be responsible for the completion of the Match Day Checklist (Netball Australia/ Willis Insurance) before any netball activity commences, and file with scoresheets and provide a copy to the Tamworth Sports Dome
- h) set up sound system, timing procedures, coordinate officials in the Lockwood Room for competitions
- i) ensure post pads are attached to all goal posts prior to commencement of each day's competition
- j) be responsible for the organisation of the Duty Team roster and ensure Clubs are familiar with procedures/duties for competitions
- k) prepare scoresheets for competitions, distribute and check they meet the Association's requirements
- l) be notified of forfeited games and inform the non-forfeiting team and Umpire Coordinator
- m) maintain/update the "Adverse Weather Draw"
- n) organise a duty roster for Games Committee Members for each Association competition, to be emailed to Games Committee Members and the Executive Committee
- o) arrange purchase of trophies for competitions/carnivals
- p) provide a report, if appropriate, to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.





# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Publicity Officer

The Publicity Officer shall:

- a) arrange for fixtures to be published as required
- b) handle promotion of the Association
- c) facilitate knowledge and understanding of netball in the community at large
- d) prepare and disseminate media releases when necessary
- e) be responsible for the publicity of the Association's social/fundraising events
- f) be responsible for creating and updating the Association Website, Facebook and other social media
- g) provide a report, if appropriate, to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.

## Recording Officer

The Recording Officer shall:

- a) be a Member of the Grading Committee
- b) collect and file scoresheets after games
- c) forward copies of scoresheets with complaints to the relevant Executive Committee members within 48 hours
- d) record scores, player statistics, record points, deduct points as per the Association's Local Rules and update/monitor the progressive point scores on the website
- e) notify Clubs/teams of loss of points/penalties (as per Local Rule 17)
- f) notify teams after they have forfeited twice (Local Rule 11g)
- g) liaise with the Umpire Coordinator and Registrar for loss of points
- h) maintain scoresheets and annual records of results of all competitions conducted by the Association
- i) maintain a register of injuries as reported on the scoresheet
- j) provide a report, if appropriate, to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.

## Registrar

The Registrar shall:

- a) be the convenor of the Grading Committee
- b) be the convenor of the Uniform Committee and maintain a record of team names and uniform colours
- c) implement the Association's Uniform Policy and report repeated non-compliance incidents to the Executive Committee
- d) accept and monitor registrations for all competitions and events
- e) update and maintain the online database specified by Netball NSW, including Sign up Forms and Products for registration
- f) advise Executive Committee of unregistered players, coaches, umpires and officials
- g) maintain a record of registered teams and players
- h) be responsible for updating and sending out annual information packages to Clubs
- i) accept late registrations as submitted by the appropriate Club Executive / team contact
- j) assist with the training of Clubs in the use of the online database specified by Netball NSW
- k) provide a report, if appropriate, to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Representative Coordinator

The Representative Coordinator shall:

- a) be responsible for all aspects of marketing and purchasing for representative teams
- b) be responsible for all aspects of the organisation of the representative teams, including trial days, training, travel and accommodation
- c) advise the Executive Committee of all dates for trials and selections to be advertised on the Association's website and Facebook page
- d) organise and receive all representative players' applications for selections
- e) organise and receive all coaches, managers and selectors applications for representative teams
- f) be the panel convenor for interviews held for coaches and managers positions and submit recommendations to the Executive Committee for ratification
- g) notify successful and unsuccessful coaches, managers and selectors in writing within 10 days
- h) be responsible, in conjunction with the Coaching Coordinator, for appointing selection panels comprised of appropriately qualified personnel for the selection of all representative teams, and submit the recommendations of the selection panels to the Executive Committee for ratification
- i) notify successful players via the Association's Website and Facebook page within 10 days
- j) liaise with coaches, managers and Umpire Coordinator about training, attendance at carnivals, provision of umpires, travel, accommodation, fundraising, and all other relevant team matters
- k) maintain a register of all player's records
- l) maintain and update the representative information booklet and forms
- m) complete and submit carnival entries to chosen representative carnivals for all representative teams
- n) nominate teams for Junior, Senior and Masters State Titles and Regional League
- o) undertake stocktake of all representative uniforms and equipment and maintain records of stock on hand
- p) liaise with the Secretary to organise court bookings for training
- q) liaise with the Sponsorship and Fundraising Coordinator on sponsorship/fundraising matters
- r) liaise with the President regarding all arrangements relating to representative netball
- s) provide a report, if appropriate, to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.

## Sponsorship and Fundraising Coordinator

The Sponsorship and Fundraising Coordinator shall:

- a) be the convenor of the Sponsorship and Fundraising Committee
- b) prepare and submit applications for Local, State, Federal and other grants
- c) proactively seek/negotiate/arrange/maintain sponsorship or donations for the Association
- d) acknowledge sponsors on an annual basis
- e) liaise with the Representative Coordinator to organise fundraising for representative teams
- f) liaise with the Publicity Officer to promote sponsors and fundraising activities
- g) be responsible for the organisation of social functions for the Association (e.g. barbeques, discos)
- h) organise Dotty Day<sup>2</sup> annually with all proceeds to go the Leukaemia Foundation

---

<sup>2</sup> Dotty Day is held in memory of Dorothy Lockwood OAM, long-serving Association President



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

- i) Provide a report to the Secretary, if appropriate, for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.

## Umpire Coordinator

The Umpire Coordinator shall:

- a) be the holder of a current National Umpire accreditation
- b) be the convenor of the Umpires Committee
- c) facilitate coaching and accreditation of umpires in accordance with the National Umpire Development Framework, including:
  - i. organising coaching and accreditation of umpires during Association competitions
  - ii. distribution of relevant information and organisation of umpiring courses
  - iii. researching and instituting methods of improving umpire participation and development
  - iv. in consultation with Executive Committee, ordering umpiring equipment, including (but not limited to) rule books and whistles
- d) facilitate umpiring for carnivals and competitions organised, and participated in, by the Association (whether Club or representative) including:
  - i. allocation of umpires as required
  - ii. liaise with the Treasurer for payment of umpires in accordance with the Association Umpire Payment Policy
  - iii. provision of umpiring assistance to Clubs as requested and where possible
  - iv. notify Clubs/teams of loss of points/penalties for failure to umpire as per Local Rules
- e) be responsible for the compilation and maintenance of all records relating to umpiring, including but not limited to:
  - i. umpire accreditations and expiry dates in accordance with the National Umpire Development Framework
  - ii. a record of failure to umpire fines, including dates of team notification, date of fine payment, and team eligibility for finals. A record is to be provided to the Recording Officer and Treasurer at the end of each round
- f) advise Executive Committee of the names of nominees for any Umpires Award for each year, as nominated by the Umpires Committee
- g) provide a report, if appropriate, to Secretary for presentation at Council Meetings at least seven days prior to meeting and at least 21 days prior to the Annual General Meeting.



# Committees

## Elections

The following committees shall be elected at the Council meeting following the Annual General Meeting each year:

- a) Coaching Committee
- b) Games Committee
- c) Grading Committee
- d) Sponsorship and Fundraising Committee
- e) Umpires Committee
- f) Uniform Committee.

## Rules

1. Members of committees shall be Registered Members of the Association.
2. Excluding the President, Secretary and Treasurer of the Association, Members of the Executive Committee are eligible to stand for election to committees but may not be elected convenor thereof.
3. No Registered Member may be a Member of more than two standing committees, other than:
  - a. an ex officio Member<sup>3</sup>
  - b. in the case of Registrar and Competitions Coordinator (or any other Executive) who, by their delegated duties, are already on two committees. These Executive are to be allowed to be elected to one other committee of their choice.
4. The President, Secretary and Treasurer shall be ex officio Members of all Committees.
5. With the approval of Council, persons other than the elected Members may be co-opted to assist with the business of a particular committee.
6. The first meeting of each committee shall, if possible, be held within 28 days of its appointment.
7. Casual committees may be appointed by Council from time to time to fulfil a particular function.
8. Nominations for any committee formed for a specific purpose for a period of less than 12 months, shall be called for from the floor of the meeting, with Council's approval.
9. Members of committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to the Executive Committee then Council.
10. Committees shall submit a written report with any recommendations to the Executive Committee for ratification.

## Convenor Duties

The convenor of any committee shall:

- a) be responsible for advising Committee Members, including ex-officio Members, of all meetings at least seven days prior to the meeting
- b) be responsible for keeping an accurate record of minutes for all meetings

---

<sup>3</sup> Members that serve as ex officio members have all the rights and obligations of the committee that serve on. This includes the right to discuss, debate, make decisions, and vote. It also makes them accountable for the duties of their position.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

- c) forward copies of the minutes to the Secretary, and to each Member of the Committee within seven days of each meeting.

## Committee Duties

### Coaching Committee

The Coaching Committee shall:

- a) assist the Coaching Coordinator, as the convenor, to carry out their duties
- b) perform such other duties as directed by the Executive Committee.

### Games Committee

The Games Committee shall:

- a) assist the Competitions Coordinator, as the convenor, to carry out their duties and perform such other duties as directed by the Executive Committee
- b) assist with the compilation of each season's fixtures, including any decisions as to the number of rounds to be played or the format to be used
- c) assist with the compilation of Association carnival fixtures
- d) assist with the organisation of the Duty Team roster
- e) assist with the implementation of the "Adverse Weather Draw" as required.

### Grading Committee

The Grading Committee shall assist with the grading of teams for each competition season in accordance with the Local Rules.

### Sponsorship/Fundraising Committee

The Sponsorship/Fundraising Committee shall:

- a) assist the Sponsorship and Fundraising Coordinator, as the convenor, to carry out their duties and perform such other duties as directed by the Executive Committee
- b) assist with the organisation for annual presentations and any other function throughout the season
- c) assist in coordinating the fundraising activities of the Association.

### Umpires Committee

The Umpires Committee shall:

- a) assist the Umpire Coordinator, as convenor, to carry out their duties
- b) perform such other duties as directed by the Executive Committee.

### Uniform Committee

The Uniform Committee shall:

- a) assist the Registrar, as convenor, to carry out their duties regarding uniforms and perform such other duties as directed by the Executive Committee
- b) assist in implementing the Association's Uniform Policy and the Local Rules regarding uniforms.



# Ad-hoc Roles

## Member Protection Information Officer

The Association will make available, where possible, a list of people trained as Member Protection Information Officers.

## Representative Selection Panel

The Selection Panel shall:

- a) be appointed via an application process. All applicants must be registered Members of Netball NSW and have completed the Netball Australia 'Select for Netball Success' online training. The decision to appoint a person to the panel will be made by the Executive Committee
- b) consist of three selectors for each team with recommendations considered from the relevant coach
- c) act with integrity and objectivity in all aspects of the selection process
- d) ensure all selection materials, discussions and meetings remain confidential to the Selection Panel and appropriate personnel
- e) be familiar with the relevant selection policy/job description, including confidentiality and conflict of interest requirements
- f) declare any conflict of interest and notify the Executive Committee of the conflict as soon as they become aware it exists, with the panel Member to remove themselves from the selection or resign as a selector
- g) be aware of the level and type of competition for which the team is being selected
- h) gather and record statistical data and other information to support the decisions taken during the selection process. All documentation to be given to the Representative Coordinator upon completion of selections
- i) attend all selection activities as deemed necessary
- j) use numbers for selections not players names
- k) view players at least twice in different positions before any player can be selected
- l) nominate 10 players for a representative team and a designated shadow for the following positions, shooter, mid court, and defence. Additional players can be nominated on request of the coach
- m) at **no** time during the selection process approach or coach players
- n) at **no** time during the selection process be seen talking to parents or other spectators
- o) approach the Coach or person allocating players to request variations of playing positions
- p) meet within five days of the final selection activity to put forward the panel's recommendations. The Representative Coordinator will then put recommendations to the Executive Committee for final approval. In extenuating circumstances, the Executive Committee may overrule a selected player's inclusion.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Returning Officer

The Returning Officer shall:

- a) be appointed at the Annual General Meeting
- b) not be eligible to stand for any position on Council or the Executive Committee
- c) be provided a copy of all nominations for elections by the Secretary following closure of the nomination period
- d) scrutinise all nominations, in liaison with the President and the Secretary, to ensure nominations meet Constitutional requirements
- e) arrange for the Secretary to advise Club Secretaries and Life Members of the nominations for the positions 21 days prior to the meeting at which the elections are to take place
- f) issue ballot papers to Members present and eligible to vote at the meeting at which the elections are to be held. Destroy all ballot papers after the meeting
- g) call for scrutineers to be appointed from the floor. Scrutineers are not eligible to stand for any position on Council or the Executive Committee and cannot vote
- h) inform scrutineers of their duties. Provided the intent of the voter is clear, that vote shall be counted as formal
- i) keep all information confidential.



## Policies

### Selection of Representative Players

#### *Policy*

That representative players are selected in accordance with the Association's requirements.

#### *Requirements*

- Selection of all teams will be held on dates nominated by the Executive Committee
- Players shall be selected each year by the appointed Selection Panel
- All players must be a registered Member of NSW Netball and an affiliated team within the Association
- All players must submit an application to be a representative player
- All junior players must trial for their own age group prior to nominating for a senior team
- All senior team players can nominate for any team that is age appropriate
- Players must attend two out of the three selection trials
- Where a player fails to attend selections due to special circumstances, they may submit a written letter to the Representative Coordinator requesting they still be considered for selection. It is at the Executive Committee's discretion as to whether the player is to be considered
- Players must notify the Representative Coordinator in writing if they are unable to attend any trial
- Applications received after the selection process may be considered due to new players moving to the region
- All players must trial for the Association prior to seeking approval to play for another association
- Players from other associations must seek approval from their previous association prior to being eligible to trial for the Association
- Any registered Association Member who intends playing representative netball with another association, must seek a clearance from the Executive Committee prior to making themselves available for any other association. This includes but is not limited to Junior, Senior and Masters State Titles and Regional League
- Any player who is selected into a team and withdraws or does not accept their position within the team without a valid reason will not be eligible to play for other associations
- All players must make a full commitment to representative netball
- Players must attend training sessions. If a player is unable to attend three or more training sessions without a valid reason their position may be reviewed by the Executive Committee.

#### *Implementation*

Adherence to these requirements will be monitored by the Representative Coordinator and reported to the Executive Committee as required.





# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Replacement of Selected Representative Players

### *Policy*

That representative players are only replaced in accordance with the Association's requirements.

### *Grounds for Replacement*

The following are grounds for replacement:

- **Injury or illness** - where the injury or illness to the player will render them unable to participate in representative fixtures
- **Breach of Discipline** – any breach of Netball NSW or Association policies
- **Breach of Anti-Doping Policy** – any breach of Netball NSW Anti-Doping policies
- **Ineligibility.**

### *Implementation*

The need for replacement of a selected representative player will be monitored by the Representative Coordinator and reported to the Executive Committee as required, including the following:

- **Injury or illness** – a player who is injured or ill must notify the Representative Coordinator in writing
- **Breach of Discipline** – the Representative Coordinator will report any breach of Netball NSW policies to the Executive Committee
- **Breach of Anti-Doping Policy** – the Representative Coordinator will report any breach of Netball NSW policies to the Executive Committee
- **Ineligibility** – any player who is deemed ineligible or becomes ineligible for a representative team will automatically be removed and replaced.

The replacement process will be as follows:

- Consideration will first be given to the identified shadows
- If shadows are not suitable for available position the Publicity Officer will readvertise for an additional trial
- Players are to nominate their interest on the Representative Application form and submit to the Association by the advertised closing date
- Players are to attend training or additional trial day to be viewed by a Selection Panel
- Selectors will submit their recommendation for the position
- Representative Coordinator will put forward recommendation to the Executive Committee for ratification.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Uniforms

### Policy

That all players, teams and Clubs participating in the Association's competitions abide by the International Netball Federation 'Rules of Netball' and the Association's Local Rules with regards to uniform.

### Requirements

- a) Clubs cannot adopt the Association's uniform colours as per the Constitution.
- b) If two teams drawn to play each other have identical playing position patches, then the team named first on the draw will wear a different coloured set of patches for that game.
- c) Players may wear jumpers without hoods and/or tracksuits without pockets whilst playing in extremely cold weather provided that the complete Club uniform and position patches are always visible. Shorts/skorts must not have pockets. Leggings/Skins may be worn under playing uniform. Club colours or black are preferable for any items additional to Club uniform worn in cold weather circumstances.
- d) Teams in the same Club, playing in the same division, may wear a different coloured top for that season. The Registrar must be notified of the colour of the top.
- e) New Clubs, or Clubs changing uniform colours shall have their colours ratified by the Uniform Committee, who will then notify the Executive Committee.
- f) If a Club is unaffiliated for three years or more their colours become available for any Club to use with approval from the Uniform Committee, who will notify the Executive Committee.

### Additions/amendments for Monday and Thursday Competitions

- Competitions will be played in accordance with the International Netball Federation 'Rules of Netball' and the Association's Local Rules. The exception to this is that gloves may be worn. **Note: This rule applies to Monday and Thursday competitions only.**
- No pockets or hoods on any items of clothing are to be worn while playing.

### International Netball Federation 'Rules of Netball' – Rule 5.1.1 Players

- i. During a match players must wear:
  - a. registered playing uniform and suitable sports footwear (spiked soles are not allowed)
  - b. playing position initials 150 mm (6 in) high which must be clearly visible and worn above the waist, front and back.
- iv. Players may not wear anything that could endanger themselves or other players, specifically:
  - a. no adornment or jewellery may be worn other than a wedding ring which must be covered with tape
  - b. a medical alert bracelet may be worn provided it is covered with tape
  - c. fingernails must be short and smooth
  - d. hair must be suitably tied back.

### Implementation

Compliance with the Uniform Policy will be monitored by the Registrar, with the assistance of the Uniform Committee. If a player, team or Club breaches the uniform policy, the umpires or Executive Committee members may direct the offender/s to leave the court and have no further participation in the game until the breach is rectified.

If a player, team or Club repeatedly breaches the Uniform Policy the Registrar may, with the concurrence of the Executive Committee, impose a penalty such as loss of points or fines.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Umpire Payments

### *Policy*

That umpires who complete allocated games (excluding team umpires for Saturday Winter Competition as per Local Rule 16, and team umpires for Thursday Competitions as per Local Rule 23d) are paid in accordance with this Policy.

It should be noted that payment is not indicative of the 'worth' or 'value' of the work such umpires provide on a voluntary basis. It is intended as an acknowledgement of the vital support provided to the Association by its umpire pool.

Clubs and teams seeking to pay umpires to complete their allocated team duty for the Saturday Winter Competition, or individual games for the Thursday Competitions, should endeavour to only pay the amounts stated in this policy.

### *Requirements*

#### **Monday Ladies Competition Fixtures**

- a) Umpires allocated games during the Monday Ladies Competition shall be paid in accordance with their qualifications, as follows:
  - \$10/game unbadged
  - \$15/game National C accreditation
  - \$20/game National B accreditation
  - \$25/game National A accreditation

All unbadged umpires are required to have completed the Foundation Umpires course and hold a pass mark of 70% or greater in the Rules of Netball Theory Exam to qualify for this payment.

All badged umpires are required to maintain the currency of their accreditation, and update as necessary, in accordance with Netball Australia updating requirements.

- b) Umpires allocated to any games moved during the Monday Ladies Competition will be paid according to their accreditation, noting that the umpires nominated by teams for moved games must be competent and sourced from the broader Association umpire pool to be eligible for payment.
- c) Umpires allocated to any games which are forfeited during the Monday Ladies Competition will not be paid, noting that reallocation to other games will occur where practicable.

#### **Saturday Winter Competition Fixtures**

Umpires allocated specific games during the Saturday Winter Competition shall be paid the same amounts as per Monday Ladies Competition, and subject to the same qualification requirements. Allocation to specific games is at the discretion of the Umpire Coordinator in consultation with the Umpires Committee.

#### **Representative Fixtures**

Umpires for representative fixtures shall be paid \$50 per day, irrespective of qualification level.

Allocation to a representative fixture is at the discretion of the Umpire Coordinator and will consider:

- any qualification required
- the relative progression of the umpire respective to the team and fixture for which they will umpire.

Additional payment on a pro-rata basis may be made where umpires are required to cover games for more than one team, at the discretion of the Umpire Coordinator.



## Tamworth Netball Association Inc.

ABN: 70 645 848 768

Reimbursement will only be provided for reasonable expenses, subject to the endorsement of the Umpire Coordinator and/or Umpires Committee, and approval of the Executive. Examples of reasonable expenses include:

- fuel expenses where a bus is not provided by the Association. In this instance, you must provide two receipts – one demonstrating that you filled your tank prior to leaving Tamworth, and one upon return to Tamworth. Every effort must be made to car-pool with other umpires, players, coaches/managers and parents.
- meal expenses where reasonable provision for food has not been made by the Association at State Titles. If an umpire chooses to purchase food from canteens or similar while attending carnivals or State Titles, the Association will not be liable for the expenses.

### *Implementation*

Funds for payment of umpires in accordance with this policy will be made available from the appropriate account by the Treasurer.

Individual umpires are responsible for signing the Monday Ladies Competition and Saturday Winter Competition Umpire Allocation Sheet and collection of their payment. While every effort will be made to keep track of any payments not collected, this is not guaranteed and failing to sign and collect payment immediately at the conclusion of the fixture may result in non-payment for that fixture.

Payment for representative fixtures will be made after the fixture, following these steps:

1. Umpire Coordinator provides Treasurer with list of umpires who attended and payments due to each (e.g. where payment is being made for multiple fixtures, or a pro-rata payment is required)
2. Treasurer organises funds for payment of umpires and provides to Umpire Coordinator for distribution
3. Umpire Coordinator distributes payment to individual umpires.



# Procedures and Frameworks

## Ambulance Procedure

Executive and Committee Members of the Association will not be responsible for calling an ambulance for any injuries/illness sustained during Association competitions. It is the responsibility of the injured/ill person or their primary carer to make this call.

There are many reasons behind this, the main two being:

- it is highly unlikely that Association Executive or Committee Members will have details that NSW Ambulance require (e.g. details of patient, injury sustained, etc.)
- the patient who receives the service from NSW Ambulance is responsible for payment of the bill, regardless of whether the '000' call was made by a third party. The decision as to whether or not to call an ambulance should therefore be made by the patient or primary carer of the patient.

### *Procedure*

The decision to call an ambulance is to be made by the injured/ill person or their primary carer.

In extreme circumstances (i.e. cardiac arrest, etc.) common sense should prevail and the closest person with a phone available should make the call immediately.

If an ambulance is called for any persons, please ensure Executive Members in the Lockwood Room are advised so assistance can be provided and gates opened to allow NSW Ambulance speedy access.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Jewellery Management Procedure

The following procedure provides clear guidance to the Association's umpires regarding the implementation of Rule 5.1.1(iv) of the International Netball Federation 'Rules of Netball', with regards to ensuring player safety. It in no way undermines the intent or purpose of Rule 5.1.1 (iv). It has been developed by the Association in consultation with Netball NSW and its insurer.

The following procedure applies to Association local competitions only. It does not apply to any representative fixtures the Association may participate in or host.

### Procedure

The following procedure is to be implemented by umpires for any Association competition:

1. Umpires complete pre-game checks for anything that could endanger the player or other players, including for any items of jewellery. **Generally, players wearing jewellery may not take the court in accordance with Rule 5.1.1(vi).**
2. If a player has an item of jewellery and can produce a medical certificate from a doctor stating that the item is:
  - a. For medical purposes, and
  - b. Does not pose a risk of harm to the player or any other players when it is taped, then the player **may** be allowed to take the court while still wearing the item in question, at the umpires' discretion and following any directions from the umpires regarding taping of the item. **If the player cannot produce such a certificate, they will generally not be allowed to take the court.**
3. Exceptions **may** be made where the umpires determine that the item in question poses no risk to any other players when it is taped. The player with the item in question will be advised that they are taking the court **at their own risk** and must follow any directions from the umpires regarding taping, and the umpires will add a note at the back of the scoresheet.

### Notes

- The player **must** be able to produce the medical certificate covering 2.a. and 2.b. when asked by the umpires. A register of any such certificates **will not** be held by the Association
- Statements from the player such as 'I already gave it to X' are irrelevant. The player **must** be able to produce the certificate for the umpires to view, either in hard-copy or electronic format
- The decision to provide any exemption as per 3. is solely at the discretion of the umpires controlling the game, and umpires for subsequent games are **not** bound by decisions made by previous umpires
- The use of '**may**' in 2. and 3. does not in any way mean '**must**' or '**will**'. The implementation of either of 2. or 3. of this procedure is at the umpires' discretion
- Any decision made by the umpires for the purpose of player safety will be fully supported by the Umpire Coordinator.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

## Umpire Development Framework

### Introduction

The Association seeks to provide an environment where umpires of all ages, abilities and confidence are supported and encouraged throughout their individual umpire development journey.

We support the development of our umpires through relevant umpiring pathways, including provision of coaching and access to high quality Netball NSW fixtures.

### The National Umpire Development Framework

The National Umpire Development Framework (NUDF) is Netball Australia's guiding document for the development of umpires throughout Australia. An overview of the NUDF is provided in Figure 1.

Figure 1 - NUDF Overview

PRE-REQUISITES	PATHWAYS	ASSESSMENT		ACCREDITATION
		Theory Examination Pass Mark	Practical Test	
<b>Foundation Umpire Online Course</b> (integrated with Community Officiating General Principles)	Participating in Rules Discussion workshops	70-79%	Local Game (Ladies, Mens or Mixed) (4 x 10, 12 or 15 minute quarter game)	<b>C Badge</b>
	Coaching/Mentoring			
	Practice Umpiring at appropriate level	80-89%	Local Game (Ladies, Mens or Mixed) (4 X 15 minute quarters)	<b>B Badge</b>
<b>Elite Umpire Course</b> (includes Advanced Level Officiating General Principles)	Attend Umpire Development Programs	90-100%	State League Game of a suitable standard (4 X 15 minute quarters)	<b>A Badge</b>
	Self-Reflection			
	Individual Development	90-100%	1 x SSN match or 2 x ANL matches (4 x 15 minute quarters)	<b>AA Badge</b>
	Community Officiating General Principles course (available online)			
	Advanced Level Officiating General Principles			

### The Tamworth Netball Association Umpire Development Framework

The Association's Umpire Development Framework provided in Figure 2 illustrates the competencies expected, development support provided, and opportunities offered for each umpire depending on their individual progression.

This is a local-level framework only. It is intended to work holistically with the NUDF by supporting umpires to develop the basic competencies which would facilitate entry into the NUDF at a C Badge level. It in no way contradicts or supersedes any aspect of the NUDF.



# Tamworth Netball Association Inc.

ABN: 70 645 848 768

It should be noted that the local levels in no way reflect the breadth of capabilities, experience and knowledge in the Association’s umpire pool. It is acknowledged that there may be umpires who fall under the ‘Team Umpire’ or ‘Cadet’ classifications who are in fact umpires with a wealth of experience, and this framework in no way disparages their experience, capabilities or contribution to the Association and netball more broadly.

The Thursday competition has been excluded from Figure 2 below, as it is ‘umpire your own’ and players umpire on a rotating basis. Coaching of umpires during the Thursday competition may be provided on an ‘ad-hoc’ basis by the Umpire Committee. Where an umpire during the Thursday competition demonstrates an aptitude and enthusiasm, they will be encouraged to progress following the Framework.

**Figure 2 - TNA Umpire Development Framework Overview**

PRE-REQUISITES	PATHWAYS	OPPORTUNITIES	LEVEL
Senior local player/Member	Participating in local Rules sessions	<ul style="list-style-type: none"> <li>Saturday Winter Competition</li> </ul>	<b>Team Umpire</b>
Junior local player/Member	Participating in local Rules sessions JUMP	<ul style="list-style-type: none"> <li>Saturday Winter Competition</li> </ul>	
Completed JUMP (if <15 years of age) Foundation Umpires Course Rules of Netball Theory Exam (pass of >70%)	As per NUDF	<ul style="list-style-type: none"> <li>School-based carnivals</li> <li>National Primary Games</li> <li>Representative fixtures (carnivals)</li> <li>Monday Competition</li> <li>Saturday Competition (junior games)</li> </ul>	<b>Cadet</b>
C Badge		<ul style="list-style-type: none"> <li>Monday Competition</li> <li>Saturday Competition (senior games)</li> <li>Representative fixtures (carnivals)</li> <li>Regional League</li> <li>Junior State Titles</li> <li>Academy Games (at NIAS invitation)</li> </ul>	<b>C</b>
B Badge or higher		<ul style="list-style-type: none"> <li>Monday Competition</li> <li>Saturday competition (senior games)</li> <li>Representative fixtures (carnivals)</li> <li>Regional League</li> <li>Junior State Titles</li> <li>Senior State Titles</li> <li>Other high-performance opportunities (as available)</li> </ul>	<b>B</b>