



## **PENRITH DISTRICT NETBALL ASSOCIATION INC. BY-LAWS**

All dates in By-Laws are subject to competition dates each year

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## **1 MEMBERSHIP**

- 1.1 New Clubs should apply to the Association Secretary advising their name, proposed team names and colour/s they wish to have for their uniform. The proposed Club name and colours must have approval of Council.
- 1.2 A Club is affiliated with the Association by payment of an affiliation fee. (See Finance By-Law 34.3).
- 1.3 Clubs are required to keep a record, in alphabetical order of the names and addresses of all members both playing and non-playing as follows:
- a) all senior members who shall have reached 18 years of age by December 31 in the year of play.
  - b) all junior members who shall have reached the ages of 11 to 17 years by December 31 in the year of play.
  - c) all NetSetGo members who shall be aged up to 10 years by December 31 in the year of play.
  - d) Submit to the Association on the appropriate form membership lists as per a) to d) above, for all players and non-players. This list is to accompany team registrations for the Winter competition.
  - e) Submit to the Association on the appropriate form membership lists as per a) and b) above, for all new members both playing and non-playing registered for the Night competition. This list is to accompany team registrations for the Night competition.
  - f) Submit to the Association on the appropriate form all late registrations for membership as per a) to d) above, for the current year.

## **2 LIFE MEMBERSHIP**

- 2.1 **To be considered for Life Membership of the Association, criteria are as defined in the PDNA Constitution (item 8.e (ii)) as well as the following:**
- a) Outstanding service; and
  - b) (i) 10 years as an Association Executive member, OR
    - (ii) a combination of 10 years as an Association Executive member and either a Director of Netball NSW or a member of a NSW Standing Committee.
- 2.2 Acceptance of nomination under By-Law 2.1 b) ii) is subject to ratification by Executive Committee. Concurrent service is deemed to be one year's service.
- 2.3 Copies of Executive and Council Meeting Minutes and copies of updated Constitution and By-Laws are to be forwarded to Life Members if they so request.

## **3 RETURNING OFFICER**

- 3.1 A Returning Officer shall be appointed at the Annual General Meeting.
- a) The Returning Officer shall not be a member of the Association Council.
  - b) Shall not be eligible to stand for any Office Bearer position.

- c) Shall receive all nominations for election.
- d) Open and scrutinise all nominations in the presence of two (2) Office Bearers.
- e) Circulate those nominations that are in order within the time prescribed.
- f) Conduct a draw for positions on the ballot papers in the presence of two (2) Officer Bearers where required.
- g) Issue ballot papers to members present and eligible to vote at the meeting at which the elections are to be held.
- h) Conduct a ballot at the meeting at which the elections are to be held.
- i) Call for and inform scrutineers of their duties. Provided the intent of the vote is clear, that vote shall be counted as formal. Candidates may nominate their scrutineers.
- j) Announce the result of the vote to the meeting.

#### **4 EXECUTIVE COMMITTEE**

- 4.1 The duties of the Office Bearers of the Association are detailed in Annex A to these By-Laws.
- 4.2 A list of nominees and their qualifications is to be circulated for receipt by Clubs seven days before the date set down for the Annual General Meeting.
- 4.3 Nominations are to be submitted on an Association Nomination Form. See also Constitution Clause 18 b).
- 4.4 Any Office Bearer suspended by Council shall, on demand by the President or any approved member of Council, hand over all Minute, Cash, Bank, Receipt or any other books, papers or documents and any other property in their possession or custody belong to or relating to the Association. Any Office Bearer suspended shall have the right of appeal to the Council, but such right shall be forfeited in the event of non-compliance.

#### **5 MEETINGS**

- 5.1 Association Council Meetings are held as required on the third Monday, except where this conflicts with public holidays and school holidays.
- 5.2 Clubs failing to attend two consecutive Council meetings shall be subject to a fine which must be paid by the following Council Meeting otherwise that Club shall be regarded as unfinancial. Failure to attend any subsequent consecutive Council Meetings will result in a further fine.
- 5.3 Meeting times are 7.30 pm to 10.30 pm. Failure to be in attendance for the duration of the meeting, including any extension of time, shall be noted as a “non-attendance” meeting. Failure to attend for the duration of the AGM will result in a fine.
- 5.4 Clubs who participate in the Night Competition and are not affiliated for the Winter Competition are exempt from By-Laws 5.1, 5.2 and 5.3.
- 5.5 All correspondence, with the exception of controversial matters and matters relating to By-Law 32 will be accepted up until the commencement of Council Meetings. Other such correspondence (with the exception of By-Law 5.6) will be held over to the following Council Meeting.

- 5.6 Matters of a controversial nature should be forwarded through the Club Secretary/President to the Association Secretary. Where another Club is involved, a copy will be forwarded to that Club. Correspondence from members/or families of affiliated Clubs that does not have a covering letter from Club Secretaries will be handled by Executive in accordance with the Member Protection Policy, where appropriate.
- 5.7 Any notice of proposed repeal or alteration to the Constitution or By-Laws must be received by the Secretary thirty-five (35) days prior to the Annual General Meeting or a Special General Meeting, except that in the case of any notice of proposed repeal or alteration to the Constitution or By-Laws proposed by the Executive Committee, Clause 26. a) of the Constitution applies.

## **6 ANNUAL GENERAL MEETING**

- 6.1 The ballot for the election to the following positions shall take place at the Annual General Meeting:
- 6.2 PENRITH SERVICE AWARD COMMITTEE: Five Senior Members of Council. The President is appointed and four Senior Members of Council are elected.
- 6.3 Nominations for election, signed by two Senior Members of Council and with the written consent of the nominee shall be lodged with the Returning Officer at least 28 days prior to the Annual General Meeting. Qualifications shall accompany each nomination.

## **7 COMPETITIONS**

- 7.1 The Winter Competition, at the discretion of the Grading Tribunal and approved by the Executive Committee, is conducted in the following age groups: - 7, 8, 9, 10, 11, 12, 13,14,15, 17 years and Seniors. In the Senior Grade, a Masters' grade may be played if sufficient teams register.
- 7.2 A Night competition may be conducted for all players 9 years and over and those players who have competed in a 9 years team in the preceding winter competition.
- 7.3 A mixed competition may be conducted for Senior and Junior players in either the Winter or Night competitions.
- 7.4 AGES. A player's age on 31 December in the year of play will determine their age group.
- a) NetSetGo are players between 6 and 8 years at 31 December in the year of play.
  - b) Juniors are players who shall have reached the age of between 9 and 17 years of age at 31 December in the year of play.
  - c) Seniors are players who shall have reached 18 years of age at 31 December in the year of play.

## **8 REGISTRATION – GENERAL**

- 8.1
- a) Teams may register a maximum of 12 players per team. A player may register in only one team except that an ordinary member can be registered in a junior or a senior team and a mixed team in the one competition.
  - b) A team may be registered with less than seven players with the prior approval of the Association Registrar.
- 8.2 Birth certificates, passports or drivers' licenses are to be accepted as only means of proof of age up to and including age 17 and Masters' competitions.

- 8.3 No person under the age of 17 years in the year of registration is to be registered unless they have a birth certificate or passport or driver's licence. Application may be made to the Registrars in exceptional circumstances.
- 8.4 Imports
- a) An 'import' is a rep player who has been selected in the PDNA 11 years development squad, or a 12, 13, 14 or 15 year rep squad (State Team or Train-on Team) for the current year, who wishes to transfer to another club to play the Winter Competition. A club may register two 'imports' per team in the 11 years Winter competition and one 'import' per team in the 12,13,14,15 or 17 years Winter competition.
  - b) An import' is also a rep player from the past 12 months (as per 8.4.a.) from another Netball Association in the Greater Sydney Region, who is transferring to a PDNA club team in the Winter Competition. A club may register two 'imports' per team in the 11 years Winter Competition and one 'import' per team in the 12,13,14,15 or 17 years Winter competition.
  - c) A player registered as an import is not permitted to play (fill in) in a higher graded team that already has an import player.
  - d) Unlimited imports are permitted for Night Competition, however imports for the following Winter Competition will be based on registrations for the preceding Winter competition.
  - e) An import must be identified on team registration forms with an # (to indicate import) as well as an \* (to indicate new club). See also By-Law 8.4.a).
  - f) Any team transferring with a rep player, to a new club, must retain at least 6 members from the previous Winter Competition team.
  - g) In exceptional circumstances, a player may appeal to the Executive Committee to be exempted from the import ruling.
- 8.5 Before taking new registrations, Clubs should check with players whether they have previously played with another Club in that season.

## **9 REGISTRATION PROCEDURES**

- 9.1 Team registrations shall close on a date to be fixed by the Association each year. Such registrations shall be on the Association's registration form and shall be accompanied by the team's registration fees and completed registration cards.
- 9.2 Teams may not use their Club name with a number or colour for a team name. Colours are not allowed in front of team names. If Clubs wish to retain unused team names, they must reserve the name in writing.
- 9.3 All players who have been selected in a development squad or representative team (including train-on team) are to have an asterisk (\*) placed after their name on the team registration form.
- 9.4 Registration sheets which are not complete will not be accepted.
- 9.5 Clubs must print the name of an appropriately qualified umpire, as detailed in 27.6, on the registration sheet for each team entering the competition. Where more than one Club proposes to use the same umpire when teams are entered for a competition, the prior permission of the Association Umpire Convenor must be obtained.
- 9.6 Player Registration Cards
- a) A date shall be set for Club Registrars to present, for each player, two completed registration cards and two identical passport-size photographs, to Association Registrars.

- b) Where a competition is still in progress and registration is set down for a following competition (viz Night), registration cards of players who are still participating are to be submitted immediately teams are eliminated.
- c) Photos are to be renewed every three years for NetSetGo and Juniors and every five years for Seniors. When renewing photos Clubs must present old green cards, together with the new set of cards.
- d) Should a player's green cards be lost, a letter signed by the Club Registrar must be submitted, together with new green and yellow registration cards. This also applies when a player's cards are due for renewal and the green card is lost.
- e) When expired green registration card is produced for renewal, old green card is to be endorsed "expired" and returned to Club Registrar. Yellow card is to be destroyed by Association Registrar.
- f) Where a team's brag book is lost the replacement registration cards must be provided to the relevant Association Registrar by 7.00pm on the day prior to playing.

9.7 After the close of registrations, additional team entries may be accepted at the discretion of the Association Registrar.

## **10 LATE REGISTRATIONS**

10.1 New players may be registered by a Club at any time during the season. All late registration cards must be accompanied by a completed late registration form.

10.2 After a team has been graded, any late registrations must be of an equal playing standard. Previous experience is to be considered and the Association Registrar is to make the decision. In the event of an appeal, circumstances are to be reviewed by the Grading Tribunal which is to have power to change any decision so made. A player retains the right of appeal to the Appeals Tribunal.

10.3 A date will be set for clubs to register players who are late registrations for week 1. All cards, photos, Birth Certificates and registration fees must be presented at this time for players to be eligible to play week 1.

10.4 No player will be registered on the ground and allowed to play on the same day. Once a team is registered, any further registrations must be notified to the Association Registrars by 8.00 pm on the Thursday night prior to playing on the Saturday. The Association Registrars must be notified of any late registrations for the Night Competition by 8.00 pm two days prior to playing in this competition. Clubs will be forwarded an account for payment for late registrations.

10.5 With the exception of Week 1, (see By-Law 10.3) late registration cards with affixed recent identical photos (and birth certificates for players aged up to and including 17 and Masters) must be sighted by the Association Registrar on the Saturday before new players are able to play. Club Registrars are to arrange a time for sighting with Association Registrars. Late registration cards will not be sighted unless previously arranged. For Night Competition, the Registrar will designate a night and time for the sighting of late registration cards.

10.6 Clubs are advised that if player's cards and photos do not have the Association seal, that player is not considered registered with the Association.

10.7 Late registrations of non-players are to be notified to the Registrar on the approved Late Registration Form.

## **11 DEREGISTRATIONS**

- 11.1 A player may apply for de-registration from a Club and be re-registered with another Club provided they have the approval of the relevant Association Registrar and on payment of an administration fee to be determined by the Executive Committee each year. The application must be received by the Association Registrar by 8pm two days prior to playing with another club. No transfers from Club to Club shall be granted after midpoint of any competition.
- 11.2 Where a Club has two teams in the same grade a player may transfer once per year from one team to another team in the same club in the same grade provided they have approval of the relevant Registrar. No transfers from team to team shall be granted after midpoint of any competition.

## **12 GRADING**

- 12.1 i) The seniority of Senior grades is:  
A Grade, B Grade, C Grade.
- ii) Masters is a stand-alone grade for over 45's, graded on ability.
- iii) Mixed Senior grade and Men's Senior grade are equivalent to A Grade.
- 12.2 Grading is to be done on paper. Promotion/relegation is, if possible, to be two-up and two-down, but is to be left to discretion of Grading Tribunal who is responsible for grading.
- 12.3 The Grading Committee may place a team in a grade that is consistent with the conduct of a balanced competition. This may include, where appropriate, the combining of age groups.
- 12.4 Clubs will be advised within 24 hours, after grading day, of the grades in which their teams have been placed.
- 12.5 For the Night Competition, the Grading Tribunal has the discretion to place teams in grades that are consistent with the conduct of a balanced competition.

## **13 GRADING APPEALS**

- 13.1 An appeal against a team grading decision must be lodged with the Secretary of the Association on the form, 'Application to Appeal' within 48 hours of receipt of the grading decision.
- 13.2 A Grading Tribunal will be scheduled in accordance with the policy and procedures of the Member Protection Policy.

## **14 DURATION OF PLAY**

- 14.1 Duration of play of matches will be as follows:
- NETSETGO, JUNIORS, SENIORS AND NIGHT. At the discretion of the Competitions Convenor, NetSetGo, Junior, Senior and Night matches may be four quarters of between 10 and 15 minutes' duration.
- 14.2 The length of time of each quarter and each interval (break), will be determined by the Competitions Convenor.

## **15 PLAYING REGULATIONS – GENERAL**

- 15.1 The age of players for registration to play in a grade and/or to play in a grade other than that in which they are registered shall be as follows:

Senior Grades	any player aged 15 years or over in the year of play
Masters	any player aged 45 years or over in the year of play
17 Years	any player aged 14 to 17 years in the year of play
15 years	any player aged 13 to 15 years in the year of play
14 years	any player aged 12 to 14 years in the year of play
13 years	any player aged 11 to 13 years in the year of play
12 years	any player aged 10 to 12 years in the year of play
11 years	any player aged 9 to 11 years in the year of play
10 years	any player aged 8 to 10 years in the year of play
9 years	any player aged 7 to 9 years in the year of play
8 years	any player aged 6 to 8 years in the year of play
7 years	any player aged 6 to 7 years in the year of play

A player registered in the 7 or 8 years competition cannot play in the 9 or 10 years competition. However, once the competition has commenced and in exceptional circumstances, an appeal can be made to the Executive Committee for an 8 year old NSG player to play in the 9 year full rules competition.

- 15.2 Players or officials, who have medical conditions, or pre-existing medical conditions, are required to inform themselves of exclusions that may apply under the Association insurance policy to that medical condition when making any decision to continue playing or officiating in the sport.
- 15.3 Where a NetSetGo or junior player with a disability submits appropriate medical evidence, the Association Registrar has the discretion to grade a player into a team that is lower than the age of the player that has the disability.
- 15.4 In all mixed competitions, only three male players may be on the court at any one time and the playing positions must be one player in each third.
- 15.5 The Game Ball may be swapped at half time provided it is of game quality.
- 15.6 In all other aspects, the INF Rules shall apply to all competition matches, except where special domestic rulings are applied.

## **16 PLAYING REGULATIONS – COMMENCEMENT OF MATCHES**

- 16.1 Club copy of player's card and photo are to be kept by the team in which the player is registered. The player's cards must be sighted prior to the commencement of the game. A substitute player's card must be presented and sighted prior to them taking the court
- 16.2 The Team Official who sights the opposition brag book is required to print their name on the relevant score sheet. Any discrepancies are to be reported to an Association Executive Committee member.
- 16.3 Play must commence at the time set down. If a team is ready at the time set down and Umpires have not arrived, Control to be notified of the name of the club of the missing umpire. The game cannot commence until two umpires are present and protector posts are in place.
- 16.4 Players in each team are responsible for ensuring that the court playing surface is suitable to play on, clear of any debris and protector posts are in place.
- 16.5 If courts are unplayable in any timeslot and if no spare courts are available, two points will be awarded to each team involved.



**17 PLAYING REGULATIONS – POINTS SCORE**

17.1 The following points for games shall be awarded:

- a) Win 2 points
- b) Draw 1 point
- c) Loss 0 points
- d) Bye 0 points
- e) Game Abandoned 0 points
- f) Wet Weather 1 point (see By-Law 25.2 b) and 25.2 c) i).
- g) Forfeit 2 points to team receiving forfeit

**18 PLAYING REGULATIONS – FORFEITS AND TEAM WITHDRAWALS**

18.1 If a team official is willing to forfeit, then the game may cease.

18.2 A forfeit is automatically granted if a team does not have registration cards at the game within 5 minutes of commencement of the game from the sound of the hooter.

18.3 A forfeit may be claimed if opposition cannot field the minimum team of five players within five minutes from commencement of game.

18.4 If court and umpires are available and opposing team has five players, then play must commence on time. A forfeit may be claimed if this team refuses to play.

18.5 Teams claiming forfeits should complete and have Captain sign score sheet as usual, if forfeit has not been notified beforehand.

18.6 All players registered in the team receiving forfeit will be recorded as playing.

18.7 Where a game is in progress and a team forfeit, the score at the time the forfeit is awarded will stand.

18.8 Notified Forfeits:

- a) Any team aware that it will forfeit a match, must advise their club executive committee who then must give notice of such intention to the PDNA Competitions Convenor, Competitions Assistant or one of the Registrars, by 8.00pm on the day prior to the game.
- b) In the event of a notified forfeit, the Competitions Convenor, Competitions Assistant or Registrar is to notify the Secretary of the Club receiving the forfeit, the Club Umpire Convenor of the umpires allocated to game, and the Association Umpire Convenor.

18.9 Team Withdrawals:

- a) Where a team withdraws during the competition, all remaining teams drawn to play the withdrawn team in that round will receive two competition points. The draw remains unchanged and umpiring commitments must be upheld by the club.

**19 PLAYING REGULATIONS – SCORING & SCORESHEETS**

19.1 The names and identification numbers of registered players are computer generated and printed on the score sheet.

- 19.2 The names and identification numbers of late registered players are to be handwritten on the score sheet until such time as the computer-generated score sheet provides these details. Failure to do so will incur a fine.
- 19.3 No player may participate in any game until their cards and photos have been verified and stamped with the Association stamp. Penalty for not complying – game will be awarded to the opposing team and no goals to be recorded by the infringing team.
- 19.4 No player may participate in any game without their card being present. Penalty for not complying – game will be awarded to the opposing team and no goals to be recorded by the infringing team.
- 19.5 The playing position of each player must be recorded on the score sheet the first time that they take part in that game. Each time a playing position is changed you must record that change. Where a playing position does not change only the initial playing position needs to be recorded. Penalty for failing to record at least five playing positions – game will be awarded to the opposing team and no goals to be recorded by the infringing team. Where both teams default no points or goals will be awarded to either team.
- 19.6 Each team should supply a scorer for their match. Teams failing to supply a scorer must accept without challenge the score sheet as submitted by the opposing team. Scorers should stand together near the centre of the court and jointly carry out the responsibility of scoring.
- 19.7 The Captain of a team is responsible for signing the score sheet as correct. If the Captain considers the score sheet incorrect the Captain should report the matter to an Association Official so that they may investigate as they deem necessary.
- 19.8 Should the Captain omit to sign score sheet, they must accept, without challenge, the score sheet as submitted.
- 19.9 If a score sheet is not handed into Control within 15 minutes after the end of the game, an Association Executive Committee member is to be called to Control. The score sheet will be called for over the PA system. If the score sheet is not returned within another 10 minutes, the call over the PA will be repeated.
- 19.10 If the score sheet is not handed into Control within 30 minutes after the end of the game, the points and goals scored by each team will be forfeited. The Association Executive Committee member, at Control, will notate the official results book accordingly.
- 19.11 The Registrars will only accept the score as kept on the official score sheet by the scorers. However, in circumstances where Club Secretaries of both teams involved testify that the score sheet submitted to the Association Registrar is incorrect and further they agree on the correct score they must within seven days of the scores being posted on the website notify the Association Registrar of the discrepancy. The Association Registrar has the discretion to vary the official scores. The official scores are those maintained by the Association Registrars.
- 19.12 The winning team on the last score sheet on each board is responsible for the return of the board to Control. In the event of a game where no scores are recorded, or a game is drawn, the team first named is responsible for the return of the board. Failure to do so will incur a fine.

## **20 PLAYING REGULATIONS – SUBSTITUTES**

- 20.1 There is no limit to the number of substitutions that can be made by a team provided that players used do not exceed twelve.
- 20.2 No player may take the court without their card being present. Penalty for not complying is game is awarded to opposing team and no goals to be recorded by infringing team.

**21 PLAYING REGULATIONS – PLAYER FROM ANOTHER TEAM**

- 21.1 Eligibility criteria for playing players from another team within the same Club are as follows:
- a) Seniors
    - (i) A senior player may take part in a maximum of two competition matches in one round provided that they play in either the team in which they are registered or in teams in higher grades on the same day.
    - (ii) When a player from a lower grade takes part in a game in a higher grade (whether it is the only game or the second game played for that round) that player must bring their green card with them to the game in which they are playing. The penalty for not complying with the above is that the game will be awarded to the opposing team and no goals will be recorded by the infringing team.
    - (iii) Failure to indicate the team name and/or grade from which the player is drawn will incur a fine. Penalty for failing to record the player's ID number is that the game will be awarded to the opposing team and no goals will be recorded for the infringing team.
    - (iv) Masters are not permitted to draw players from any grade.
    - (v) Mixed teams can draw female players from any female team within their own club, provided they play no more than a total of 2 games per day.
  - b) Juniors
 

A junior player may take part in a maximum of two competition matches in the one round as follows:

    - (i) Provided they play at least one grade higher with the same age group, and provided they only take part in a game that is both at least an age group higher and graded equal to or higher than that in which they are registered.
 

For example, a player graded in the 11 Div 1 competition can only play in a 12 Div 1 or higher competition (whether it is the only game played or the second game played for that round).
    - (ii) When a player from a lower grade takes part in a game in a higher grade (whether it is the only game or the second game played for that round) that player must bring their green card with them to the game in which they are playing. The penalty for not complying with the above is that the game will be awarded to the opposing team and no goals will be recorded by the infringing team.
    - (iii) Failure to indicate the team name and/or grade from which the player is drawn will incur a fine. Penalty for failing to record the player's ID number is that the game will be awarded to the opposing team and no goals will be recorded for the infringing team.
  - c) The penalty for not complying with either Clause 21.1 a) or 21.1 b) is as prescribed in Clause 22.5
  - d) The following seniority applies when a player either plays in a higher grade or takes part in a second game on the one day for the Senior grades:
 

A Grade/Men's Grade/Mixed Grade, 17 Div.1, 15 Div.1, B Grade, 17 Div.2, 15 Div.2, C Grade, 17 Div.3, 15 Div.3.
  - e) Once the competition has commenced and in extraordinary circumstances, a player in a 9 or 10 team who appeals to play in a lower graded team may appeal to the Executive Committee to withdraw from the original team and join the lower grade team.
- 21.2 A player from a lower grade may play in a team of a higher grade but having played three matches in one team of a higher grade, they shall be considered a player of that team.
- 21.3 For Night Competition, a player from a lower grade may play in a team of a higher grade but, having played two matches in one team of a higher grade, they become player of that team.

- 21.4 When a Club is fielding more than one team in any one grade, players can only play in the team in which they are registered in that grade.

**22 PLAYING REGULATIONS – ELIGIBLE/INELIGIBLE PLAYERS**

- 22.1 Should a team official feel that the opposing team is fielding an ineligible player, they should contact an Association Executive Member immediately. If the team is fielding an ineligible player, the game will be awarded to the opposing team and no goals recorded by the infringing team. Where both teams are fielding an ineligible player, no points or goals will be awarded for that game.
- 22.2 All players must play in at least three (3) competition matches with the relevant team within the season to be eligible to participate in semi finals, finals and grand finals. Any player found to be ineligible to take part in the final series will not be permitted to take any further part in the final series.
- 22.3 In Night Competition, all players must play in at least two (2) competition matches with the relevant team within the season to be eligible to participate in semi finals, finals and grand finals. Any player found to be ineligible to take part in the final series will not be permitted to take any further part in the final series.
- 22.4 Any team found playing an ineligible player in the final series will be considered to have lost that match in which the ineligible player has taken part.
- 22.5 Penalty for not complying with playing regulations relating to eligible players and/or players from another team is that the game will be awarded to opposing team and no goals will be recorded by the infringing team.

**23 PLAYING REGULATIONS – INJURY**

- 23.1 INF rules shall apply to all injury time in matches. Except for semis, finals and grand finals, no extra injury time shall be added to the match. In semis, finals and grand finals, INF rules shall apply to all injury time and all injury time may be added to the last period of play if required.

**24 FINALS SERIES**

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

- 24.2 The goal average for each team shall be decided as follows:  
total number of goals scored by the team, divided by the total number of goals scored against the team, multiplied by 100, divided by the actual number of matches played by the team, i.e.

$$\frac{\text{goals scored} \times 100}{\text{goals scored against matches played}}$$

The number of matches actually played includes a match a team has forfeited but does not include a match where the team has received a forfeit.

- 24.3 For the Winter Competition:

Semi Finals	1 plays 2 3 plays 4
Finals	Loser of 1 v 2 plays winner of 3 v 4
Grand Finals	Winner of 1 v 2 from semis plays winner of finals.

24.4 For the Night Competition:

Finals	1 plays 4 2 plays 3
Grand Finals	Winner from 1 v 4 plays winner from 2 v 3

24.5 All games including semis, finals and grand finals must be played on the date set down as per the draw, the only exception being for inclement weather. See By-Law 25.6 for wet weather during finals series.

24.6 Method of Play for Draws at Full Time in Semis, Finals and Grand Finals:

a) For 9, 10 and 11 Years Age Groups

Change ends, play three minutes, have a one minute break, change ends and play a further three minutes. If it is still a draw play continues from where the ball was when play was stopped and teams play until one team has a two-goal advantage.

b) For 12, 13, 14, 15, 17 Years and all Senior Grades

Change ends, play five minutes, have a one minute break, change ends and play a further five minutes. If it is still a draw, play continues from where the ball was when play was stopped and teams play until one team has a two-goal advantage.

**25 WET WEATHER**

25.1 Association Executive are to decide if the day's or night's matches are to be played.

25.2 a) For Winter and Night Competitions, courtside decisions on wet weather will be made prior to the commencement of the first timeslot of NetSetGo, junior, and senior competitions.

b) The only games classified wet weather are when a playing day or a complete junior, or senior grade is washed out before play commences. In these cases, all games for that playing day or grade will be cancelled and teams will be awarded one point each. See By-Law 25.6 for wet weather in Finals Series.

c) When a whole grade is playing at the same time and the games are washed out after play has commenced:

i) prior to half-time – teams will be awarded one point each.

ii) during or after half-time - score stands at the time the game was stopped.

25.3 Where grades are played in split timeslots, and some games have been completed, for any games in progress and abandoned (due to wet weather):

a) prior to half time – games will be replayed.

b) during or after half time – score will stand at the time the game was stopped.

25.4 Where any games are scheduled to be replayed due to wet weather, those games will be played on dates to be set by the Competitions Convenor.

25.5 Teams receiving wet weather points are recorded as playing.

25.6 Finals Series – Winter Competition:

- a) Should any day be completely washed out, the finals series will be postponed by one week and all games will be played the following Saturday
- b) Should any timeslot be washed out during a final's series, the games for that timeslot will be played the following day (weather permitting) and failing this, the following Monday commencing at 7.00 pm.
- c) If games have been washed out for two Saturdays following the scheduled date for the Grand Finals, then the final series will be abandoned and the highest placed team at that point in time will be declared premiers

25.7 Finals Series – Night Competition

- a) If the “Finals” are washed out, the “Finals” will be played the following Monday night
- b) If the Monday night is washed out the “Finals” will be abandoned.
- c) Where the “Finals” are abandoned, the Grand Final will be contested between the teams that finished first and second in the competition.
- d) If the Grand Final is washed out the highest placed team at that point in time will be declared Premiers.

**26 UMPIRING – GENERAL**

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

26.2 The approved dress code for all umpires is as follows:

- a) Predominantly white/cream dress/skirt/shirt/shorts/trousers, approved club shorts/trousers, approved club shirt or polo shirt with or without collar, jacket, socks, joggers or playing uniform. Black (plain, mid-length) shorts may be worn instead of white shorts if preferred. Approved and registered Club or Association uniform. Tracksuit pants and shirt are permitted.
- b) All umpires wearing white or cream must wear white underwear – no bikinis. Club or Association tracksuit is permitted over corresponding playing uniform. Association/White/Club tracksuit pants and Association/ White/Club approved shirt or polo shirt, with or without collar, is permitted. Skirts over tracksuit pants are not permitted.
- c) Club or Association rugby tops are permitted when wearing corresponding Club or Association tracksuit pants.
- d) Anoraks are not permitted.
- e) Bike shorts, 3/4 tights and full length tights are not permitted unless subject to 30.3 c).

26.3 No umpire is to try for a National badge without the knowledge of the Association Umpire Convenor, as badging should be arranged through the Association.

26.4 If dissatisfaction is felt during the umpiring of a game, a team representative should seek assistance from the Association.

26.5 An Umpire must fulfill one umpiring commitment per week (if deemed required) with the club they are registered with before they can umpire for another club.

**27 UMPIRE ELIGIBILITY**

27.1 SENIOR GAMES:

- a) To umpire senior games you are required to hold a current umpire qualification relevant to the minimum standards as detailed in Clause 27.6.

27.2 JUNIOR GAMES:

- a) To umpire junior games you are required to hold a current umpire qualification relevant to the minimum standards as detailed in Clause 27.6.

27.3 UNBADGED UMPIRES:

- a) Unbadged umpires who are training for their badges shall be allowed to umpire Senior B grades (as detailed in Clause 27.6) for up to four weeks with an experienced umpire as an umpire’s coach. Umpire Coaches failing to co-sign will be subject to a fine.
- b) District C badges training for a District B badge shall be allowed to umpire Senior A grades and Senior B grades (as detailed in Clause 27.6) for up to four weeks with an experienced umpire as an umpire’s coach. Umpire Coaches failing to co-sign will be subject to a fine.

27.4 New Clubs

- a) New Clubs entering the Association must have at least one umpire for each team sit and pass the Rules of Netball Theory Exam within four weeks of the commencement of the competition. By- Law 27.4 b) applies for all subsequent competitions.
- b) For all subsequent competitions, the Club must have one District badged umpire for each senior team entered in the competition and one umpire with a pass in the Rules of Netball Theory Exam for each NetSetGo/junior team entered in the competition. Failure to meet this By-Law will render the Club ineligible to register any team in excess of the number of appropriately qualified umpires registered with the Club.

27.5 Badged umpires from other Associations, and experienced umpires without a current Rules of Netball theory exam, may commence umpiring junior games, with the approval of the Umpiring Panel. Failure to obtain the theory pass within four weeks of the approval will mean the approval is withdrawn.

27.6 The following table details the minimum requirements to umpire various grades with the exception of new Clubs:

<i>Grade/Age Group</i>	<i>Minimum Qualification to Umpire</i>
1. NetSetGo – 7 and 8 years	Experienced umpire with current Rules of Netball theory exam pass and a minimum of 12 weeks’ umpiring experience
2. 9 to 14 years, Div.3,4,5	Foundation Umpires Course Certificate or current Rules of Netball theory exam pass
3. 9 to 14 years Div.2 9 and10 years Div.1	Current Rules of Netball Theory exam pass
4. 11years Div.1, 12years Div.1, 13years Div.1, 14years Div 1, 15years Div.2, 17years Div.2	Association District C Badge
5. 15years Div.1, 17years Div.1	Association District B Badge

- |     |                         |  |
|-----|-------------------------|--|
| 6.  | 15yrs Div.3,4,5         | Foundation Umpires Course Certificate or Rules of Netball theory exam pass and a minimum of 6 weeks umpiring experience approved by the Association Umpires Convenor |
| 7.  | 17yrs Div.3             | Rules of Netball theory exam pass and a minimum of 6 weeks umpiring experience approved by the Association Umpires Convenor.   |
| 8.  | B1 and B2 grade         | Association District B Badge   |
| 9.  | All other B grade       | Association District C Badge   |
| 10. | A1, A2, Mixed and Men's | National Badge or Association District B Badge approved by Association Umpire Convenor   |
| 11. | All other A grade       | Association District B Badge   |
| 12. | C Grade                 | Current Rules of Netball theory exam pass and a minimum of 6 weeks' practical on junior games  |
| 13. | Masters                 | Association District B Badge   |

27.7 The Association Umpire Convenor has the discretion to substitute umpires for any match.

## **28 COMPETITION UMPIRING**

- 28.1 Spare umpires are to be allocated to each time slot. Spare umpires must arrive at least 5 minutes before the commencement of the game, remain at Control, ready and able to umpire, until they are dismissed. For senior time slots, spare umpires must hold as a minimum an Association District Badge.
- 28.2 If only one umpire is on the court when the hooter sounds for the start of play, the game should not commence until the other umpire arrives.
- 28.3 An umpire sending a player from the court for disciplinary reasons must complete the Incident Report Sheet on the back of the score sheet. Where possible, the player's green card is to be obtained by the umpire and handed into Control with the score sheet. The matter will be investigated by the Umpire Convenors, President or nominated Executive person, who will then decide whether or not further action is to be taken.
- 28.4 An umpire is permitted to stop a match and award game to opposing team if there are any continued abusive remarks or unduly loud criticisms of their umpiring from a team or their spectators, after having issued a warning.
- 28.5 For the Finals Series, a club must submit the minimum number of qualified practicing umpires equivalent to the number of club teams in each of the final series. In the event of non-compliance, a fine will apply.

## **29 THE RULES OF NETBALL THEORY EXAM**

- 29.1 All Clubs are requested to have as many persons as possible pass the Rules of Netball Theory Exam.
- 29.2 Holders of District Badges must pass their Rules of Netball Theory Exam every 4 years. Persons holding a District Badge failing to comply will result in the loss of their badge.



- 29.3 In accordance with INF rules, National Badged umpires must pass the Rules of Netball Theory Exam with a pass relevant to the badge held every 4 years.

### **30 CLUB UNIFORMS AND EQUIPMENT**

- 30.1 Clubs shall register all items of uniform to be worn by their members, for approval by Council.

- 30.2 No Player shall be allowed to compete in competition matches unless wearing the registered uniform of that team in their Club. Exception and clarification on uniforms will be made by PDNA Executives for extenuating circumstances.

#### **30.3 Playing Uniforms**

- a) Uniforms shall be approved skirt with shirt and/or bodysuit or dress. Approved shorts and shirt may be worn. A full sports brief or bike pants in the approved Club colour must be worn under a skirt, bodysuit or dress.

Players in one team may wear different types of uniform – eg skirts or shorts with shirts, dresses or bodysuits, but each item of clothing must be approved as club playing uniforms.

In very cold weather NetSetGo players may wear long sleeve tops and full-length tights, under their playing uniform.

- b) Gloves must not be worn by players unless an appropriate medical certificate is approved by the Registrars. Clause 30.3 f) still applies.
- c) Bike pants, worn under a dress or skirt, that appear below a player's knees are not permitted unless an appropriate medical certificate is approved by the Registrars.
- d) Socks must be worn.
- e) All studs must be removed.
- f) Anything of a dangerous nature (such as watches, rings, earrings etc.) must not be worn. A wedding ring is allowed but ornate wedding rings must be taped. Juniors up to and including the 14 years age group must cut fingernails, but 15 years and older may either cut or tape long nails. Tape must be kept on and if a player is found to have removed the tape, the player will be made to cut their nails before resuming their position on the court. Tape when used must be flesh-coloured and cover to the first joint of the fingers and thumbs. No transparent tape (e.g. micropore) or electrical tape is permitted.
- g) Daith Piercing is allowed provided:
- i. The player has a current doctor's certificate stating it is a daith (migrane) earring.
  - ii. PDNA Registrar has issued a pink card which is kept in the team brag book
  - iii. Earring must be taped

#### **30.4 Patches**

- a) Letters on positional patches or bibs are to be easily distinguishable. Playing initials shall be 150mm high. The use of safety pins with patches is not permitted.
- b) Where teams with the same or similar colours are playing each other, teams must wear easily distinguishable bibs. The umpires may abandon the game if this rule is not adhered to and no points will be awarded.

- 30.5 The ball shall be a netball size 5 and shall measure between 890 mm and 710 mm in circumference, and weigh between 400 grams and 450 grams. The ball may be of leather, rubber, or similar material.

### **31 CLUB RESPONSIBILITIES**

- 31.1 Clubs failing to attend on time and/or complete their rostered duties will be fined. This includes Canteen duties, Control duties, allocated umpiring commitments for all Rep selections and other rostered duties on opening and closing days.
- 31.2 The first-named team on the draw for the first game on any court is to collect the Protector Posts from Control and attach them to each goal post. The winning team on the last scoresheet for the day is responsible for the return of the Protector Posts from that court. In the event of a game where no scores are recorded or a game is drawn, the team first named on the scoresheet will be responsible for their return. Failure to do so will incur a fine.
- 31.3 The Association is responsible for seeing that the courts are left in a clean condition. It is requested that Clubs make sure their teams place litter in the garbage bins provided.

### **32 CODE OF CONDUCT**

- 32.1 Clubs are responsible for the control and conduct of their spectators, players and Club officials, which includes coaches, managers and umpires.
- 32.2 All members of the Association and spectators attending games and/or events controlled by the Association are required to adhere to the appropriate Codes of Conduct in accordance with the Member Protection Policy.
- 32.3 Where an Association member or a spectator is reported for a serious breach of the code applicable to that class of person, action may be taken in accordance with the Member Protection Policy.
- 32.4 After the first incident of any action involving spectator(s) who are not financial members of the Association, the Club will be sent a letter of warning and then a subsequent fine will be imposed if the same person(s) re-offends.

### **33 MEMBER PROTECTION POLICY**

- 33.1 The Netball NSW Member Protection Policy is adopted and recognised as applicable to all members of the Penrith District Netball Association.
- 33.2 With the exception of umpires' reports, complaints written on the back of scoresheets are invalid.
- 33.3 For less serious offences under the Member Protection Policy, PDNA may, after considering the report about the offending player/s, give an official written warning, suspend a player for one or two games and/or request the player attends a meeting with two members of the Executive Committee prior to their next scheduled game. This action can replace the convening of a Discipline Tribunal at the discretion of the Executive Committee.

### **34 FINANCE**

- 34.1 **GOODS & SERVICES TAX.** GST is added to charges raised by the Association except for levies, fines and donations.
- 34.2 All monies owed to the Association must be paid within 30 days of date of invoice and/or prior to semi-finals. Failure to comply will result in that Club or person being deemed unfinancial.
- 34.3 **AFFILIATION FEE.** Existing Clubs are to pay a \$1.00 annual affiliation fee before the February Council Meeting. New Clubs that are accepted into the Association are to pay \$1.00 affiliation fee upon acceptance. The Executive Committee may waive the annual affiliation fee.

34.4 REGISTRATION FEES:

- a) PLAYERS. A Registration fee (including Insurance) for each Competition, shall be set by Council at the Annual General Meeting each year. The registration fee applicable to each player will be the fee relevant to the grade in which the player is registered, e.g. a player aged 15 years registered in a Senior team will pay a Senior registration fee.
- b) NON-PLAYERS. A fee for non-players' membership is to be paid annually.
- c) If a non-player becomes a player within that same competition, the balance of the normal registration fee will apply.
- d) LIFE MEMBERS: The membership fee for all active life members will be paid by the Association annually.

34.5 Any monetary increases made by Netball NSW after the Association's Annual Meeting may be passed on to Clubs.

34.6 Late registrations to be paid in accordance with By-Law 10.4.

34.7 Where a player is permanently re-graded into a higher level of competition, e.g. junior to senior, during the same competition the difference in the registration fee is to be paid to the Association.

34.8 Once a registration has been registered with the Association there are no refunds after the date set by Netball NSW.

34.9 In the event of a team defaulting after grading, the team registration will not be refunded and a fine will be imposed. This fine will be levied on the Club in question, who has the right to recover all monies lost from the members of the defaulting team. Teams to have the right of appeal to Council.

34.10 Any Club or person who is unfinancial to the Association is not permitted to play in competition games including Semis, Finals and Grand Finals until all outstanding monies have been paid. Any player who does not comply will have their registration card withdrawn from their Club by the Association and no future affiliation or registration fee will be accepted until the money has been paid.

34.11 A player deemed to be unfinancial shall be given seven days' notice in writing, after which time their card shall be withdrawn.

34.12 Where a Club and its members are unfinancial to the Association, and a member registered with that Club wishes to register with another Club, that member must pay to the Association the relevant percentage of outstanding monies apportioned to each member which in total would clear the outstanding debt.

34.13 EXECUTIVE COMMITTEE UNIFORM. Members of the Executive Committee are provided with a basic Executive Committee uniform at no cost. They may purchase additional items and all Penrith representative clothing, including bag, at the approved subsidised rate.

34.14 EXECUTIVE COMMITTEE OPERATIONS

- a) To undertake representation and other presidential duties the President is able to expend upon production of approved receipts up to \$2,000.00 per annum.
- b) To undertake Association commitments, the Executive Committee may determine which events/functions should be attended by appropriate Association Executive Committee members at Association expense, up to a combined maximum of \$5,000.00 per annum.

**35**     **FINANCE – FINES**

## 35.1    MEETINGS

- |    |  |       |
|----|--|-------|
| a) | Failure to attend two consecutive Council/Special Meetings       | \$30  |
| b) | Failure to attend three consecutive Council/Special Meetings     | \$50  |
| c) | Failure to attend fourth and subsequent Council/Special Meetings | \$100 |
| d) | Failure to attend AGM  | \$100 |
| e) | Failure to attend subsequent AGM                                 | \$200 |

## 35.2    Competition

- |    |  |   |
|----|--|---|
| a) | First un-notified forfeit                                    | \$20                                      |
| b) | All subsequent forfeits                                      | Increased each time by increments of \$10 |
| c) | Failure to return Protector Posts                            | \$20                                      |
| d) | Failure to record name, team and/or grade of borrowed player | \$10                                      |
| e) | Failure to record ID of late registered players              | \$20                                      |
| f) | Failure to return scoreboard                                 | \$5                                       |
| g) | Team defaulting after grading                                | \$100                                     |

## 35.3    Umpires

- |    |  |   |
|----|--|---|
| a) | Failure to provide umpire as per draw including spare umpire                 | \$30 each offence for the first five offences   |
| b) | Failure to provide umpire as per draw including spare umpire                 | \$40 each offence after the first five offences |
| c) | Use of unqualified umpire  | \$20  |
| d) | Accumulation of five umpiring fines (a and c above)                          | \$100   |
| e) | Accumulation of 10 umpiring fines (a, b and c)                               | \$200   |
| f) | Failure to provide appropriate number of qualified umpires for finals series | \$100   |
| g) | Failure to sign scoresheet   | \$10  |
| h) | Incorrect uniform  | \$20  |

## 35.4    Disputes

- |  |       |
|--|-------|
| Maximum fine for breach of Code of Conduct | \$200 |
|--|-------|

35.5 Rostered Duties

Failure to perform rostered duties, fine per person, per hour or part thereof \$20

**36 SERVICE AWARD**

36.1 A badge known as the 'Penrith Netball Service Award' is to be awarded to such persons as approved by the Penrith Service Award Committee. This award is to be announced at the Annual Dinner.

36.2 A member of the Association shall be eligible to receive the award provided that the nominated member has given at least 10 years' outstanding service to Netball for the Penrith District Netball Association. Association Life Members are ineligible for the Award.

36.3 The following areas of contribution are indicative as appropriate for nomination. It is not necessary for a nominee to meet all of the criteria, but it is necessary that they have undertaken a combination of these for at least 10 years for their Club or Association.

Outstanding service should include:

- a) Coaching, managing, umpiring, serving on either Club or the Association Executive Committee, and/or
- b) Representing their Club at the Association level; and/or
- c) Coaching/managing/umpiring at the representative level; and/or
- d) Undertaking outstanding service in other areas of their Club, e.g. in representing the interests of their Club or Association at the Local/State Government level.

36.4 Any two Senior Members of the Association may nominate candidates for the award.

36.5 The Penrith Service Award Committee elected by Council at an Annual General Meeting shall consist of 5 members and shall consider and approve the names of recipients. The President is the Chairperson of the Committee.

36.6 Nominations are to be submitted in writing to the Association Secretary by the date notified by the Executive Committee each year. Qualifications must accompany all nominations.

36.7 No more than five awards are to be given in any one year.

**37 CLUB COACH OF THE YEAR AWARD**

37.1 An Award may be made each year to a member who is a Club Coach. The award shall be announced and presented at the Annual Dinner.

37.2 The nominated coach must be a member of the Association who should ideally hold a Foundation Certificate.

37.3 Applications should be submitted on the approved application form and should be submitted by a club executive committee member. The nomination is to include the following:

- a) reasons why the coach has been nominated
- b) previous coaching experience, including results
- c) history of the nominated coach

- 37.4 A panel comprising the Association Coaching Convenor, one other member of the Association Executive and one club representative will consider and recommend to the Executive Committee the names of the recipients.
- 37.5 Nominations are to be submitted on the approved application form to the Association Secretary by the date notified by the Executive Committee each year.

**38 UMPIRING AWARDS**

**The Clare Cavanagh-Wright Senior Umpire Achievement Award** is to be awarded to the person 18 years or over who has a National Badge and is assessed as having performed at an outstanding level in the State sphere each year. The recipient of the award shall be announced at the Annual Dinner. The award is to be nominated by the Umpiring Panel and ratified by the Executive Committee.

**The Junior Umpire Achievement Award** is to be awarded to an umpire up to and including 17 years. The recipient of the award shall be announced at the Annual Dinner. The award is to be nominated by the Umpiring Panel and ratified by the Executive Committee.

**39 CATHY ORMEROD CLUB OF THE YEAR AWARD**

The Club of the Year award is to be awarded to a club that has significantly contributed to the Penrith District Netball Association through Club membership; growth and maintenance, general cooperation of the club and its executive in activities during the award period; and general improvements and progress of the club during the award period. Clubs can submit nominations to the Association Secretary by the date notified by the Executive Committee.

The award is to be selected by PDNA registrars and ratified by the PDNA Executive Committee. In the case of conflict of interest by selectors, other members of PDNA Executive Committee will stand in.

**40 JAN JACKSON MARCH-PAST AWARD**

The Jan Jackson March-Past Award is awarded to the club, selected by a judging panel, as making an outstanding effort with their teams and players at the Opening Day March-Past.

<b>Annex A:</b>	Duties of Office Bearers
<b>Annex B:</b>	Duties of Panels and Tribunals
<b>Annex C:</b>	Grading Appeal Application
<b>Annex D:</b>	Officials Incident Report Sheet

## **DUTIES OF OFFICE BEARERS**

### **PRESIDENT**

Chair all meetings.  
Develop and lead the Association in matters of policy.  
Host/attend official functions on behalf of Association.  
Manage sponsorship proposals.  
Make presentations as appropriate.  
Act as ex-officio member of all committees and panels.  
Present Annual Report at AGM.  
Provide copies of any correspondence to Secretary  
In conjunction with the Vice President oversee the management and operation of the Member Protection Policy  
Co-ordinate and be responsible for Opening Day arrangements.  
Engage band & singer for official functions.

### **VICE-PRESIDENT**

Deputise for and assist President as required.  
Assist President in hosting official functions.  
Undertake any duties delegated by President.  
Undertake planning and development for future needs of the Association.  
Manage disciplinary process including the coordination of all Disciplinary Tribunals and maintain records.  
Organise all social activities.  
Organise Annual Dinner.  
Allocate training courts.  
Provide copies of any correspondence to Secretary.  
Present report to each Council meeting.  
Review all umpire reports about player behaviour and determine appropriate action at the completion of each competition day's play.  
Authorise wet weather announcements.  
Oversee the recording of wet weather information on the internet.  
Prepare rosters as required.  
Oversee the recording of meeting attendances.

### **SECRETARY**

Direct and control work of the Office Administrator.  
Receive, attend to and respond to correspondence as required.  
Arrange accommodation for Executive, officials and players as required.  
Respond to enquiries.  
Liaise with prospective Clubs and facilitate their affiliation.  
Circulate nominations for Life Membership and attend to same.  
Act as ex-officio member of all committees and panels.  
Act as point of contact for Netball NSW.  
Advise the Department of Fair Trading of changes to Association Constitution and Executive Committee members.  
Ensure the purchase of all gifts made by the Association.  
Order badges for Executive Committee, Life Members and Penrith Service Award.  
Advise Executive Committee of additional meetings as called or required.  
Take minutes of all meetings.  
Receive all applications for Rep officials (selectors, coaches, managers, scorers)  
Prepare correspondence list for each Council Meeting.  
Present report to each Council Meeting.

## **TREASURER**

Maintain all financial records (Club accounts, cash receipts books, cash payments books, petty cash).  
Receipt all monies and bank within seven days.  
Balance monies received from receipts, and balance cashbooks to bank statements.  
Provide audited balance sheets and statements to Public Officer.  
Prepare books for auditors and organise printing and distribution of financial statement.  
Receipt all uniform payments.  
Check Canteen receipts after trading and verify.  
Prepare all employees' wages and maintain wages book.  
Pay PAYG tax, GST, superannuation and worker's compensation.  
Manage and arrange payment of subsidies and honorariums for all officials as required.  
Prepare and issue payment summaries.  
Receive and pay all accounts as approved by Executive and/or Council.  
Draw and distribute cheques.  
Advise Clubs and Executive Committee of monies owing and collect same.  
Advise Clubs and Executive Committee, as appropriate, of unfinancial players/Clubs.  
Act as ex-officio member of all committees and panels.  
Provide copies of any correspondence to Secretary.  
Circulate reports for each Council Meeting.  
Prepare and present audited balance sheets and statements to AGM.

## **SENIOR REGISTRAR**

Prepare and distribute accounts for late registrations; issue fines for senior teams.  
Liaise with Appeals Tribunal on grading matters as appropriate.  
Provide copies of any correspondence to Secretary.  
Present combined report to each Council Meeting.  
Convene Grading Tribunal.  
Advise Clubs of teams' grades.  
Assist with the placement of individual players in appropriate Clubs, where possible.  
Liaise with Club Registrars on all matters concerning senior registrations.  
Maintain register of senior players in all teams in their respective grades.  
Receive all senior score sheets on completion of each day's play and check player registrations.  
Record senior match results and points table after each day's competition.  
Maintain senior competition points table.  
Advise Executive Committee of unregistered senior players.  
Advise Executive Committee of reports or anomalies on senior score sheets.  
Assist Association Registrar as required.  
Maintain a register of non-players in their respective clubs.



### **INTERMEDIATE REGISTRAR**

Prepare and distribute accounts for late registrations; issue fines for intermediate teams.  
Liaise with Appeals Tribunal on grading matters as appropriate.  
Act as member of Grading Tribunal.  
Provide copies of any correspondence to Secretary.  
Present combined report to each Council Meeting.  
Convene Grading Tribunal.  
Advise Clubs of teams' grades.  
Assist with the placement of individual players in appropriate Clubs, where possible.  
Liaise with Club Registrars on all matters concerning intermediate registrations.  
Maintain register of intermediate players in all teams in their respective grades.  
Receive all intermediate score sheets on completion of each day's play and check player registrations.  
Record intermediate match results and points table after each day's competition.  
Maintain intermediate competition points table.  
Advise Executive Committee of unregistered intermediate players.  
Advise Executive Committee of reports or anomalies on intermediate score sheets.  
Assist Association Registrar as required.

### **JUNIOR REGISTRAR**

Prepare and distribute accounts for late registrations and issue fines for junior teams.  
Liaise with Appeals Tribunal on grading matters as appropriate.  
Act as member of Grading Tribunal.  
Advise Clubs of teams' grades.  
Assist with the placement of individual players in appropriate Clubs, where possible.  
Liaise with Club Registrars on all matters concerning NetSetGo and junior registrations.  
Check birth certificates or other approved proof of age, ensuring confidentiality.  
Maintain register of NetSetGo and junior players in all teams in their respective grades.  
Receive all NetSetGo and junior score sheets on completion of each day's play and check player registrations.  
Record NetSetGo and junior match results and points table after each day's competition.  
Maintain junior competition points table.  
Advise Executive Committee of unregistered NetSetGo and junior players.  
Advise Executive Committee of reports or anomalies on junior score sheets.  
Assist Association Registrar as required.

### **COMPETITIONS CONVENOR**

Responsible for the preparation of all competition and carnival draws.  
Liaise with PR Convenor on publicity for forthcoming competitions and carnivals.  
Set up and maintain sound system for competitions, presentations, special events.  
Provide copies of any correspondence to Secretary.  
Present report to each Council Meeting.  
Ensure Clubs on Control Duty are familiar with procedures/duties.  
Ensure timings for senior games are adhered to, resetting timer as required.  
In conjunction with the Competitions Assistant, be available in Lower Control at all times when a competition is in progress.  
Deal with general enquiries.  
Return senior score sheets to Senior Registrar after day's competition.  
Secure Control after day's competition.  
Arrange purchase of trophies for competitions and carnivals.  
Organise the March Past trophies for Opening Day and arrange engraving.  
Arrange purchase of plaques for sponsors.  
Liaise with Canteen Manager and Physiotherapists re days of operation and changes to times etc.  
Prepare rosters for Canteen and Control.  
Organise Control duty for semis, finals and grand finals.  
Prepare scoresheets for semis, finals and grand finals.

### **COMPETITIONS ASSISTANT**

Maintain tidiness of lower Control.  
Prepare Control for day's competition.  
Prepare scoreboards for competitions.  
Ensure Clubs on Control Duty are familiar with procedures/duties.  
Ensure timings for NetSetGo and junior games are adhered to, resetting time as required.  
In conjunction with the Competitions Convenor, be available in "lower control" at all times when a competition is in progress.  
Deal with general enquiries.  
Return NetSetGo and junior score sheets to Junior Registrar after day's competition.  
Liaise with Junior Registrar on NetSetGo.  
Responsible for purchase of NetSetGo trophies and presentations.  
Assist with purchase of trophies for competitions and carnivals.  
Ensure meeting attendances are recorded.  
Prepare score sheets for semis, finals and grand finals.

## **SENIOR UMPIRE CONVENOR**

Prepare and distribute umpiring fines to Clubs.  
Provide copies of any correspondence to Secretary.  
Present combined report to each Council Meeting.  
Convene Umpiring Panel.  
Allocate umpiring to all senior games, including semis finals and grand finals.  
Oversee umpiring aspects of the conduct of games during senior competition.  
Arrange practical tests for umpires.  
Arrange National Badging Panels, as required.  
Liaise with and advise NSW on umpire matters, including allocations for NSW-managed events.  
Liaise with Club Umpire Convenors as required, including advising on alterations to and interpretations of rules, and on unqualified umpires.  
Notify umpire complaints to President/Executive Committee.  
Organise draw for semis, finals and grand finals.  
Advise Clubs of draw and umpire allocations for semis, finals and grand finals.  
Allocate qualified umpires to relevant Rep commitments, including selections and Carnivals.

## **JUNIOR UMPIRE CONVENOR**

Prepare and distribute umpiring fines to Clubs.  
Be a member of the Umpiring Panel.  
Allocate all NetSetGo and junior umpiring, including for semis, finals and grand finals.  
Oversee umpiring aspects of the conduct of games during NetSetGo and junior competitions.  
Assist Senior Umpire Convenor with practical examinations.  
Liaise with Club Umpire Convenors as required, including advising on alterations to and interpretations of rules.  
Notify umpire complaints to President/Executive Committee as appropriate.  
Allocate umpires for junior Rep selections.

## **COACHING CONVENOR**

### **Clubs**

- Liaise with PR Convenor for publicity on all matters concerning coaching.
- Provide copies of any correspondence to Secretary.
- Liaise with and advise Club Coaching Convenors on current coaching procedures.
- Manage specialist clinics, e.g. Development Days, Anne Sargeant Clinic.
- Organise specialist coaching clinics.
- Ensure that all accredited coaches attend update accreditation courses.
- Manage and conduct the NetSetGo competition.
- Liaise with Junior Registrar on NetSetGo
- Liaise with Junior Rep Convenor the inclusion of junior rep players to assist with NSG programs
- Responsible for preparation of NetSetGo certificates and presentations.

### **Reps**

- In conjunction with Head Coach of 11 years development teams prepare development coaching programs.
- Receive all nominations for rep coaches and managers
- Arrange panel interviews and selections for rep positions in conjunction with Mentor Coach
- Source coaches and managers for vacancies
- Fill in a temporary position when vacant

## **SENIOR REP CONVENOR**

- Manage the Senior 'Rep' Club. Prepare and submit all representative teams and official's registration requirements.
- Ensure that all Rep players are registered with Netball NSW before their first competition match.
- Ensure that all Rep players are financial.
- Liaise with Treasurer re any discrepancies relating to financial status of Rep players.
- Provide copies of team entries and any other correspondence to PDNA office.
- Present report to each Council Meeting.
- Attend both Senior and Junior State Titles.
- Allocate Rep players to various Rep commitments as required.
- Administer Rep players' levies.
- Liaise with Vice President and arrange for attendance of Rep players and officials at the Annual Dinner.
- Liaise with appropriate personnel on matters pertaining to Rep.
- Enter all teams into NSW competitions by the closing dates.
- Purchase and maintain Rep equipment including first aid supplies, balls etc.
- Purchase all Rep uniforms. Arrange fittings & billings for Senior uniforms.
- Issue uniforms to Senior Rep players and officials.
- Undertake and provide Treasurer with data from annual stocktake for Annual Report.
- Ensure Rep By-Laws are upheld.
- Recommend and determine dates for selections and make recommendations for selection panels.
- Write and deal with correspondence pertaining to Rep Selections.
- Manage all Senior Rep selections.
- Submit Selection Committee's recommendations to President then Executive Committee for approval.
- Co-ordinate meetings for Rep parents and Rep officials as required.
- Issue players with Rep Handbook and any other relevant information if appropriate.
- Maintain Rep information on internet, including application forms for officials.
- Appeal grading decisions by NNSW
- Booking training venues and confirming with coaches and Managers
- Arrange accommodation at Senior State Titles if required (in conjunction with President and Executive Committee)
- Seeking new players to fill vacancies

**JUNIOR REP CONVENOR**

- Prepare and submit all representative teams and official's registration requirements to Junior Registrar.
- Ensure that all Rep players are registered on MyNetball and with Netball NSW before their first competition match.
- Ensure that all Rep players are financial.
- Liaise with Treasurer re any discrepancies relating to financial status of Rep players.
- Provide copies of team entries and any other correspondence to PDNA.
- Present report to each Council Meeting.
- Allocate Rep players to various Rep commitments as required.
- Administer Rep players' levies.
- Liaise with appropriate personnel on matters pertaining to Rep.
- Enter all teams into NSW competitions by the closing dates.
- Issue uniforms to Junior Rep players and officials.
- Ensure Rep By-Laws are upheld.
- Recommend and determine dates for selections and make recommendations for selection panels – to President and Executive Committee.
- Write and deal with correspondence pertaining to Rep Selections.
- Manage all Junior Rep selections – including advising successful and unsuccessful players
- Submit Selection Committee's recommendations to President then the Executive Committee for approval.
- Co-ordinate meetings for Rep parents and Rep officials as required.
- Issue players with Rep Handbook and any other relevant information if appropriate.
- Maintain Rep information on internet
- Liaise with Treasurer on payment/refunds for carnivals.
- Liaise with coaches for team entries to carnivals
- Attend Senior and Junior State Titles.
- Provide Rep coaches with a list of all District Carnivals and enter teams accordingly.
- Provide Senior Umpire Convenor with an advance list of Carnival attendances by teams.
- Assist with selection trials.
- Liaise with Vice-President on training court requirements for Rep teams and organise additional training courts as required.
- Determine coaching equipment requirements.
- Allocate equipment to coaches and ensure return.
- Organise the allocation of and the return of gazebos to Rep Coaches.
- Liaise with Mentor Coach and Senior Rep Convenor to organise fitness trainer and other specialist advisers as required.
- Organise all team photographs.
- Arrange tent hire for Junior & Senior State Titles after discussion with Senior Rep Convenor and with the approval of Executive Committee.
- Ensure all junior players attend Grand Final Day in uniform.
- Assist with annual stocktake.
- Appeal grading decisions by NNSW
- Arrange fittings & billings for Junior uniforms.
- Arrange accommodation at Junior State Titles (in conjunction with President and Executive Committee)
- Seeking new players to fill vacancies

**PUBLIC RELATIONS CONVENOR**

- Publicise to Clubs and media all events and competitions of the Association.
- Organise special events for promotions.
- Prepare and lodge weekly articles for publication in local press and magazines.
- Liaise with sporting editors for feature and weekly press coverage.
- Liaise with Netball NSW PRO as required.
- Oversee the Management of the internet site and social media sites
- Promote Association sponsors.
- Maintain a pictorial and written history of the Association.
- Maintain a photographic library of the history of the Association.
- Maintain photographic display in meeting room.
- Liaise with Vice-President for the preparation of visual presentation for Annual Dinner.
- Prepare Association Yearbook annually.
- Provide copies of any correspondence to Secretary.
- Maintain Association honour boards.
- Present report to each Council Meeting.

**Annex B****DUTIES OF SUB-COMMITTEES****UMPIRING PANEL**

1. Consists of Senior and Junior Umpire Convenors and up to ten (10) other practising National Badged Umpires. Nominations to be ratified by Executive Committee.
2. The Convenor shall be the Senior Umpire Convenor.
3. Undertake the talent identification of umpires.
4. Undertake coaching of umpires for badging.
5. Develop, prepare and recommend procedures for umpire development.
6. Attend to umpire disputes or umpire complaints at court.
7. Ensure that requirements for badging of umpires is kept up to date. Review and recommend changes.
8. Review By-Laws relevant to Umpires and umpire matters. Recommend changes.
9. Undertake other assignments relevant to umpiring as requested by the Executive Committee.
10. Perform such other duties as shall be decided by Council from time to time.

## **GRADING TRIBUNAL**

1. Consists of the Association Registrars. Two other persons may be nominated by the Senior Registrar and ratified by the Executive Committee.
2. The Convenor shall be the Senior Registrar.
3. Undertake grading for all Association Competitions.
4. The Grading Tribunal shall grade in accordance with Clause 12 of the By-Laws.
5. Undertake other assignments relevant to grading as requested by the Executive Committee.
6. Perform such other duties as shall be decided by Council from time to time.

### **Mentor Coach - appointed by Executive Committee**

#### **Juniors**

1. Mentor all Junior State Titles Coaches includes 1on1 meetings, attending training and matches.
2. Provide mentoring to Coaches looking to further their accreditation
3. Run specialist sessions for Junior State Titles teams
4. Present PDNA Club Coaches Series
5. Source (in conjunction with Coaches, Rep Convenors and Coaching Convenors) and provide education/updates at Coaches meetings.
6. Oversee Junior State Titles selections
7. Provide advice to athletes/parents in conjunction with JST coaches and/or PDNA Executive.
8. Assist with S&C
9. Interview panels for:
  - a. Junior State Titles Coaching positions (HC, AC and Train-On)
  - b. Manager positions
  - c. S&C

#### **Seniors**

1. Mentor Metro League Coaches at matches, training and by phone.
2. Run sessions for ML teams if requested
3. Member of Metro League selection panel (Head of selections is Coaching Convenor)
4. Provide advice to athletes/parents in conjunction with ML coaches and/or PDNA Executive.
5. Member of Interview panels for:
  - a. Metro League Coaching positions (HC and AC)
  - b. Manager positions



**Annex C**



**PENRITH DISTRICT NETBALL ASSOCIATION INC**  
**GRADING APPEAL APPLICATION**

1. LODGED BY (COMPLETE AS FOLLOWS)
  - A) CLUB:
  - B) FULL NAME:
  - C) POSITION HELD IN CLUB:
  - D) ADDRESS:
  - E) TELEPHONE CONTACT NUMBERS: DAY TIME AND NIGHT TIME:  
:
- 2 GRADING DECISION APPEALED:
- 3 GROUNDS OF APPEAL:
- 4 GRADE SOUGHT:
- 5 SIGNATURE OF CLUB OFFICIAL:
- 6 EMAIL: [pennball@bigpond.net.au](mailto:pennball@bigpond.net.au)

