

DIAMOND CREEK FORCE NETBALL ASSOCIATION INC.

Reg. No. A00044831J

BY-LAWS

31st January 2009

MEMBERSHIP COMMITTEE

President

Secretary

Treasurer

Competition Co-Ordinator

Tournament Co-ordinator

Parkville Rep Team Co-ordinator

Umpires Development Officer

Coaches Co-ordinator

Netball Victoria Registrations Officer

Media, Fundraising and Website

Diamond Creek Club Co-ordinator

Victorian Netball League Representative

Club Delegates (for the designated club delegate meetings)

1. CLUB DELEGATE MEETING

- (a) Club Delegate Meetings will be held as per the calendar.
- (b) All Clubs must be represented by at least one delegate at all Club Delegate Meetings.

2. CORRESPONDENCE

- (a) All correspondence must be in writing from the Club Secretary or authorised person to the Association Administration Officer.
- (b) All correspondence from the Association will be addressed to the Club Secretary or authorised person.

3. INFORMATION TO CLUBS

- (a) The Association shall provide the following information in writing to all Clubs prior to the start of the year:
 - (i) Association contact details
 - (ii) Association venue address
 - (iii) Association By-Laws
 - (iv) Association calendar of Events, Closing Dates
 - (v) Details of courses, etc if available at the start of the year
 - (vi) Fixtures (prior to each season)

4. FINANCE

4.1 Fees

- (a) The Committee shall set fees annually
- (b) The fees shall be calculated to cover the costs of:
 - (i) Team Entry
 - (ii) Netball Victoria membership fee
 - (iii) Venue hire
 - (iv) Equipment
 - (v) Umpiring costs

- (vi) Trophies, Badges & Awards
 - (vii) Administration costs
- (c) Fees must be paid by the nominated due date. Unfinancial Clubs/Teams will not be permitted to take the court.
 - (d) All players shall be fully paid members of their own club. How do we know this?

4.2 Reimbursements/Payments

- (a) The Association Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- (b) Umpires will be paid each week at a rate as determined at the Annual Planning Meeting.

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5. REGISTRATION

- (a) The Committee shall nominate an Entry Forms due date for each season.
- (b) Clubs wishing to enter teams must:
 - (i) Complete the official Entry forms
- (c) All Clubs that submit entry forms shall receive a Club Information Kit.
- (d) The Club Information Kit shall include:
 - (i) Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
 - (ii) Copy of the Association By-Laws.
 - (iii) Information regarding any meetings or other requirements of the Association.
 - (iv) Association calendars.
 - (v) Codes of Behaviour (on request).
- (e) Additional players may be added to a Club/Team List by adding players details to scoresheets . including registration number and DOB.

6. NETBALL VICTORIA MEMBERSHIP

- (a) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc.
- (b) All players, coaches and umpires participating in a DCFNA competition or program must be a current Netball Victoria member.
- (c) Single Game Vouchers may be used. The voucher must be purchased prior to participating.
- (d) Clubs must register and pay for their players before the first game. No player will be permitted to take the court without State Membership Registration. Cards for players registered elsewhere must be sighted by the Club.

7. AGE REQUIREMENTS

- (a) Participant age is determined as at the 31st December of that year.
- (b) Clubs/Teams are entrusted to obtain correct dates of birth.
- (c) 11/U -In competitions where participants are 11 and Under, boys participate unrestricted. No finals will be played.
- (d) 13/U - boys may play the year in which they turn 12 in a modified mixed section. Teams may have up to 3 boys on court at one time in separate thirds of the court.

8 .GRADING

- (a) The Competition Coordinator has the right to reject any team applying for entry to the competition.
- (b) Diamond Creek Force Netball Assoc. Inc. will be the ultimate adjudicator of all grading decisions although Clubs/Teams will be requested to participate for better understanding. (if needed)
- (c) Sections may be re-graded after the first three/four rounds of any season.
- (e) If a team is re-graded, premiership points and goals for and against will be transferred into the new section.
- (f) It is the intention of the Association to provide as many games as possible for each team during any season and to reduce the number of byes to a minimum. Where there is an uneven number of weeks available to play full rounds in any section, the Competition Co-ordinator shall arrange a random draw for the remaining dates available.
- (g) 17~~g~~, 15~~g~~, 13~~g~~, 11~~g~~ and 9~~g~~ are graded within each age section by ability and can only be re-graded within the age section nominated on the entry form unless otherwise requested by the Club. Open teams are graded by ability.

9.DRESS CODE

- (a) Each Club must register its uniform.
- (b) The Association must approve all uniform, colours and designs.
- (c) Clubs must notify the Association in writing of any proposed changes to their Uniform.
- (d) All players must wear their clubs nominated uniform including positional bibs and dark coloured sports brief. T-shirts must be tucked in so the club skirt can be clearly seen.
- (e) Tracksuit pants or bike shorts may not be worn. Players in 9/U and 11/U sections may wear tracksuit pants in the same colour as the skirt. Netball Victoria approved sunvisors may be worn.
- (f) Players have one week before a penalty will be applied for incorrect uniform. Penalty will be one goal for each incorrectly uniformed player.
- (g) No jewellery may be worn. Wedding ring accepted if taped. Earrings must be taped if unable to be removed.

- (h) Fingernails shall be kept short or taped. If taped, approved nail tape must be used to tape around and over nails. Band-aids and cellotape are not acceptable. NO GLOVES.

10 CONDUCT OF MATCHES

- (a) Diamond Creek Force Netball Association adhere by the rules and regulations as stated in Netball Australia's Official Rule Book.
- (b) The Association determines the length of quarters prior to the season commencing. There is no break at quarter and three quarter time.
- (c) Timing will be operated by a central timekeeper. No time out for injuries.
- (d) A team shall be required to take the court when requested to do so by the umpires at the start of the game or after any interval. If there are at least five players present (four core players), a team shall be required to take the court to start play. Teams without four core players but wish to take the court must advise the opposing team captain and umpires and a score of 10-nil will be recorded on the score sheet. A \$60.00 forfeit fine will be imposed.
- (e) Players arriving after the game has started are late arrivals and will be able to enter the game:
 - (i) after a goal has been scored. In this case the player must play in a position left vacant in the team;
- a. at a stoppage for injury or illness;
- b. immediately following an interval.
- (f) In the event that there are fewer than five players present, the following procedure will be used:
 - (i) At the beginning of the game a maximum period of five minutes shall be allowed for at least five players of the team to arrive. If, at the end of this time, there are fewer than five players present, the game shall be awarded to the non-offending team.
 - (ii) Prior to the end of an interval, the umpire shall give a 30 second warning for the team to take the court.
 - (iii) If the team fails to take the court at the end of that 30 seconds, the umpire shall give a one minute warning and require that team to take the court within that time.
- (g) If the offending team fails to take the court by the end of the one minute warning, the game shall be awarded to the non-offending team.
The walkover fine is \$60.00 and a score of 10-nil is recorded.
- (h) In any one game, unlimited substitutions is permitted.
- (i) In the case of injury or illness, after a call for time by an on court player, play may be stopped for injury or illness, although the decision to stop play shall be at the discretion of the umpire. During a stoppage for injury or illness both teams may make substitutions and/or team changes if desired. However, the injured or ill player must be involved in the substitution or team change. The game is continued from the spot where the ball was when play stopped.

- (j) In the case of the blood policy, an umpire is required to stop play for a player who is bleeding when no one on court has called time and an umpire notices it.

The player must leave the court and be attended to, off court on the sidelines .
no coach is to enter the court.

To deal with the situation, the wound must be cleaned and adequately covered; blood stained clothing shall be removed or cleaned and the ball and court shall be cleaned if necessary.

Substitutions and team changes may be made at this time in accordance with the injury rule . 7.1(iv). Alternatively, the position may be left vacant allowing for the possibility of the leaving player to resume the position, when treated.

Once the player has left the court, the game can resume following the umpire's whistle.

Once the player's blood has been cleaned and covered, the player can return to the court once a goal has been scored by either team.

In 9/U and 11/U sections, as fewer goals are scored, the umpires should use their own discretion when allowing a player to resume (i.e. vacant position).

11. SCORING

- (a) Diamond Creek Force Netball Associon. Inc. will provide the Official Scoresheet.
- (b) Each team must provide a non-participating scorer for all matches.
- (c) It is the responsibility of both teams to make sure the scoreboard is picked up and handed back to Court Supervisor each week.
- (d) The scorers must stand together for the duration of the match on the sideline level with the centre circle
- (e) A record of centre passes must be kept if requested by the umpire.
- (f) One official scoresheet will be used for each match. The scoresheet will list the complete names (both given and surname) of all players who take the court. This scoresheet shall also indicate the positions played and the match score.
- (g) All new players, emergency players and players playing up must be noted on the scoresheet with details.
- (h) At the match conclusion, to indicate their satisfaction that the information on the Official Scoresheet is correct, the Official Scoresheet is to be signed by:
- (i) the captains of both competing teams, and
 - (ii) the officiating umpires

12. PROGRESSIVE LADDERS

A weekly progressive points table will be kept and displayed at the Diamond Creek Force Netball Assoc. Inc. venue after the re-grading period. Premiership points are recorded during the season as follows:

- 4 points for win
- 2 points for draw or disbandment
- 2 points for a bye
- 0 points for a loss or forfeit

13. BORROWING/QUALIFYING PLAYERS

- (a) Any player may only be registered with one Club and one team in that Club in any season.
- (b) A player may play in higher grades as a substitute for four games only in any given season. If a player plays up more than four games in a season, they will be considered to be part of that team for the remainder of the season.
- (c) It is the responsibility of the Club to keep a record of the number of games players play up.
- (d) Players in 9&U and 11&U cannot play up more than one age section unless parental permission is sought
Penalty will be four premiership points.

14. FINALS

- (a) These will be played at the conclusion of the rounds in each section, except 9&Under and 11&Under as stated on fixtures.
- (b) The number of points gained during the season shall determine teams qualifying for finals. In the event of teams being equal on points, positions shall be determined by the percentage of goals scored for and against. In the event of teams being equal on percentage, positions shall be determined by the greater number of goals scored for.
- (c) In general, sections will play a four-team finals series or as notified.
- (d) Players must play at least 3 games in a section throughout the season to be eligible to participate in that section Final Series. The first game must be played in the first half of the season. If any extenuating circumstance exists for a player registered on the qualifying sheet at the commencement of a season, who has not played the first game in the first half of a season, a letter must be lodged before Round 7 (Winter) or Round 5 (Spring).
- (e) A player can only play in one finals series . either in the team they are registered with or the team in a higher section for which they have qualified.
- (f) No player can qualify on a bye.
- (g) Teams found playing an ineligible player during finals will be considered to have lost that match.
- (h) Unfinancial Clubs/Teams will not be eligible for finals.
- (i) Matches shall be conducted for finals as for rounds. The starting time of finals matches may alter slightly.
- (j) Drawn matches in finals:
 - (i) There is a 2 minute time allowance to enable teams to change ends and scores to be verified on the Official Scoresheet.
 - (ii) Positional changes and substitutions may be made during change over time.
 - (iii) 2 x 3 minute halves will be played.
 - (iv) At the end of the first half teams change ends.
 - (v) Substitutions and positional changes may be made at the beginning of extra time.

- (vi) Should there still be a draw at the end of the second half of extra time, play continues until one team has a two goal advantage.
- (vii) In the event of injury or illness during extra time, positional changes and/or substitutions may be made.
- (k) Trophies will be awarded to the Premiers and Runners-up. Sections that do not play finals will receive player participation badges or awards.

15. FORFEITS

- (a) In the event that a team forfeits prior to the match clock starting, game qualifying shall only be awarded to the nominated players of the non-offending team. No game qualifying shall be awarded to players of the offending team.
- (b) A forfeit fine determined by the Committee will be imposed and must be paid within seven days of receipt. (\$60.00)
- (c) If a team notifies the Association Administration Officer by 5.00 pm the evening before competition of its intent to forfeit, no penalty will be imposed.

16. CANCELLATIONS

- (a) When matches are cancelled on account of weather or some other cause, both teams will be credited with two points each and the competition will continue as per the fixture.
- (b) Four points can only be awarded for fully completed games or at/after half time.

17. PROTESTS

- (a) A team wishing to protest must:
 - (i) Not sign the Official Scoresheet and notify the Committee of the intention to protest through its Club.
 - (ii) Clubs must lodge the protest in writing with the Association Administration Officer within 48 hours of the match being played.
- (b) A Club shall have a right of appeal to the Committee within 48 hours of notification of a penalty.
- (c) The Committee will advise the result of the appeal and this decision shall be final.

18. COURSES & OTHER OPPORTUNITIES

- (a) The Association shall provide notification of opportunities for all members to improve their skills by attending courses and other personal development activities.
 - (b) The Association shall encourage and support members who wish to attend appropriate courses and other personal development activities.

19.ACCREDITATION

- (a) The Association shall ensure that all officials have current appropriate minimum qualifications.
- (b) Where minimum qualifications/accreditation standards are not met, the Association shall encourage and support the member/s to achieve the minimum standards.

20.UMPIRES

- (a) The Umpires Co-ordinator reserves the right to select the umpires training squad on the basis of age and maturity.
- (b) Dress requirement for **all** umpires is white skirt and shirt. Club uniform is only acceptable if the umpire has just played, however full whites is preferable.

21.RISK MANAGEMENT

21.1 Injury Reporting

- (a) All Clubs/Teams are responsible for recording all injuries at the discretion of the injured player or playersguardian (player under 18) on the scoresheet.
- (b) All players in a Diamond Creek Force Netball Assoc. Inc. representative team are responsible for advising all injuries to the Association Administration Officer.DCFNA

21.2 Pre Match Checklist

- (a) A pre-match checklist will be completed prior to the commencement of the Associations competition.
- (b) Any hazards identified will be:
 - (i) Documented
 - (ii) Rectified if possible
 - (iii) Reported to the appropriate agency if repair is required.

21.3 Pregnancy

As per Netball Victoria Infonet RM1 . Pregnancy & Netball.

21.4 First Aid

- (a) All teams are required to have basic first aid supplies courtside.
- (b) Diamond Creek Force Netball Assoc. Inc. will provide a First Aid Kit located in the pavilion and appropriate personnel will have access to it.
- (c) The Association will maintain the first aid supplies.

- (d) Diamond Creek Force Netball Assoc. Inc. will have a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.

21.5 Emergency Procedures

Emergency phone numbers (Police, Ambulance, Hospital) is to be displayed by the phone.

21.6 Weather

In the event of extreme weather conditions all teams must report to the venue with five players ready to play. Scoresheets must be filled in regardless to qualify players. A member of Committee in consultation with the Umpires Supervisor will decide whether games will commence or continue as the case may be. Game times may also be reduced with two minutes between quarters and a five minute break at half time.

As a general rule, games are only disbanded if conditions are considered dangerous. **The Association has a duty of care and responsibility to all its members.**

On days of extreme heat, games may be disbanded if the temperature on the office temperature guage exceeds 30 degrees.

Wet/Hot weather scores:

- (a) If a game is disbanded at or after half time, current scores are recorded
- (b) If a game is disbanded before half time, two points for each team is recorded

In finals, teams will be advised prior to the commencement of games if quarters are to be shortened. If a game does not reach half time, the ladder position will stand or where possible matches may be re-scheduled.

21.7 Smokefree

Diamond Creek Force Netball Assoc. Inc. has adopted a Smokefree policy as prescribed by Quit Victoria. This includes all indoor venues and outdoor court surroundings.

21.8 Sun Protection

Diamond Creek Force Netball Assoc. Inc. recommends to all clubs to adopt a SunSmart policy whilst training and/or playing. Appropriate sun protection cream is available to all umpires in the pavilion.

21.9 Drug Policy

Diamond Creek Force Netball Assoc. Inc. does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game.

21.10 Codes of Behaviour

- (a) Diamond Creek Force Netball Association Inc. adopts the Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation.
- (b) Codes of Behaviour Infonets are available from the Association on request.

- (c) Any player disputing an umpires decision, using rough behaviour or unseemly language, can be suspended from the court by either umpire umpiring the game after one verbal warning. In the event an umpire stops a game, the offending team/teams will lose four premiership points. Fines will be \$50.00 first warning, \$100.00 second warning, third warning the team will be instructed they cannot play in any Diamond Creek Forces Netball Assoc. Inc. competition.
- (d) No offending team can take the court until the fine is paid in full and any forfeit during this time will incur a forfeit fine.
- (e) Teams are responsible for the conduct of their own supporters.

22. DISPUTE RESOLUTION

- (a) The Committee will impose the prescribed penalty or any other penalty to any member that fails to adhere to this By-Law.
- (b) Any member of a team or Club which does not agree with a penalty or action of the Committee made under this By-Law, may advise the Committee within 48 hours of the penalty or decision being made.
- (c) The Executive Committee may then:
 - (i) discuss the issue with the relevant team or Club and make a decision regarding the matter. The Committee shall inform the party/ies involved of their decision either verbally or in writing; or
 - (ii) have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.

The Committee's decision is final

23. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

Where this By-Law is silent, a decision can be made that ensures the integrity of Diamond Creek Force Netball Assoc. Inc. is maintained at all times.

The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in the By-Laws relating to Doncaster & Districts Netball Assoc. Inc.

24. INDEMNITY

Except where provided or required by law and such cannot be excluded, Diamond Creek Force Netball Assoc. Inc. and its respective directors, officers, members, servants or agents are absolved from all liability however arising from injury or damage, however caused, arising whilst participating as a member.

