



# Policies and Procedures Manual

---

Winter and Spring Seasons

*Current as of July 2025*

1	ACKNOWLEDGEMENT OF COUNTRY
2	AFFILIATION
3	ALCOHOL
4	APPRECIATION FUNCTION/ SDNA AWARDS NIGHT
5	APPREHENDED VIOLENCE ORDERS (AVO's)
6	CANCELLATION OF MATCHES
7	CODE OF CONDUCT
8	COMPETITIONS
9	COMPETITION DAY PROCEDURES
10	COMPLAINTS
11	CYBERSAFETY
12	ELIGIBLE PLAYERS
13	FEES
14	FINALS ELIGIBILITY
15	FINALS MATCHES
16	FINES AND PENALTIES
17	FIRST AID
18	FORFEITS
19	GRADING
20	HEALTH AND WELL BEING POLICY
21	HEALTHY VENUE POLICY – HEALTHWAYS
22	INCLUSION POLICY
23	INFECTIOUS DISEASE POLICY
24	INJURY
25	INJURY/ILLNESS OR BLOOD
26	INJURY MANAGEMENT
27	INSURANCE
28	INTERCHANGE OF PLAYERS / TEAMS
29	JEWELLERY, GLASSES & NAILS
30	LIFE MEMBERSHIP/AWARDS
31	MEETINGS
32	MEETING PROCEDURE OF ANNUAL GENERAL MEETING
33	MEETING PROCEDURE OF EXECUTIVE MEETING
34	MEETING STANDING ORDERS
35	MEMBER PROTECTION POLICY
36	MULTICULTURAL FEMALE UNIFORM GUIDELINES
37	NETBALL POLICIES
38	OFFICIALS
39	PHOTOGRAPHY / VIDEOING
40	PLAYER AND MEMBER TRANSFERS AND ETHICS CLAUSE

41	PLAYER WITHDRAWAL
42	POSTPONEMENTS
43	PREGNANCY POLICY
44	PRESENTATIONS AND AWARDS
45	RACIAL AND RELIGIOUS TOLERANCE
46	REGISTRATIONS
47	SDNA WEBSITE
48	SDNA ASSOCIATION & REP TEAMS
49	SINGLE GAME VOUCHERS/FILL IN VOUCHERS
50	UMPIRES
51	UNFINANCIAL CLUBS / PLAYERS
52	UNIFORMS
53	UNIFORMS – PENALTIES
54	WITHDRAWALS
55	WORKING WITH CHILDREN

## ADMINISTRATION

### Location

Cnr Wingrove Road and Langford Avenue Langford WA 6147

### Postal Address

PO Box 1687 Canning Vale WA 6970

### Office Hours

Monday to Thursday 9.30am to 3.00pm

Email – General

[sdna@sdna.com.au](mailto:sdna@sdna.com.au)

Email – Development

[development@sdna.com.au](mailto:development@sdna.com.au)

Email – Grading

[grading@southerndistrictsnetball.com.au](mailto:grading@southerndistrictsnetball.com.au)

Website

[www.southerndistrictsnetball.com.au](http://www.southerndistrictsnetball.com.au)

Phone

08 9451 3377

### Staff

Administrator

Nicole Prothero

Development Officer

Bev Gallager

Administration Assistant

Lesley Staines

Alison Wladyka

Canteen Manager

Gail Holland

## DEFINITIONS

### AFFILIATION

A Club that you are associated with by means of being a coach, umpire, committee members or other involvement, for example Life Membership.

### ASSOCIATION

A Club in which your members play. If you are not already a member of Southern Districts Netball Association (SDNA) in your own right (i.e., an affiliated player, coach, umpire or other official) and your child is underage, you are deemed to be a member of their Club.

### CLUB AFFILIATION

A Club that you have paid to by means of being a player, coach, umpire, committee members or other direct involvement.

### CLUBS/SCHOOLS

Herein referred to as Clubs.

### OFFICIAL

An Official is either an elected/co-opted of the Association or maybe a representative nominated by the Executive.

### MATCH OFFICIAL

Competent scorer, timer, or umpire – someone who can carry out the task efficiently with the Rules and Guidelines.

### NETSETGO

NetSetGo **NET** for 5 to 6-year-olds. It is all about picking up basic movement skills.

NetSetGo **SET** is for 7 to 8-year-olds. More netball focused.

NetSetGo **GO** is for 9 to 10-year-olds. Build on the fundamentals and play modified netball.

### LIST OF ABBREVIATIONS

ADO	Association Development Officer
AUDO	Association Umpire Development Officer
COG	City of Gosnells
SGV	Single Game Voucher
SDNC	Southside Demons Netball Club
SDNA	Southern Districts Netball Association

## 1. ACKNOWLEDGEMENT OF COUNTRY

I would like to start by acknowledging the Traditional Owners of this land on, the **WADJAK** people of the **Noongar Nation** on which this event takes place, pay my respects to **Elders** past, present and emerging and extend that respect to other **Aboriginal and Torres Strait Islander** people present today.

## 2. AFFILIATION

### 2.1 CLUBS/ SCHOOLS/ INDIVIDUALS – herein referred to as clubs.

Each club affiliating with the association is required to:

2.1.1 Complete the online PlayHQ approved affiliation and registration forms and return to the Association Administrator by the date stipulated.

2.1.2 Pay the affiliation fee and annual subscription determined by the Executive for time to time.

### 2.2 OUTSTANDING MONIES:

Affiliation will not be accepted from Clubs/ Players/ Individuals that have outstanding monies to Clubs, SDNA, and Netball WA. Any Clubs/ Players/ Individuals with outstanding monies will be advised to Netball WA and associated bodies as deemed necessary.

## 3. ALCOHOL

**No** alcohol is permitted within the Netball Complex, except for the Clubrooms when an Occasional Liquor License has been obtained.

## 4. APPRECIATION FUNCTION/ SDNA AWARDS NIGHT

An invitation is to be sent to Association Patron/s, Trophy Donors, Life Members, Executive and Club representatives for official functions.

## 5. APPREHENDED VIOLENCE ORDERS (AVO'S)

Clubs need to be aware if such an order exists, it is the responsibility of the concerned parties to remove themselves from any situation that may arise. SDNA holds no responsibility for any breaches. Those involved are required to contact the appropriate authorities when applicable.

## 6. CANCELLATION OF MATCHES

- 6.1 SDNA has the right to cancel matches at any stage subject to adverse weather conditions (cold, wet, hot) or power failure. If this occurs one point will be given to each team for that round, regardless of previous matches for that round (to keep the competition fair for all teams).
- 6.2 Whenever there is lightning in the vicinity of the SDNA complex or any activity under the control of SDNA, the 30/30 rule relating to lightning shall be applied by those in charge of the activity. If the time difference between a lightning strike and the associated thunder from that lightning strike is 30 seconds or less, all persons associated with the activity as players, officials, umpires, or spectators shall immediately leave the grounds and seek shelter that is appropriate for protection from a lightning strike. The activity that has been suspended shall not be restarted until there has been at least 30 minutes elapsed since there has been any evidence of a lightning strike.
- 6.3 At the discretion of the President or authorised appointed representative, a timeslot or round may be cancelled due to dangerous weather in the immediate vicinity of the SDNA complex. No forfeits for this cancelled round will be accepted. 1 point shall be awarded to each team.
- 6.4 In the event of a Finals match having to be cancelled due to dangerous weather, the Association management shall arrange, where possible, for the match to be played as soon as possible. Teams involved will be consulted regarding dates.
- 6.5 If the game has commenced and is stopped after half time the score will stand (i.e., the third quarter has commenced). If the game is stopped prior to half time the game will be declared a draw.
- 6.6 During game cancellations due to dangerous weather, updates will be posted on the SDNA Facebook page and website at regular intervals. Teams are responsible for checking this notification avenue and contacting their Club.
- 6.7 SDNA has the right to cancel matches at any stage due to weather, natural disaster, such as pandemics. Points for games may be awarded a draw (point each) for the whole round.

## 7. CODE OF CONDUCT

SDNA aligns with Netball WA and Netball Australia, in conjunction with Play by the Rules.

<https://www.playbytherules.net.au/conduct-and-behaviour>

<https://netball.com.au/integrity-policies>

<https://wa.netball.com.au/policies-procedures>

## 8. COMPETITIONS

- 8.1 The Association shall conduct interclub competitions as required.
- 8.2 Coaching Accreditation – All Club coaches are required to be an accredited Foundation Coach. **The Foundation online coach Accreditation course** is available using this link and your PlayHQ login:  
<https://learning.netball.com.au/login/index.php>
- 8.3 Umpiring Accreditation – All club umpires are required to register via the following link to officiate at Southern Districts Netball Association.  
<https://www.playhq.com/netball-australia/register/ed5ae3>
- 8.4 All Club umpires are required to complete the online Foundation Umpire Course at \$44.00. They are also required to complete the online Rules of Netball Theory Examination Course at \$12.50, gaining the pass mark of 70%. Once passed and completed both courses, please email certificates to SDNA and your club. Both courses must be completed via the following link prior to the commencement of the season.  
<https://learning.netball.com.au/login/index.php>
- 8.5 Non – Playing Members: As a requirement of Netball WA via Netball Australia all Club members holding a volunteering position e.g., Coach, Manager, Umpire, Committee Member, Fundraising and Scoring/Timer must register on PlayHQ as a Non-Playing Membership. This is a \$0.00 cost for affiliation, however, protects them under insurance. This is to be completed prior to the commencement of the season.

## 9. COMPETITION DAY PROCEDURES

### 9.1 SCORE CARDS

- 9.1.1 The official score card is the only one accepted. First mentioned team to provide personnel to score. Scorecard to be collected from Match Office 15 minutes prior to the start of the game.
- 9.1.2 Should a team advise denial of photography for that game an alert sticker will be placed on the appropriate score card.
- 9.1.3 The score card is to show the result of the match, the team names and numbers, division, date, and list of registered players. If there are fill in players, they must be added to the score card prior to the start of the game. Once the game has commenced, names cannot be added.
- 9.1.4 It is the responsibility of the scoring team to ensure the score card is filled out correctly, including the opposition team list. Please advise the Match Office immediately if the opposition team does not cooperate in this regard.



- 9.1.5 Player positions must be completed for each quarter. Rolling subs need to be recorded as “R” on the scorecard if they roll on during a quarter. If a player does not take the court during a quarter, mark the box with a slash (/). If a player’s box is left blank, it will be assumed they did take the court and will be entered into Play HQ. (This will affect ‘playing up’ restrictions).
- 9.1.6 The score card must be completed in blue or black ink pen, not pencil. A sample completed score sheet is available on the SDNA website.
- 9.1.7 The scorer and timekeeper shall stand together on the sideline (opposite the centre circle) next to the rolling substitution cone, and shall check both the score and the time with each other.
- 9.1.8 Centre passes must be recorded throughout the game. Use first letter of each team’s name or 1 and 2 if both teams are from the same Club. The score is a progressive score and the final number marked is to be entered in the total box at the bottom of the card.
- 9.1.9 Umpires and Captains are to sign the card at the end of the game.
- 9.1.10 It is the responsibility of the scoring team to hand in the score card to the Match Office immediately following the game.

## 9.2 TIMEKEEPER

9.2.1 Second mentioned team to provide personnel to time with a suitable timer (watches and mobile phones not permitted) to stand with the scorer and check score.

9.2.2 Game times:

Open-Juniors **Winter Season** - 4 x 15-minute quarters, three minutes at quarter and three-quarter time with five minutes at half time. All teams time their own game (2nd mentioned team).

Open-Juniors **Spring Season** 4 x 12-minute quarters, two minutes at quarter and three-quarter time with three minutes at half time. (All games centrally timed by match office).

NetSetGO – 4 x 12-minute quarters, two minutes at quarter and three-quarter time with three minutes at half time for Winter. All teams time their own game (2nd mentioned team) and Spring (all games centrally timed by match office).

## 9.3 MATCHES

### 9.3.1 NetSetGO COACHES

Coaching is only permitted by the allocated coach in NSG Games.

Coaches must remain in the same spot whilst coaching, they are not permitted to go onto court during play, nor pace up and down the side or base of the court during play.

NetSetGO players are to be rotated through all positions during the season.

No player may play less than half game unless due to injury or illness.

### 9.3.2 NetSetGO UMPIRES

Use simple language and explain decisions.

Adopt an encouraging, pleasant manner to ensure an open and free-flowing game, particularly in the setting up of penalties and throw ins.

Equipment/skills are modified but netball rules apply e.g., holding, contact, stepping.

### 9.3.3 NetSetGO MODIFIED RULES

Please refer to SDNA website:

<https://southerndistrictsnetball.com.au/wp-content/uploads/2024/08/2024-SDNA-NSG-MODIFIED-RULES-v2-5.08.2024.pdf>

### 9.3.4 DRAWN GAMES – FINALS ONLY

**Winter Season** - There shall be a two (2) minute interval at the end of full time.

Extra time shall consist of two halves of seven (7) minutes each with an interval of one minute at half time. Teams shall change ends at half time. The centre pass is taken by the team entitled to the next centre pass.

During both intervals, substitutions and/or team changes may be made.

During extra time, normal injury or illness procedures shall apply.

In the event of a tie remaining at the end of extra time, a visual signal shall be used to indicate that play shall continue until one team has a two (2) goal advantage.

**Spring Season** – There shall be a two (2) minute interval at the end of full time.

Extra time shall consist of two halves of five (5) minutes each with an interval of one minute at half time. Teams shall change ends at half time. The centre pass is taken by the Team entitled to the next centre pass.

During both intervals, substitutions and/or team changes may be made.

During extra time, normal injury or illness procedures shall apply.

In the event of a tie remaining at the end of extra time, a visual signal shall be used to indicate that play shall continue until one team has a two (2) goal advantage.

#### **9.3.5 CANCELLED MATCHES**

If the game has commenced and is stopped after half time the score will stand (i.e., the third quarter has commenced). If the game does not commence or is stopped prior to half time the game will be declared a draw. All players will be recorded in Play HQ as having played.

#### **9.3.6 MIXED OPEN & JUNIOR DIVISIONS**

**A team can start with at least one male on the court**, with no more than three males on the court at any time – 1 in each third. Teams may use more than three males during the game but can only have three on at any time with any extras being used as substitutes. (Excludes 13/U, 12U, 11/U & NSG Divisions).

#### **9.3.7 COMMUNICATION**

Clubs are to appoint personnel to check communications, which will be notified via email, social media and the SDNA website. Please frequently monitor these platforms.

#### **9.3.8 UMPIRES**

If any team has queries regarding umpires and players while the game is in progress, please attend the Match Office requesting a supervisor to attend the game. A team representative must be sent **upon request from coach or manager only** (please refer to 10.1). Do not leave this query until the end of the game.

#### **9.3.9 GROUNDS**

Upon completion of the game or training ensure your surrounds are left in a tidy, i.e., rubbish to be placed in bins as provided around the grounds.

No smoking or alcohol.

No animals permitted.

No scooters or wheeled devices are permitted on the courts or grounds, wheelchairs the exception.

No swinging or climbing on goal posts.

Toilets provided for use during the competition, parent and/or guardian to accompany underage children.

## 10. COMPLAINTS AND DISCIPLINARY PROCEDURES

### 10.1 MATCH/GAME DAY COMPLAINTS

Teams, Players, or Officials wishing to lodge a complaint shall:

**10.1.1** Request the attendance of the Match Official who is stationed in the Match Office. The request must be made by a team representative upon instruction from a coach or manager only.

**10.1.2** If you feel the problem has not been resolved a written complaint may be lodged with the Association within **48 hours of the match or incident** occurring by completing the Complaint Form in full in writing and submitting via your **Club President/Secretary only**. The offence may have occurred before, during or after the competition but must have occurred on SDNA premises.

<https://southerndistrictsnetball.com.au/wp-content/uploads/2025/04/Complaint-Form.pdf>

**10.1.3** A Complaint Form must be completed in writing and in full at the time of submission. Where it is not, SDNA is not obliged to process the Complaint. SDNA must return the incomplete Complaint Form to the Club and take reasonable steps to advise the Club of how to submit the Complaint for in accordance with the requirements in 10.1.2.

**10.1.4** SDNA must send the Club an acknowledgement of receipt, once a fully completed Complaint Form is submitted.

**10.1.5** Where the Executive receives a letter of complaint it will be forwarded to the Match Day Supervisor for review, and if needed, investigation will begin.

### 10.2 WITHDRAWING A COMPLAINT

**10.2.1** A Club may withdraw their Complaint at any time before a finding under clause 10.3 and 10.4.

**10.2.2** A Complaint must be withdrawn in writing to SDNA from the same contact address from the Club that was used in the Complaint Form, or another contact address that has been previously notified to SDNA or the Match Day Supervisor.

### 10.3 DISCIPLINARY PROCEDURE

The procedures outlined below are intended as a guide only to the disciplinary procedures which may be implemented by SDNA.

In every case, SDNA will determine the actual disciplinary procedure to be adopted in its discretion and in consideration of the circumstances of the case as a whole.

Nothing in this Policy prevents SDNA from issuing a final warning at any stage of the process.

Similarly, nothing in this Policy prevents SDNA from suspending a member/club at any stage of the procedure set out in this Policy if SDNA deems this action is warranted, for example in circumstances involving a member committing serious or wilful misconduct.

#### **10.4 FORMAL INVESTIGATION (to be followed for all other complaints or infringements).**

**10.4.1** Depending on the circumstances, it may be necessary to conduct an investigation into certain incidents and/or allegations that have been raised. This may involve collecting relevant data and interviewing relevant parties as well as any witnesses (such as spectators, team support staff or players, or even SDNA personnel, as applicable).

**10.4.2** After the investigation the Match Day Supervisor, after discussions with the President will prepare a report and recommend whether the complaint shall be heard by the Complaints Committee and be handled by mediation or addressed in writing with no further action being taken.

**10.4.3** The Executive reserves the right to reject complaints that are malicious, vexatious, trivial in nature, submitted outside of 48 hours, or not from the Club President or Secretary.

#### **10.5 PROCEDURES**

**10.5.1** Letters of complaint from Clubs only will only be forwarded to the Match Day Supervisor or relevant convenor for action.

**10.5.2** Convenor to reply to the Administrator with a report and resolution to the complaint.

**10.5.3** If the matter is to be dealt with by the Complaints Committee the following process shall be followed:

- a)** The Complaints Committee shall consist of the Match Day Supervisor, President, Vice President and one other nominated member if required.
- b)** SDNA reserves the right to request the assistance from Netball WA if required.

**10.5.4** The Administrator will advise all parties involved in writing via the Club Contact of the hearing date, time, and place as soon as practicable. For those parties who are not members of a Club, they will be contacted directly.

The notification will include:

- a)** the person lodging the complaint
- b)** the person/s charged with the complaint
- c)** the umpires involved if applicable
- d)** any other parties if applicable
- e)** request confirmation from the Club Contact of attendance
- f)** a copy of the "incident report" as prepared by the Match Day Supervisor.

**10.5.5** Parties involved shall be interviewed separately:

- a) All players shall be accompanied by one official of the Club and players under the age of 18 years must be accompanied by a parent or guardian. If any charged person (or representative of a charged team or Club) fails to attend as requested without reasonable cause, they shall not be permitted to play, coach or umpire (as the case may be) for any team or Club or SDNA until such time as the hearing has taken place. The hearing may proceed, and a determination made by the Complaints Committee in the absence of the charged person, team, or Club, provided that the Complaints Committee are satisfied that all notification procedures have been carried out.
- b) The purpose of the hearing shall be to determine whether the alleged offence has been established. If the Complaints Committee is of the view that the offence has been proven a penalty may be imposed otherwise the offence will be dismissed.

**10.5.6** If the Complaints Committee considers that a charge has been established, the Committee may impose any one or more of the following penalties:

- a) impose a warning
- b) suspend, disqualify, reprimand, ban or otherwise deal with the person
- c) any other penalty as the Complaints Committee considers appropriate.

**10.5.7** A summary of the hearing shall be kept on file in the Association's records.

**10.5.8** The Administrator shall notify the complainant and defendant/s Club/s in writing of the outcome of the hearing and any penalties applied within 48 hours of the hearing. The Administrator shall list the outcome report in the Executive correspondence.

**10.5.9** If either party is not satisfied with the outcome, they may request it go before the Protest and Dispute Committee (see Appeals 10.4). The aim of this Committee is to verify facts. Only the immediate parties will be included in the investigation, including the complainant.

**10.5.10** A proposed resolution and plan of action is to be established and implemented. A meeting will be called with the aggrieved club/ person and a proposed resolution, plan of action and method for implementation will be discussed.

## **10.6 APPEALS**

**10.6.1** If the aggrieved Club/person is not satisfied with the way the complaint process was followed, they can appeal to the Protest & Disputes Committee. They will determine if the complaint process was fair and reasonable. If they find the process was not fair and reasonable the complaint will be reviewed again. The review will be carried out by someone that was not involved in the initial investigation. SDNA reserves the right to request assistance from Netball WA with representation if required.

**10.6.2** The Association members have the right to appeal against the outcome of a disciplinary decision. The basis of an appeal should normally relate to one of the following areas:

- a) SDNA Policy and Procedure had not been followed correctly
- b) That the resulting disciplinary action was inappropriate
- c) That the need for disciplinary action was not warranted
- d) That new information regarding disciplinary action has arisen

An appeal should be put in writing to the Administrator. The letter of appeal may be constructed by the member, their support person or Club. The letter should contain the grounds for appeal and should be lodged within seven working days of receipt of the warning or suspension. If granted the appeal shall be heard by the Protests and Disputes Committee. There shall be no further appeal granted. A \$40 fee will apply to appeals.

## **10.7 MEDIATION**

If the matter is to be dealt with by mediation, the Administrator will arrange for a suitable date, time, and place for the mediation to occur. The President or other Association Representative shall be the mediator.

Mediation is an attempt to facilitate communication between conflicting parties to reach a mutually agreeable resolution, correct behaviour or performance and prevent it from getting worse without having to use the disciplinary action. Where improvement and change are required, the Association members or Club representatives will be invited to a meeting where the following format will be used.

Members are entitled to have a support person at any meetings with the Association. A record of the meeting will be recorded stating improvements. If during mediation it becomes clear that the matter is more serious, then the discussion will be adjourned and pursued under the formal disciplinary procedure. The Administrator shall list the outcome report in the Executive correspondence.

## **10.8 PENALTIES – WARNINGS**

Any disciplinary action taken by SDNA against members will vary from case to case. This may include consideration of whether the individual/team/club has received any prior verbal or written warnings, or other disciplinary action, in relation to their misconduct or behaviour.

Examples of disciplinary action which may be taken by SDNA include, but are not limited to, the following:

- a direction to apologise to the person impacted by the behaviour;
- a requirement to give an undertaking that particular behaviour will cease;
- verbal warning;
- written warning;
- final written warning;
- suspension.

Warnings issued to the Association's members shall be deemed to have expired after a 12-month period provided that during that period, no further warnings have been issued in respect of the member's conduct.

**10.8.1 VERBAL WARNING** - A Verbal Warning will be given to a member/team/Club in the instance of the warning being the first, a minor breach of conduct in writing. SDNA to notify Clubs/teams of unacceptable behaviour and conduct in writing, informing them of an incident that occurred or reported.

**10.8.2 WRITTEN WARNING** - will be given when:

- a) A verbal warning has not been heeded and the breach of conduct either repeated or behaviour/performance has not improved as previously agreed.
- b) An offence is of a more serious nature for which a written/notice is more appropriate.
- c) The recurrence or accumulation of an offence/s if left will lead to more severe disciplinary action.

**10.8.3 FINAL WRITTEN WARNING** - will be given when:

- a) A member's behaviour is of a serious nature falling just short of serious misconduct and which may result in suspension from the Association.
- b) A member persists in the misconduct/behaviour which previously warranted a lesser warning.

All written warnings will be issued by the Association Administrator in consultation with Association President.

**10.8.4 SUSPENSION** – In the instance of serious misconduct, the member may be suspended from the Association pending an investigation. The member will be notified in writing of suspension from the Association and a copy of the letter will be sent to the member's registered Club.

Suspension may include being barred from coaching or playing for any team within the Association. It may also include being barred from entering the Netball Complex. SDNA will notify Netball WA of any suspensions.

## **10.9 CONFIDENTIALITY**

Investigations and disciplinary discussions and meetings (and their outcomes) are confidential to the extent the law permits. They are not to be discussed with other associated members.

Failure to maintain the confidentiality of discussions or meetings is a breach of this Policy and may result in further action.



## 11. CYBERSAFETY POLICY

Refer to website for separate Policies and Procedures

<https://southerndistrictsnetball.com.au/policies-and-procedures/>

## 12. ELIGIBLE PLAYERS

- 12.1** An eligible player is one who is registered with a Club, which is affiliated with SDNA. Clubs must advise the status of any players they are registering who are involved in the GIG WANL and Futures Competition. Additionally, it is the club's responsibility to check involvement of the above for players purchasing Single Game or Fill In Vouchers.
- 12.2** Proof of Age - SDNA reserves the right to request this information from any player throughout the season. Players have 48 hours to provide the requested documentation to SDNA.
- 12.3** If an opposing team forfeits a match, the players listed on the score card submitted by the non-offending teams will still be considered to have played a qualifying match.
- 12.4** There is no maximum number of players in any team, however only 12 players may be named on the score card in any one game.
- 12.5** Players may only play for one Club in any playing season. The exception to this rule is a player transferring from one Club to another - see Player Transfer.
- 12.6** In the event of proven false recording of a name on a score card, the player who plays under the name, and the player, if any under whose name they have played, shall be deemed not to have played on that day for the purpose of qualifying for Finals matches. Any player found guilty of such an offence shall incur, for the team, a forfeit of the match and a loss of two further points and shall appear before the Protests and Disputes Committee.
- 12.7** If a team suspects the opposition is playing an ineligible player, the Team Manager or Coach should make the matter known to the Match Office immediately whilst the game is in progress. If the player is subsequently deemed to be ineligible, they will still be recorded in Play HQ as having played. This applies to fill in and registered players.
- 12.8** Players not listed on the score card at the commencement of the game are not eligible to play.
- 12.9** **ELIGIBILITY NetSetGO NET**  
To be eligible to participate in the NetSetGO-Newcomers Program, a player must be 5 to 7 years during the calendar year. Boys and girls are both eligible for NetSetGO-NET.

## 12.10 ELIGIBILITY NetSetGO SET

- 12.10.1 Boys and girls are both eligible to play in the NetSetGO competition.
- 12.10.2 Children aged 7 - 10 years (must be turning 7) during the calendar year of the competition.
- 12.10.3 Exemptions for the Spring season for players (6 years old) that have completed the SDNA Newcomers program during Winter may be considered. Clubs may apply in writing to [development@sdna.com.au](mailto:development@sdna.com.au) prior to registration. Grading will then review for approval.

## 12.11 JUNIOR AND INTERMEDIATE ELIGIBILITY

- 12.11.1 Female players shall be 10 and not turn 21 years of age during the calendar year of the competition. **As NetSetGo is a separate competition, players may not play up from NSG into Junior competitions at any time without prior consent from [Development@sdna.com.au](mailto:Development@sdna.com.au).** Consent should be sought no later than 12pm on the Thursday prior to the game.
- 12.11.2 Boys 12 years and under can play in 13 years and under competition. Boys turning 13 years during the calendar year of the competition may apply to [development@sdna.com.au](mailto:development@sdna.com.au) for an exemption to play to play in 13U Div 1, but cannot fill up into a higher grade.
- 12.11.3 Contracted 21 & Under GIGWANL players shall only be eligible to play in Open Division 1 or 2. Players who are age eligible for SDNA 20U Division 1 and wish to register in this grade must seek grading approval.
- 12.11.4 Contracted WANL Futures players will be required to play no lower than 20U Division 1, and in the Open competition no lower than Division 4 in Winter and Division 3 in Spring.
- 12.11.5 16U Division 1 and 20U Division 1 and 2 players may play up in Open Division teams, however no lower than Open Division 4 in Winter and Open Division 3 in Spring.
- 12.11.6 16U Division 1 players may play up in 20U teams, however no lower than 20U Division 2 in Winter and Spring.
- 12.11.7 14U Division 1 players may play up in 16U teams, however no lower than 16U Division 2 in Winter and Spring.
- 12.11.8 13U Division 1 players may play up in 14U teams, however no lower than 14U Division 2 in Winter and Spring.
- 12.11.9 12U Division 1 players may play up in 13U teams, however no lower than 13U Division 2 in Winter and Spring.

**12.11.10** Where this is not possible as the club has no other teams to play up from, permission from grading must be sought by no later than 12pm on the Thursday prior to the game. The appropriateness of all players playing up should be, if the higher team were to be short a player for the season, would the lower division player be appropriate to play in that team permanently. The playing up rule should not be used to give an advantage to a team in any game, other than to have enough players to compete. Incorrectly playing up a player will result in a penalty.

## **12.12 OPEN ELIBILITY**

**12.12.1** Female players must be a minimum of 12 years as of 31 December of the calendar year to play in the Open competition.

**12.12.2** Players in Suncorp Super Netball, Australian Netball League and Open Age Division in GIGWANL shall be restricted on where they may play within the SDNA competition. Any contracted Open GIGWANL player shall only be eligible to play in Open Division 1 unless a variation has been granted, by the Grading Committee, to play in a lower division. Any contracted 21 & Under GIGWANL player shall only be eligible to play in Open Division 1 or 2 unless a variation has been granted, by the Grading Committee, to play in a lower division. Contracted WANL Futures players will be required to play no lower than 20U Division 1, and in the Open competition no lower than Division 4 in Winter and Division 3 in Spring.

## **12.13 WALKING NETBALL**

Mixed Division - minimum age 18 years as of 31 December.

## **12.14 NO LIMITS ELIGIBILITY**

Refer to website.

# **13 FEES**

## **13.1 WINTER/SPRING COMPETITION**

**13.1.1** Players must register and pay fees via Play HQ.

**13.1.2** Should an unfinancial Club disband at the conclusion of the season, any member of the Club registering with another Club may be required to pay their portion of that debt before further registration will be accepted.

**13.1.3** Clubs may register further new players by completing the relevant registration forms (available at the Match Office) and paying all SDNA and Netball WA fees. New registrations, after grading, need to be approved by the Grading Committee prior to the player taking the court for their second game.

**13.1.4** KidSport Funding – refer to SDNA website for details.

## 14 FINALS ELIGIBILITY

- 14.1** A Club may play a player from a lower division to a higher division. Players can only play a maximum of 1/3 of the season in a higher grade without penalty. Eg, 5 games above their registered grade during the Winter season, including finals. On the 6<sup>th</sup> game, they will be moved permanently to the team where the player has filled in the most. During the Spring season (7 rounds) a player can play 2 games in a higher division then will be moved on the 3rd game as per above.
- 14.2** NSG players may not play up into Juniors without prior approval from Development@sdna.com.au.
- 14.3** To be eligible to play in a Finals match, a player must have played at least three qualifying matches with the Club on three different playing dates. Players are qualified for Finals in the grade where they have played the highest number of games. Where a player has played the same number of games in more than one grade the higher grade takes preference, except where a passdown has been granted.
- 14.4** All subsequent games in the Finals Series will be counted towards games already played during the qualifying rounds and any games played in the Finals Series, i.e., semi-final or preliminary final. Clause 14.3 will become active should a player then play more games in a higher grade during the Finals Series.
- 14.5** Players using Single Game and Fill In Vouchers must have used and paid for 7 vouchers during qualifying matches with the Club on different playing dates before they can qualify for finals during Winter. During Spring (7 rounds) 3 vouchers must have been used and paid for on separate dates, **provided they have Grading approval**. Vouchers must be purchased during finals games to cover for insurance. SDNA will then write the player on the scorecard during finals matches.

## 15 FINALS MATCHES

- 15.1** All teams are responsible for confirming their participation in the Finals series.
- 15.2** All registered players must have played at least three matches with their own Club, on separate dates, before they may participate in Finals matches. Any team playing an ineligible player during a finals match will result in the team concerned forfeiting the match. All players in Finals matches must play in that team's uniform.
- 15.3** All Finals must be played on the date and at the time specified by the Association.

- 15.4** All teams in the Finals will be advised by email of the time and court for the following Finals:

ORDER OF PLAY FOR WINTER:

Semi Finals: Qualifying Final 1 v 2 – Elimination Final 3 v 4

Preliminary Final: Loser of Qualifying Final v Winner of Elimination Final

Grand Final: Winner of Qualifying Final v Winner of Preliminary Final

ORDER OF PLAY FOR SPRING:

Top two teams in each division will play off in the Grand Final.

- 15.5** Under the above-mentioned matches method, no team has the right to challenge.
- 15.6** Where teams finish the season with an equal number of premiership points, the relative positions on the premiership table are arrived at by dividing the goals scored for by the goals scored against.
- 15.7** **DRAWN GAMES:** See 9.3.4
- 15.8** **UMPIRES FOR ALL FINALS WILL BE SUPPLIED BY SDNA.**

## 16 FINES AND PENALTIES

### 16.1 INELIGIBLE PLAYER

**16.1.1** An ineligible player is deemed as:

- a) Playing a player without being correctly registered OR not having purchased a Single Game/Fill In Voucher from the match office prior to the commencement of the game
- b) Playing under a false name
- c) Playing in a lower grade without a pass down
- d) Not listed on Score Card prior to commencement, then name added
- e) Proof of Age, incorrect birth date stated

**16.1.2** All ineligible player occurrences will incur for the team:

- a) Offending team no points awarded and a score of 0/15 will be recorded
- b) False name, further two points deducted
- c) Non offending team awarded two match points and a score of 15/0.

**16.1.3** Playing an Ineligible Player in Finals:

- a) Not playing required qualifying games or any of the above
- b) Forfeit of the match
- c) Non offending team advances to next stage

## 16.2 UMPIRES

Clubs failing to supply a competent umpire, as deemed by the Game Day Supervisor, may incur a fine of \$60.00 and loss of two points.

## 16.3 FORFEITING A GAME

See Section 18.

## 16.4 WITHDRAWAL OF A TEAM

If a club or team withdraw after the fixtures have been completed, an administration fine of \$150.00 will be issued.

## 16.5 UNIFORM OFFENCE

See Section 51.

## 17 FIRST AID

First Aid services are available each week at the First Aid Room in the main building. **Please note** - there is no PRE-STRAPPING facilities available. Strapping is the responsibility of the individual. A wheelchair is available from the First Aid Room.

## 18. FOREFITS

Any team intending to forfeit a match must notify the Association by completing a "Notice of Forfeit" form, by the required time/date, which is available on the SDNA website.

<https://southerndistrictsnetball.com.au/forms-and-downloads/>

A score of 0/15 shall be recorded.

**18.1** The SDNA Office is responsible for notifying the opposing team contact and squad umpires (if applicable). Where teams provide their own umpires, it is their responsibility to notify their umpire, otherwise all umpiring duties must be fulfilled.

**18.2** The non-forfeiting team will be awarded two points for a win and 15/0 score. The non-forfeiting team must submit a score card with their players listed within 48 hours. Failure to submit a score card will mean that players from that team will be deemed not to have played.

**18.3** Failure to advise by the required time (see Notice of Forfeit form) may result in a monetary fine of \$50.

**18.4** In the event of a team forfeiting two consecutive matches, the teams shall show cause to the Executive for such forfeiture or face possible suspension from the competition.

## 19. GRADING

- 19.1** It is the responsibility of each Club to fully complete the registration on PlayHQ. **Teams must have seven (7) registered players allocated to a team list before SDNA accepts and grades.** Each Club is required to grade and number teams according to strength (one being the strongest). Failure to do so may result in incorrect grading.
- 19.2** In Winter and Spring all divisions teams will be paper graded. The Executive reserves the right to make any necessary adjustments during the competition.
- 19.3** All grades will be reviewed after the first complete round of competition (in Winter only), unless there are exceptional circumstances, which are determined at the time by the Association.
- 19.4** New registrations after grading, which must be emailed, require approval prior to the player registering on PlayHQ, and before taking the court for their second game.
- 19.5 PASSDOWN**
- 19.5.1** After grading has been completed and a player then wishes to register in a lower division than previously played, the Club must apply for a Pass Down. This applies to all age divisions. If it is shown that the object of the request is not to obtain an unfair advantage, a Permit to Pass Down may be granted. No more than two Pass Downs to any one team will be granted.
- 19.5.2** A Club playing a player down without a Permit to pass Down will be deemed to have played an ineligible player (refer Eligible players 12).
- 19.5.3** Once a player has been granted a Permit to Pass Down, they may not play in a higher age group or division that season. Playing a player up after they have been granted a Permit to Pass Down will be deemed as having played an ineligible player.
- 19.5.4** Where it occurs that a Club has two or more teams in the same division, the players from the lower numbered team may play up in the higher numbered team, however the higher numbered team may not play down without a Pass Down.
- 19.6 AGE EXEMPTION**
- 19.6.1** A Request for permission to play out of age group (**this is different to a pass down**).
- 19.6.2** All requests must be submitted for approval prior to playing/registering.

- 19.6.3** Once a player has been granted an Age Exemption, they may not play in a higher age group or division that season. Playing a player up after they have been granted an Age Exemption will be deemed as having played an ineligible player.

## **20. HEALTH AND WELLBEING POLICY**

SDNA adopts Netball WA & Netball Australia  
<https://wa.netball.com.au/policies-procedures>

## **21. HEALTHY VENUE POLICY - HEALTHWAYS**

SDNA adopts Healthway:  
[www.healthway.wa.gov.au/our-funding/healthy-spaces-program/healthy-sports-program](http://www.healthway.wa.gov.au/our-funding/healthy-spaces-program/healthy-sports-program)

## **22. INCLUSION POLICY**

SDNA adopts Netball WA & Netball Australia  
<https://wa.netball.com.au/policies-procedures>

## **23. INFECTIOUS DISEASE POLICY**

SDNA adopts Netball WA & Netball Australia  
<https://wa.netball.com.au/policies-procedures>

## **24. INJURY**

### **24.1 INJURY PROCEDURE**

**24.1.1** In most injury scenarios, the standard injury policy applies. However, in the event of a major injury the First Aid personnel and/or Ambulance Officer may direct that a player may not be moved. In this scenario, the Association officials will provide an alternative court or advise teams of an alternative.

**24.1.2** In more serious cases, such as situations where the injured players:

- cannot weight bear
- clearly has a broken bone
- is unable to move the injured body part (particularly if lower limb is injured)
- has sustained an impact to the head, or the body where force is transmitted to the head, resulting in suspected concussion or altered state of/loss of consciousness
- if a spinal injury is suspected



If any of the above occurs, send a person immediately to notify the Match Office and First Aid personnel who will then attend the court and make an assessment. If a major injury has occurred, it is the discretion of the First Aid personnel as to whether the injured player is moved or not.

**Players and officials should not move the injured player off the court unless directed by First Aid personnel.**

**24.1.3** Should an ambulance be required, the designated Association personnel will be permitted to call 000, in conjunction with First Aid personnel, the injured person/family member where possible or as deemed necessary by the Association. Should the injured person have no Ambulance insurance a charge will be applicable.

## **24.2 CONCUSSION POLICY**

Please refer to Netball WA Policy:

<https://wa.netball.com.au/policies-procedures>

## **24.3 GAME DAY MANAGEMENT OF SUSPECTED CONCUSSION**

In the event whereby a player sustains an injury by impact to the head, or the body where force is transmitted to the head, the following steps must be followed. This includes suspected concussion or altered state of/loss of consciousness.

**24.3.1** Time must be held and a club representative must notify SDNA Match Office and SDNA First Aid provider who will carry out further assessment. Match Office to send a SDNA Executive Member to stay with the player in question and ensure the Netball Australia Concussion Policy is adhered to.

**24.3.2 Any player who has suffered an injury as described above must not be allowed to return to play.**

**24.3.3** A SDNA Executive member may stay for the duration of the game. In the event a SDNA Executive member is not available, it will be deemed the club's responsibility to ensure this process is followed, including ensuring the player does not return to play and recording details on the back of the scorecard. Where necessary, a SDNA Executive member may also direct a club representative to oversee and ensure the process is followed for the remainder of the game.

**24.3.4** The SDNA Executive member or club representative is to record on the back of the scorecard details of the player, the suspected injury sustained (ie concussion) and club representative name.

**24.3.5** Office staff to monitor and record follow up health checks, including return to sport clearance.

## 25. INJURY, ILLNESS OR BLOOD

- 25.1 The umpires will follow procedures set out in the official rule book which can be found on Netball Australia:  
<https://netball.com.au/>

## 26. INJURY MANAGEMENT

- 26.1 When directed, SDNA requires clubs to obtain from players a medical clearance from a Sports Doctor or Sports Physiotherapist prior to a player returning to training and/or playing from injury.
- 26.2 SDNA only accepts medical certificates which provide medical clearance or restricted playing minutes. SDNA will not accept medical certificates advising which grade a player is fit to play in at any time.

## 27. INSURANCE

Fees paid to Netball WA include insurance cover for players, coaches, umpires, and officials for non-Medicare expenses incurred because of an injury received during a game played at SDNA and affiliated Associations. A copy of the scorecard showing player involvement is required for any claim. A Doctor's referral may be required prior to any physiotherapy treatment for insurance purposes. Ambulance transport is the players/parent's responsibility.

For further details please contact the Insurance Broker for Netball WA:

<https://www.howdengroup.com/au-en/netball-australia>

The scorecard is an official document and must be completed correctly during the event of an injury or the insurance may be voided.

If an injury/accident occurs, an Incident Report Form **must** be completed. These forms are given by the First Aid personnel. Please ensure that the First Aid person completes the form, and a copy is given to the patient who was treated.

## 28. INTERCHANGE OF PLAYERS/TEAMS

- 28.1** All Clubs registering two or more teams are requested to grade and number their teams according to strength, with Team 1 being the strongest. When a Club has two or more in the Association the following applies.
- 28.2** A Club may play a player from a lower division to a higher division. Players can only play a maximum of 1/3 of the season in a higher grade without penalty. Eg, 5 games above their registered grade during the Winter season, including finals. On the 6<sup>th</sup> game, they will be moved permanently to the team where the player has filled in the most. During the Spring season (7 rounds) a player can play 2 games in a higher division then will be moved on the 3rd game as per above.
- 28.3** It is not SDNA's responsibility to track players Single Game/Fill In Vouchers and games played up. These can be checked on PlayHQ.
- 28.4** The fill in player must not enhance the performance of the team to such extent that they influence the outcome of the match.
- 28.5** No registered player may play in a lower division than the one for which they are registered unless the player has been granted a Pass Down.
- 28.6** A Club which has a team in a higher division that is short of a player for Finals may bring up a player from a team in a lower division.
- 28.7** 12's, 13's, 14's, 16's, 20's playing up – see 12.11

## 29. JEWELLERY, GLASSES & NAILS

Players may not wear anything that could endanger themselves or other players, specially:

- No adornment or jewellery may be worn other than a wedding ring which must be covered with tape.
- A medic alert bracelet may be worn provided it is covered with tape.
- Fingernails must be cut short.
- Hair must be suitably tied back.
- Migraine Piercing – medical evidence regarding a Daith/Tragus piercing is only anecdotal at this time with some Doctors prepared to support its use and some not. It is suggested that a player obtained a supporting letter from their doctor stating that the wearing of such item is for medical reasons. If permission is granted, the item must be adequately covered with a padded dressing and covered by a headband.
- Players are permitted to wear prescription glasses only, which must be secured tightly by an appropriate headband.
- Wrist brace, ankle etc Guards – must be covered completely – no sharp objects to be exposed.

- Fingernails must be cut short and smooth - the taping of nails is not permitted in any competition.
- Wearing of gloves is permitted with a medical certificate. Nails must still be cut short and smooth under the gloves.

### **30. LIFE MEMBERSHIP/AWARDS**

Life Membership of Southern Districts Netball Association is an award conferred upon an individual who has made a significant, sustained, and lasting contribution to the sport of Netball at Southern Districts. This will take place at the Annual General Meeting. Contributions made by an individual as a player, coach, umpire, official, administrator and/or volunteer will be considered.

#### **30.1 NOMINATION**

Nominations for Life Membership shall be forwarded to the Administrator by 31<sup>st</sup> January:

- A member of the Executive of SDNA
- A Club affiliated with SDNA

Nominations shall be supported by a detailed submission on the form prescribed on SDNA website by the Executive and shall be endorsed by the President or Committee member of the nominator.

<https://southerndistrictsnetball.com.au/wp-content/uploads/2020/08/sdna-life-membership-nomination-form-2020-1-1.pdf>

#### **30.2 SELECTION**

The award of Life Membership is determined by the Executive by a simple majority of those eligible to vote. The President shall have a casting vote.

In the event of an Executive Member submitting a nomination, the Executive Member shall have the right to speak and have voting rights.

If a current Executive Member is nominated for Life Membership, the nominee must always be absent, when the nomination is considered and must abstain from voting.

All nominations must be sent to the Review Committee for consideration. Review Committee to be appointed by the Executive Committee.

#### **30.3 RECOGNITION**

Life Membership will be announced at the SDNA Annual General Meeting.

Each Life Member shall receive:

- SDNA Life Membership Badge
- Recognition on a SDNA Life Membership Honour Board
- Such other benefits as determined by the Executive.

### **31. MEETINGS**

The President shall preside at all meetings of the Association and the Executive. In the absence of the President, the Vice President shall preside. (Or other authorized person).

## 32. MEETING PROCEDURE OF ANNUAL GENERAL MEETING

- 32.1 The business of the Annual General Meeting shall be:
- Acknowledgement of Country (see wording end of document)
  - President's Address
  - Apologies
  - Confirmation of Minutes of the Previous Annual General Meeting
  - Adoption of Audited Balance Sheet and Statement of Income and Expenditure
  - Notice of Motion for Alteration, Repeal or Addition of the Constitution
  - Election of Executive Members
- 32.2 Appointed Executive Positions:
- Association Development Officer (ADO)
  - Association Umpire Development Officer (AUDO)
  - Governance Officer
  - Marketing Officer
  - One appointed – to be appointed by Executive
- 32.3 Officers:
- President
  - Vice President
  - Junior Vice President
  - Finance Convenor
  - Match Day Co-Ordinator
- 32.4 Committees:
- Match Day
  - Protests and Disputes
- 32.5 Iris James Service Award
- 32.6 Appointment of Life Members
- 32.7 Confirmation of Appointments of:
- Patron/s
  - Auditor
- 32.8 General Business
- 32.9 Closure

### **33. MEETING PROCEDURE OF EXECUTIVE MEETING**

33.1 Opening of meeting and welcome from the President

33.2 Apologies

33.3 Confirmation of Minutes from Previous Meeting

33.4 Business Arising from Minutes

33.5 Correspondence In

33.6 Correspondence Out

33.7 Reports from Convenors:

- Match Day Co-Ordinator
- Governance Officer
- Marketing Officer
- Umpires' Development Officer
- Development
- Administration
- Finance

33.8 General Business

33.9 Date of Next Meeting

33.10 Closure

### **34. MEETING STANDING ORDERS**

#### **34.1 THE PRESIDENT/CHAIRPERSON**

- Make sure that a quorum is always present.
- Conduct the meeting in accordance with the rules.
- Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put to the meeting.
- Terminate any discussion, which is not, at that time relevant to the business before the meeting.
- Decide who is entitled to speak when two or more speakers rise to speak at the same time.
- If desired, request that the proposer of a motion or amendment submit it in writing.

#### **34.2 CONDUCT OF SPEAKERS**

- All remarks shall be addressed to the President/Chairperson and any question to another person shall be put through the President/Chairperson.
- A speaker wishing to speak or move a motion, shall stand when addressing the Chair, and shall take their seat if called to order by the President/Chairperson.
- On any person rising to a point of order during a discussion, the speaker shall resume their seat and the person rising shall state the point of order, when the President/Chairperson shall rule there on.

#### **34.3 CHAIRPERSON'S RULING**

- The President/Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved and seconded and carried 'that the President/Chairperson's ruling be disagreed with'. The mover may speak briefly in support of their motion and the President/Chairperson explains why their ruling was given. The President/Chairperson takes the vote.

#### **34.4 MOTIONS**

- A motion shall be seconded before it is debated and shall not be withdrawn without the consent of the seconder and unanimous consent of the meeting.
- No speaker shall speak more than once to any motion or amendment, except in personal explanation unless they are exercising the right of reply as the mover of the motion.
- No more than two speakers shall follow successively on the same side of the question. If the speaker having so spoken, there be no speaker to take the opposite view, the question shall be put therewith.

#### **34.5 AMENDMENTS**

- An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. The mover of an amendment has no right of reply.
- No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment, which is carried, becomes the motion and is open for further amendment. The mover and seconder of the motion under discussion are not entitled to move or second an amendment to it.
- The mover and seconder of a motion or amendment may speak to subsequent amendments. If the mover agrees with any proposed amendment, they can accept it and may seek leave to alter the motion accordingly.
- An amendment, which is a direct negative of the motion, shall not be allowed.
- The Constitution can be amended only by a resolution advised in accordance with Constitution Clause 24, but this shall not preclude further amendments to such resolutions from the floor of the meeting.

#### **34.6 RESCINDING RESOLUTIONS**

- Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a resolution may be rescinded. A resolution may be rescinded on notice of motion at a subsequent meeting.

#### **34.7 CLOSURE**

- Any person may at any time move 'that the question be now put' which motion, if accepted by the President/Chairperson shall be put without debate. If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not prevent the mover of the original motion exercising the right of reply.

#### **34.8 VOTING**

- Voting shall be by voice or show of hands.
- In the event of voting being equal, the question shall be declared on the vote of the President/Chairperson who would then vote to preserve the status quo i.e., the existing condition.
- In the case of an urgent matter, or when it is deemed not practical to call a special meeting of the Board, the President/Chairperson may call for a vote of the Board members by means of fax, email, or telephone call. The details and results of such vote to be entered and confirmed in the minutes of the next scheduled Board meeting.

#### **34.9 SUSPENSION OF STANDING ORDERS:**

Standing Orders may be suspended:

- at the request and/or motion of a Board Member through the chair.
- to enable Guest Speaker/s to address the Board prior to normal business.
- Prior notification of Guest Speaker/s must be given to all Board Members.

### **35. MEMBER PROTECTION POLICY**

SDNA adopts Netball WA & Netball Australia.

<https://wa.netball.com.au/policies-procedures>



## 36. MULTICULTURAL FEMALE UNIFORM GUIDELINES

This uniform guideline aims to show the different options for girls and women to participate in netball in Western Australia.

<https://www.dlgsc.wa.gov.au/sport-and-recreation/participation/community-inclusion/multicultural-female-uniform-guidelines>



### **NetSetGo:**

Any clothing that is comfortable and safe can be worn.

Enclosed shoes.



**Any Team or Club:**

Team uniform dress or skirt/short and top/singlet.

Long sleeve top in black or team colours.

Leggings or tight-fitting pants in black or team colours.

Enclosed shoes.

- Additional clothing options for cultural/ religious modifications only.
- Extra clothing must be the same colour approved by the team, or all black and all white.
- Extra clothing must be worn under the existing team uniform.



**Head coverings:**

Players must not wear anything that is dangerous to themselves or another competitor. This includes not wearing jewellery or sharp pins on head coverings (hijabs).

Head coverings must be tight and non-flowing.

Head covering must not cover positional bib.

If the head covering needs to be fastened, clips and non-sharp pins are to be used.

Head covering must be all black, all white or team colours.

Disclaimer: This document was prepared in consultation with Netball WA with a view to assist culturally and linguistically diverse women participate safely in sport at Club level. Sport and Recreation (WA), its officers and employees, and any authors or contributors to this guide are not responsible for, and disclaim all liability in connection with, any personal injury or death howsoever caused (including where caused by negligence) arising from following the uniform options or statements contained in this document. This document is a guide only and to exercise caution when choosing attire to ensure they can participate safely in the activity. If you have any questions in relation to the guide, please contact your State Sporting Association directly – Netball WA on 9380 3700.

## **37. NETBALL POLICIES**

Consult National (Netball Australia) and State (Netball WA) bodies for any other policies relevant to Netball within Southern Districts Netball Association and its members.

<https://wa.netball.com.au/policies-procedures>

<https://netball.com.au/integrity-framework-policies>

There is ZERO tolerance to any misconduct.

## **38. OFFICIALS**

Officials are on duty at the Match Office if you need assistance. Please come to the Match Office immediately if you require assistance with a game, do not wait until end of play.

## **39. PHOTOGRAPHY/VIDEOING**

- 39.1** Clubs shall decide prior to the beginning of the season if their members, including Club/squad umpires, will give consent for photographs or videos to be taken for personal Club use or by the Association for promotional purposes. Photography approval or denial needs to be obtained through their registrations on Play HQ. Clubs are to complete the No Photographic Permission Form supplied. This information can be obtained on Play HQ for each of your members. Should a team advise denial an alert sticker will be placed on the appropriate score card. Should circumstances change throughout the season please notify SDNA via email.
- 39.2** This information will be kept on file on the Office and if a person wishes to photograph or video during a game, they will present themselves to the Match Office where an official will check the Club/team records for permission/objections.

## 40. PLAYER AND MEMBER TRANSFERS AND ETHICS CLAUSE

- 40.1** Players and coaches are regarded as being registered from the time the club submits their team lists for the upcoming season (Winter or Spring). During this period no club member, coach, or other official, including SDNA rep teams or representative coaches/officials, may approach any player or coach from another club to discuss transferring or offer inducements to transfer.
- 40.2** Approaches may be made to any player/coach the day after the SDNA Grand Final of the relevant season when every player is deemed to be a free agent.
- 40.3** If the executive suspects that this policy has not been adhered to, they have the right to investigate and take appropriate action. The executive recommends that each club makes its own ruling with regards to coaching at more than one club.
- 40.4 SDNA COACHES/REPRESENTATIVES**
- 40.4.1** May not have direct contact with a player to promote their club and to solicit the player's participation. This will be considered a poaching violation. Player contact includes, but is not limited to text messages, phone calls, emails, social media, and other written communication and/or in person conversations.
- 40.4.2** Responsible representatives may include parents of team members, team managers, coaches, club board members, directors of coaching and others perceived as an agent of a club. Any recommendation for the player to attend trainings, trials or other team and club events by the representative will be deemed inappropriate and considered an attempt to induce a player to leave their organisation.
- 40.5** If a player wishes to transfer from one Club to another it must occur prior to the halfway mark of the season.
- 40.6** A Club has the right to appeal to the Executive regarding a player or coach who transfers to another Club and still has financial obligations to the former Club.
- 40.7** The Association will not accept a Club or player if they are unfinancial from previous season until all monies are paid in full.

## 41. PLAYER WITHDRAWALS

- 41.1** Any application for refunds for a withdrawing player must be received by the Administrator in writing prior to the third playing date of that competition.
- 41.2** There can be no transferring of a player's fee from a withdrawn player to a new player once the first playing date of that competition has passed. Prior to this date, transfers are at the discretion of the Administrator.

## 42. POSTPONEMENTS

- 42.1 Postponements of matches are not automatically granted as they are subject to Management and Duty of Care requirements and reason for requesting a postponement.
- 42.2 Postponement of matches due to natural disasters, such as pandemics as instructed by government health regulations, will be reviewed each season before a decision is made to reschedule or cancel the round/s effected.

## 43. PREGNANCY POLICY

As per the Netball Australia policy –

[https://wa.netball.com.au/sites/wa/files/2020-01/Website-SD07-Pregnancy-Policy\\_Updated-2016.pdf](https://wa.netball.com.au/sites/wa/files/2020-01/Website-SD07-Pregnancy-Policy_Updated-2016.pdf)

## 44. PRESENTATIONS AND AWARDS

- 44.1 **MVP FOR WINTER COMPETITION – OPEN**  
This is awarded to the player in Open Div 1 who accumulates the most umpire votes over the winter season. In the event of a draw the winner is decided on a count back, the person who receives the most three votes.
- 44.2 **MVP FOR WINTER COMPETITION GRAND FINAL – OPEN AND JUNIORS**  
This is awarded to the most valuable player in the grand final as adjudged by the umpires.
- 44.3 **MVP FOR SPRING COMPETITION GRAND FINAL - OPEN AND JUNIORS**  
This is awarded to the most valuable player in the grand final as adjudged by the umpires.
- 44.4 **UMPIRE OF THE YEAR**  
Awarded to the Umpire with greatest self-development. Shows initiative in their own learning on and off the court and has shown progression in their Umpire skills and ability. Voted on by the SDNA Umpire Squad & AUDO.
- 44.5 **NATALIE ROBERTSON UMPIRE DEVELOPMENT AWARD**  
Awarded to the umpire that shows the most commitment to their own and other development. Enthusiastic and encouraging nature with a passion to help others within the squad and association, develop their umpiring skills and ability.
- 44.6 **SUE SCOTT PERPETUAL TROPHY**  
Presented to:
- 14 and Under Division 1 Premiers
  - 16 and Under Division 1 Premiers
  - 20 and Under Division 1 Premiers

#### **44.7 HELEN ROBINSON CUP**

Presented to Open Division 1 premiership team in the Winter Competition.

#### **44.8 COACH DEVELOPMENT AWARD**

Presented to a coach who has:

- Attained or aspiring to attain a Development, Intermediate or Advanced Coaching accreditation
- Coach of a SDNA team at the Fuel to Go and Play Association Championships weekend; or any other carnival or competition that SDNA may send representative teams
- Coach or lead coach during a SDNA program
- Coach, assistant coach or apprentice coach in the Netball WA pathway
- Selected by the ADO

#### **44.9 VOLUNTEER OF THE YEAR**

Presented to a member who has made a significant contribution to SDNA throughout the year. Selection to be made by the President.

#### **44.10 LIFE MEMBERSHIP**

Presented to an individual who has made a significant, sustained and lasting contribution to the sport of Netball at Southern Districts.

Nominations must be received by 31<sup>st</sup> January.

<https://southerndistrictsnetball.com.au/wp-content/uploads/2020/08/sdna-life-membership-nomination-form-2020-1-1.pdf>

#### **44.11 IRIS JAMES**

Presented for outstanding service beyond the normal duties required.

Nominations must be received by 1<sup>st</sup> March.

<https://southerndistrictsnetball.com.au/wp-content/uploads/2020/08/SDNA-Iris-James-Nomination-Form.pdf>

### **45. RACIAL AND RELIGIOUS TOLERANCE**

- 45.1** No person in their capacity as a spectator or participant in the Association while carrying their duties or functions as or incidental to being a participant in the Association shall engage in conduct that offends, humiliates, intimidates, contempt, ridicules, incites, threatens, disparages, vilifies, or insults another person based on that person's race, religion, colour, descent or national or ethnic origin.
- 45.2** The President of the Association shall be appointed as the Complaints Officer to hear any complaint in the first instance and then follow procedures of the Constitution 13. and 42. as deemed necessary.

## 46. REGISTRATIONS

- 46.1 Team registrations for a minimum of seven players must be lodged on Play HQ by the required date. Refer to SDNA website for instructions.
- 46.2 Club names - any new Clubs must submit their Club name and uniform three weeks prior to registration for confirmation by the Administrator/Uniform Convenor.
- 46.3 Clubs may register further new players by completing the relevant registration forms available from the Match Office. New registrations, after grading, need to be approved by the Grading Committee prior to the player taking the court for their second game. Refer to SDNA website for instructions.
- 46.4 At registration, Clubs shall nominate a contact person as a representative of the Club. This person shall be the main contact who will receive emails and other notices. SDNA reserves the right to deal only with these representatives as and when necessary.

## 47. SDNA WEBSITE

Southern Districts Netball Association's website is [www.southerndistrictsnetball.com.au](http://www.southerndistrictsnetball.com.au)

## 48. SDNA ASSOCIATION AND REP TEAMS

Refer to website for separate Policies and Procedures  
[www.southerndistrictsnetball.com.au](http://www.southerndistrictsnetball.com.au)

## 49. SINGLE GAME VOUCHERS/FILL IN VOUCHERS

- 49.1 **SINGLE GAME VOUCHERS – FOR NON AFFILIATED PLAYERS**
  - 49.1.1 Teams must have 7 registered players that have registered and paid in full before they can use Single Game or Fill In Vouchers. Players using these Vouchers must not enhance the performance of the team to such an extent that they influence the outcome of the match.
  - 49.1.2 Single game vouchers will be **\$20** per game per voucher. Fill in vouchers will be \$10 per voucher (see 49.2). Vouchers must be purchased before the commencement of the game.
  - 49.1.3 Once a player has played 3 games using SGV, registration is preferred and requires approval. If the player does not register, approval will still be required for the player to continue.

49.1.4 If a player decides to register, please apply by email to SDNA for pro rata fees. This is to be determined by the Administrator (SDNA portion only). These games will be counted towards games played.

49.1.5 Players must have used and paid for 7 vouchers during qualifying matches with the Club on different playing dates before they can qualify for finals during Winter, **provided they have grading approval**. During Spring (7 rounds) 3 vouchers must have been used and paid for on separate dates, **provided they have grading approval**. Players can only use Single Game Vouchers to play for one club per season. If a player has only played one game under the voucher system, they can apply to register with a different club which must be approved before registering. Vouchers must be purchased during Finals to cover for insurance. SDNA will then write the player on the scorecard during finals matches.

49.2 **SDNA FILL IN VOUCHERS – FOR AFFILIATED PLAYERS**  
**THESE ARE TO BE USED BY PLAYERS WHO ARE NOT AVAILABLE EACH WEEK**  
**These players cannot use Single Game Vouchers as these are for non affiliated players.**

49.2.1 Teams must have 7 registered players that have registered and paid in full before they can use Single Game or Fill In Vouchers. Players using these Vouchers must not enhance the performance of the team to such an extent that they influence the outcome of the match.

49.2.2 If a player has registered with Netball WA as a player for that year and therefore are affiliated with Netball WA, they can purchase a **SDNA Fill In Voucher** for **\$10** per game. Vouchers must be purchased before the commencement of the game. **After the third game, registration is preferred and grading approval is required. If the player does not register, grading approval will still be required for the player to continue.**

49.2.3 If a player decides to register, please apply by email to SDNA for pro rata fees. This is to be determined by the Administrator (SDNA portion only). These games will be counted towards games played.

49.2.4 Players must have used and paid for 7 vouchers during qualifying matches with the Club on different playing dates before they can qualify for finals during Winter, **provided they have grading approval**. During Spring (7 rounds), 3 vouchers must have been used and paid for as per above. Players can only use Fill In Vouchers to play for one club per season. If a player has only played one game under the voucher system, they can apply to register with a different club which must be approved before registering. Vouchers must be purchased during Finals to cover for insurance. SDNA will then write the player on scorecard during finals matches.



### 49.3 GRADES PLAYED USING SINGLE GAME/FILL IN VOUCHERS

49.3.1 Keep in mind when a SGV/Fill In Voucher is used, players must not play down a division. If they use vouchers in future weeks, they only play in the original division or higher.

Eg – Cannot play one week in Division 1 and then another week in Division 3.

Once a player has played in a higher Division, they must then only play in that Division or higher in subsequent games.

## 50. UMPIRES

50.1 Must adhere to the latest edition of the rulebook which can be found on Netball Australia:

<https://netball.com.au/>

50.2 SDNA require all umpires to hold time immediately after an injury is sustained by impact to the head, or the body, where force is transmitted to the head, which may result in a suspected concussion or altered state of/loss of consciousness. Please see Section 24.3 regarding steps to be followed.

50.3 On each fixtured game teams are to supply their own competent umpire. Clubs failing to supply a competent umpire, as deemed by the Match Day Supervisor, may incur a fine of \$60.00.

50.4 In the event of a team failing to supply an umpire and the Match Office being unable to supply an emergency umpire, then that team must either find a competent umpire in a timely manner, or a player from that team will be required to umpire the game. Failure to supply a competent umpire, as deemed by the Match Day Supervisor, may result in a \$60.00 fine plus the loss of two points. Payment is due within seven days. Failure to do so will incur a penalty of non-accumulation of points until the fine is paid (this penalty applies to Open and Junior divisions only).

**If any team continues not to supply an umpire – SDNA may take further points.**

50.5 Umpires are to direct the scorer and timer to stand together on the sideline (opposite the centre circle) next to the rolling substitution cone.

50.6 Umpires are to wear suitable attire. No jeans, thongs or heeled shoes will be permitted and where possible, umpires should wear white. An umpire may wear their Club skirt and shirt if fixturing does not permit the umpire time to change their clothes. White or black tracksuit pants only to be worn.

50.7 Umpires are not permitted to coach a team whilst umpiring.

50.8 No interchange of umpires is permitted during the game except in the case of injury or illness, or if an umpire is deemed incompetent and a replacement is provided.

**50.9** Interference or abuse of umpires by team officials and bench players will not be tolerated and will be penalised as per the Officials Rules, which includes:

- Criticism of the umpires or their decisions
- Use of offensive, insulting or abusive language and/or gestures
- Use of excessive noise or interruption
- Encourage foul play by on-court players

Should a spectator carry out the above and is reported to the Match Office, an approved SDNA representative will be called to the game to impose the following:

- Ask the person concerned to leave the court area
- Should they fail to do so they will be advised that the Police will be called
- Should they fail to comply with this direction the approved SDNA representative will request the Umpire Supervisor to notify the officiating umpire to “hold the game” until the spectator leaves
- Should the offending spectator refuse to leave the court area, the Police will be called by the approved SDNA representative

**50.10** Any coach or manager who needs assistance from the Match Office regarding a problem with an umpire is requested to send a Team Representative to call for the Match Day Supervisor from the Match Office immediately.

## **51. UNFINANCIAL CLUBS/PLAYERS**

**51.1** Any Club/player that owes money (either to SDNA, or Netball WA) shall be considered unfinancial. Money owing can be in the form of fees, fines, or other penalties. Any Clubs/players/individuals with outstanding monies will be advised to Netball WA and associated bodies as deemed necessary.

**51.2** Unfinancial players of a Club are not permitted to the rights and privileges of membership. They may not participate in any programs conducted by the Association, such as Association Teams, Development Squads, Umpire Development or Umpire Squads until such time as all monies owing (plus interest if applicable) are paid in full to the satisfaction of SDNA.

**51.3** SDNA reserves the right to refuse further membership applications from these Clubs/players.

## 52. UNIFORMS

- 52.1 No two Clubs shall have the same uniform to the exclusions of bibs, the only exception being School based Clubs who are permitted to wear the school uniform/school sports uniform.
- 52.2 The uniform of a Club shall consist of shorts/skirt/skorts and top or dress. Sports briefs or bike shorts (to be no longer than the skirt or dress) must be worn under skirt/dress.
- 52.3 Windcheater tops or other clothing, if worn when playing, must be worn under registered playing uniform. No zip jackets may be worn. Bibs must be worn over the windcheater top.
- 52.4 Soft, close fitting bucket hats (without a drawstring) may be worn.
- 52.5 Gloves may be worn with the provision of a medical certificate, providing nails are cut short and no jewellery to be worn. Refer to Jewellery, Glasses and Nails above - re: migraine piercing.
- 52.6 Appropriate sport shoes must be worn.
- 52.7 Colours and uniforms shall be submitted to SDNA for approval and no Club shall make any change to this uniform without obtaining the consent of the Property and Uniforms Convenor.
- 52.8 Priority of registration shall determine the exclusive right to wear the uniform or colours.
- 52.9 Permission to play out of uniform must be obtained from the Property and Uniforms Convenor prior to taking the court.
- 52.10 Clubs who have different playing uniforms within the Club must register each uniform on Registration Day.
- 52.11 All players in Finals Matches must play in that team uniform.
- 52.12 A fill in player will be a player using a Single Game/Fill In Voucher, or a player playing up from a lower division. Players who play on a Voucher must wear team uniform or one that closely resembles it.

## 53. UNIFORMS – PENALTIES

Any Club playing a registered member not in registered Club uniform will receive the following penalty:

- FIRST OFFENCE: Verbal warning to the player
- SECOND OFFENCE: Written warning to the Club
- THIRD OFFENCE: A fine of \$10 + GST to the Club, to be paid before next playing date for each player out of uniform
- FOURTH OFFENCE: Player will be removed from court

## 54. WITHDRAWALS

When a team is withdrawn after the commencement of the season, all points, and goals in matches involving the team prior to its withdrawal shall be cancelled. If the withdrawal occurs during the second round, only points and goals from that round will be cancelled.

## 55. WORKING WITH CHILDREN

- 55.1 Western Australian law requires a **compulsory** WWC check for people in ‘child related work.’ At netball this includes Coaches, Managers, Umpires and Club office bearers. The card expires after three years.
- 55.2 Volunteers under the age of 18 years are exempt. Parents volunteering for a Club in which their child who is under 18 plays need to fill out an Exemption Form which is available on our website: <https://southerndistrictsnetball.com.au/wp-content/uploads/2025/04/working-with-children-template-org04-volunteer-declaration.pdf>
- 55.3 All Coaches, Managers, Umpires and Volunteers must have their WWC cards or Exemption Forms submitted and processed before the start of each season in order to participate. **If a copy of the WWC card (or receipt of application) or Exemption Form is not received, you will not be permitted to participate in any competition dates until compliance is achieved.**
- 55.4 **CLUBS AND THE ASSOCIATION ARE REQUIRED TO VALIDATE AND RECORD WWC CARDS:**  
Procedure is as follows:
- Ask to see a person’s card
  - Take a copy
  - Visit website [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)
  - Enter WWC Card number in validation box
  - Print and keep a copy of result
  - Check every 6 months.

Under current legislation, the club is responsible for ensuring that all volunteers have the required clearance. Failure to comply may result in the club being held liable for any non-compliance.

For further information please check the website above, email [checkquery@dcp.wa.gov.au](mailto:checkquery@dcp.wa.gov.au) or phone 6217 8100.