

**WYONG DISTRICT NETBALL
ASSOCIATION INC.**

BY-LAWS

February 2002

WYONG DISTRICT NETBALL ASSOCIATION INC.

BY-LAWS

ALTERATIONS TO BY-LAWS

The By-Laws and Standing Orders may be altered by resolution passed by a majority of at least three quarters (3/4) of the members present and voting at a meeting of Council, of which not less than twenty one (21) days notice specifying the resolution to be proposed has been given.

MEMBERSHIP

See page 5

1] POWER OF THE EXECUTIVE COMMITTEE

At the conclusion of the playing season the Executive shall act as a Management Committee, to carry on all Association business whilst in recess.

It shall have to power to carry out any other duties, which are delegated to it by the General Assembly Meeting. Such duties may vary from time to time and may be deemed to be carried out during the competition season or during recess.

Hereunder are listed the various duties of the Office Bearers of the above Association who are required to attend each Executive Meeting as advised.

2] DUTIES OF THE OFFICE BEARERS

1 PRESIDENT

The president shall:

- a] Preside at all meetings and direct where necessary and has a casting vote only.
- b] Be the liaison with the Secretary and Treasurer on matters pertaining to the management of Wyong District Netball Association.
- c] Be a member of the interview panel for selecting coaches when necessary.
- d] Be the spokesperson for the Association as required.
- e] Represent the Association as required.

2 VICE PRESIDENT

The Vice President shall:

- a] Assists the President and presides in their absence.
- b] be responsible for any duties delegated by the President.

3 SECRETARY

The Secretary shall: -

- a] Keep a copy of the minute's book.
- b] Keep a list of Life Members, Clubs and other
- c] Keep a list of Delegates names and addresses.
- d] Keep a list of Members names and addresses.

- e] Conduct all correspondence.
- f] Retain an annual record of results of Competitions of the Association.
- g] Prepare a report of the Annual Meeting.
- h] Conduct other business as directed by the Association.
- i] Prepare the agenda for all meetings, General, Executive and the Annual.
- j] Supply all Executive Members with a list of names, addresses and telephone numbers of all Executive Members.
- k] Be responsible for all preparation of all fixtures, organise the Association Booklet and distribute to Club Secretaries.

4 ASSISTANT SECRETARY/CARNIVAL CO-ORDINATOR

The Assistant Secretary/Carnival Co-Ordinator shall: -

- a] Perform such duties as the Secretary may direct and issue all notices as required.
- b] Co-ordinates applications from teams to attend Carnivals at other associations.
- c] Be responsible for all players' insurance and public liability and handle all claims.
- d] Co-ordinate any Carnivals that are held at Wyong.

5 TREASURER

The Treasurer shall: -

- a] Be responsible for recording and controlling of all funds that may be established by the Association.
- b] Receive all monies payable to the Association issue receipt within seven [7] days.
- c] Bank all monies within seven [7] days of receipt.
- d] Keep necessary books of account and produce these when required.
- e] Pay all accounts.
- f] When necessary pay accounts where credit is on a restricted time basis and then have such payments ratified at the next meeting.
- g] Submit a financial report to each Association General Assembly Meeting.
- h] Present an audited balance sheet at the Annual Meeting.
- i] Send accounts as required.
- j] Pay New South Wales Association Limited affiliation fees by due date.

6 ASSISTANT TREASURER

The Assistant Treasurer shall: -

- a] Perform such duties as the Treasurer may direct and may issue receipts for monies received and shall be responsible for any money received on behalf of the Association until it has been handed to the Treasurer.

7 UMPIRES CO-ORDINATOR

The Umpires Co-Ordinator shall: -

- a] Chair all meetings conducted by the Umpires Committee.
- b] Submit a report to each Association General Assembly Meeting, and when called upon present a report to the Executive Committee.
- c] Conduct Umpires Theoretical Examination as set by New South Wales Association Limited and arrange for marking and keep a record of all theory results.

- d] Shall organise coaching and practical badges issued.
- e] Keep a record of all practical badges issued.
- f] Keep a record of all badged Umpires within the Association.
- g] Provide the President and Secretary with a copy of all practical badges issued.
- h] Allocate Umpires where necessary.

8 ASSISTANT UMPIRES CO-ORDINATOR

- a] Carry out all duties as directed by the Umpires Convenor.

9 COACHING CO-ORDINATOR

The Coaching Co-Ordinator shall: -

- a] Chair all meetings of the Coaching Committee.
- b] Co-opt all representative coaches onto the committee where possible.
- c] Organise coaching lectures and practical demonstrations.
- d] Prepare a report for presentation at Executive and General Assembly Meetings.
- e] Be responsible for all coaching resources material.

10 REGISTRAR

The Registrar shall annually: -

- a] Accept all registrations submitted on a date determined from year to year.
- b] Determine team names and uniform colours to avoid duplication.
- c] Allocate the respective registration forms to: -
 - 1] The Co-Ordinator of Grading Committee
 - 2] The respective recorders
 - 3] The Association Secretary
 - 4] Retain one [1] copy on file as a record of registered teams and players.
- d] Delete from the registration form the name of those players who have been granted Association permission to de-register from a team.
- e] Notify the Secretary of the additional players N.S.W.N.A. Ltd. membership list may be updated.
- f] Prepare a written report for the Association's General Assembly and the Executive Meetings

11 ASSISTANT REGISTRAR

The assistant Registrar shall

- a] Carry out all duties, as the Registrar shall direct.

12 REPRESENTATIVE CO-ORDINATOR

The Representative Co-Ordinator shall: -

- a] Be responsible for the booking of all necessary arrangements regarding travel accommodation and meals for Representative personnel.
- b] Chair the information meeting with parents and players.
- c] Provide the President, Secretary, Treasurer, Vice President, Coaches and Managers with all relevant information on Representative Personnel.
- d] Liaise with the Umpires Co-Ordinator's on all Carnivals the Representative Teams are to attend.

- e] Liaise with the Publicity Co-Ordinator on media releases for Reps.
- f] Prepare a report for all Executive Meetings.
- g] Submit a written report for the Associations Annual Meeting.

13 GAMES SECRETARY

The Games Secretary shall: -

- a] Be responsible for the collation of all score sheets or the sheets of the divisions as decided from time to time, on each playing day.
- b] Check all score sheets to see that they meet the Associations requirements.
- c] Deduct points for: -
 - 1] Incorrect substitutions
 - 2] Teams fielding any unregistered or unfinancial players
 - 3] For submitting an incorrect score sheet
 - 4] Failure to supply helpers to the canteen on allocated days.
- d] Publish weekly results in the paper if possible.
- e] Place progressive point score on the notice board or in a suitable place so that they can be viewed by the teams on a weekly basis.
- f] Provide the Umpires Co-Ordinator with a copy of the progressive point score.
- g] If possible publish point score in the paper two weeks prior to Semi Finals. Alternatively place the point score on view at Baker Park Wyong.
- h] Keep records on point score with and without deductions and supply a copy to the Secretary.
- i] Be available on the grounds during the Fixtures or Divisions applicable and be present at the Wyong District Netball Association Carnivals to assist with the recording of results.
- j] Prepare a written report for the Association's General Assembly and the Executive Meetings
- k] Be responsible for the preparation of all fixtures, help organise the Association Booklet

14 ASSISTANT GAMES SECRETARY

The Assistant Games Secretary shall: -

- a] Carry out all duties, as the Games Secretary shall direct.

15 MINUTES SECRETARY

The Minutes Secretary shall: -

- a] Record all minutes of all meetings of the Association at which the presence of the Minutes Secretary is required and in that capacity, shall forward a copy to the President and Secretary within seven [7] days and a copy to all Club delegates prior to the monthly meeting.
- b] Forward a copy of the Executive minutes and Special Meeting minutes to every member of the Executive, within fourteen [14] days.

16 CANTEEN CO-ORDINATOR

The Canteen Co-Ordinator shall: -

- a] Have the right to order and purchase stock for the Canteen.

- b] The Canteen Purchasing Officer shall be responsible for the stocking of all goods for sale in the canteen and shall keep a weekly record of all such goods.
- c] When any special events requires the canteen to be available the Canteen Purchasing Officer shall see that it is fully stocked for such occasions.
- d] Notify the President or Secretary of any breakdown in equipment in the canteen.
- e] Shall consult with the President or the Secretary when the need for replacement or repair of equipment occurs.
- f] The daily takings from the Canteen to be checked and recorded by the Canteen Supervisor, or Assistant Canteen supervisor and the Treasurer or a member of the Executive.
- g] Be responsible for the cash float allocated by the Treasurer at the beginning of the season.
- h] The financial year shall end at the 31st August of each year and an audited Balance sheet shall be presented at the Annual General Meeting.

18 SOCIAL SECRETARY

To organise any social events of the association. To ensure that there is supplies of milk etc for morning teas and supper after the Council meetings.

19 PROMOTIONS/PUBLIC RELATIONS OFFICER

The Promotions/Publicity Officer shall: -

- a] Collect information of interest and importance and prepare it for Media and/or advertising.
- b] Keep a record of all items sent to the media.
- c] Keep a record of all items published.
- d] Seek sponsorship and promote the Association
- e] Prepare a report for presentation at the General Assembly Meetings and Executive Meetings.
- f] Submit a written report for the Associations annual Meeting.

20 REP UNIFORM OFFICER

The Rep Uniform Officer shall:

- a] Be responsible for keeping records and in control of the distribution and return of representative uniform and representative equipment.

21 DELEGATES, PROXY DELEGATES TO N.S.W.N.A. Ltd.

The Delegates, Proxy Delegates to NSWNA Ltd. shall:

- a] Attend all NSWNA meetings as scheduled.
- b] Report to the General Assembly and Executive Meetings.

22 SUB COMMITTEES

Persons elected to the following committees are not required to attend the Executive Meetings, but they come under direct jurisdiction of their respective Co-Ordinator. To all these Committees the President, Secretary and Treasurer are ex officio. All committees have the power to co opt as required. All persons serving on committees may be called upon to do office duties if required.

23 GRADING COMMITTEE

Insert clause here..

24 COACHING COMMITTEE

The Coaching Committee shall assist the Co-Ordinator in: -

- a] Plan and conduct coaching seminars and lectures.
- b] Provide as much practical demonstration work as possible.
- c] Answering requests for assistance from any registered Club.

25 UMPIRES COMMITTEE

The Umpires Committee shall:

- a] Be responsible for the allocation of umpires as per requirements, Semi-Finals, Finals and Grand Finals.
- b] Handle/judicate on all umpiring complaints.
- c] Appoint umpires for all Representative Netball Carnivals and training sessions as required.
- d] Program all umpires lectures/courses and examinations held at Association level.
- e] Undertake the talent identification of umpires
- f] Undertake the coaching of umpires for badging

28 REGISTRATIONS

- a] Team registrations close on the date fixed by the Executive Committee each year.
- b] Such registrations shall be made on the official registration forms and club computer disc, and shall be accompanied by the registration fees otherwise the entry will not be accepted.
- c] Registration forms not accepted with less than five [5] players. Seven players must be registered by date specified annually. Allowances will not be made for any team that has not submitted seven players per team by paper grading day. Those teams will not be considered for inclusion in the competition. This does not include non competition netta.

Insert No. 28on page 6.

- d] Individual Registrations – all players registering after registration day each competition season must be passed by the Executive prior to being accepted by W.D.N.A. into the grade requested. A player registering in Division 1 and or any other “A” age division will be allowed to play as determined at the AGM. Players wishing to be registered in any other division or grade may not play until the following day of competition unless otherwise deemed by the Executive of W.D.N.A. All juniors up to 12 years to be able to play on the day they register as long as they are registered by 9.30am.
- e] When following the provisional three week grading format, new registrations for the first three weeks shall be eligible to play from the day of registration subject to the Executive’s approval.

- f] Team changes – players may change teams within their club with the consent of W.D.N.A. Executive Committee before the commencement of the second round of competition, or on the disbandment of a team from the competition. Players joining a new team must have played THREE (3) one-hour matches with that new team to be eligible for semi-finals etc.
- g] No transfer of registration monies is allowed. Monies will only be returned to players who, for legitimate reasons withdraw from a team, less any out of pocket expenses incurred by W.D.N.A. A letter of withdrawal must come to the Association Secretary through the Club Secretary, requesting return of fees. Before this occurs deregistration forms must be formalised through the Registrar.
- h] Players wishing to change clubs after Registration Day must apply in writing to the executive and permission may be granted in extenuating circumstances.

30 ATTENDANCE AT MEETINGS

- a] Clubs or Independent teams not represented at meetings will be fined \$20.00 (plus GST) per meeting missed. Such fine to be paid before teams take the court the following competition day.
- b] For those Clubs/Independent teams not attending the AGM \$25.00 (plus GST) will have to be paid on registration day.

31 REGISTRATION FEES

- a] Registration fees shall be set by Executive Committee prior to each season.
- b] The registration fee shall include any extras as may be applicable.
- c] Any additional extras, that occur after the registration fee has been fixed, shall be paid by every member to whom such fees shall apply.
- d] Non payment of fees due shall make the player or person unfinancial and therefore ineligible to participate in the competition or take part in any of the business affairs of the Association.
- e] Part payment of fees is acceptable as determined by the Executive.

32 COMPETITION

The competition shall be controlled by the Executive Committee. Duration of the competition shall be set by the Executive prior to each season.

33 COMMENCEMENT OF COMPETITION MATCHES

- a] The central timer shall signify the beginning and the end of each quarter BUT the game will start and finish with the blowing of the Umpires whistle, and this shall apply to all quarters or halves.
- b] Play must commence at the time set down in the fixture.
- c] Players may not take the field unless attired in the approved uniform.
- d] A team may commence a match with no fewer than five [5] players.
- e] Every match shall consist of four [4] fifteen [15] minute quarters which will be timed at the Office.

- f] Modified matches may consist of four [4] ten [10] minute quarters, or as determined from time to time, which will be timed at the Office.
- g] No injury time will be added in the ordinary matches.
- i] Should an injury occur, or a position is vacant, reserves may take the field at any time during the game providing they comply with all the regulations and rules as set out in the Netball Rule Book.

35 WET WEATHER

- a] The decision on whether or not games will be played if the weather is wet will be made by three (3) members of the Executive. The President, Secretary and Treasurer. If however any of these people were unavailable at the time, the Vice President, then Assistant Secretary or Assistant Treasurer would make the decision. An announcement will be made over 2GO, SEAFM and 2CCC as early as possible.
- b] If one team chooses to play, the opposing team must play or forfeit the game. If both teams agree not to play, that game will be counted as a forfeit for both teams. If the game is called off after half time by the Association or the agreement of both teams the score counts.
- c] Wet weather - the format for playing wet weather games to be decided at A.G.M.

36 SEMI FINALS AND GRAND FINALS

- a] These games for the winter competition shall be played on three separate days. Matches to be of ONE-hour duration. In Semi-Finals, Finals and Grand Finals, substitution in accordance with the International RuleBook.
- b] The Semi-Finals, Finals and Grand Finals shall be played regardless of weather, except in extenuating circumstances, such as Electrical storms. In the event the game be ceased for a period of 30 minutes after which a decision is made NOT to continue, the game shall be played on the SUNDAY or the 1st following dry Saturday or Sunday. In the event of a complete washout, games shall be played the following SUNDAY or the 1st dry Saturday or Sunday.
- c] Semi-Finalists shall be the teams in each grade with the highest number of points. When two teams have an equal number of points, and then the position shall be decided on goal averages, based on the number of competition matches played by each team.
i.e. Goals scored for, divided by goals scored against, x 100, divided by the amount e.g. games played. A win on forfeit is not classed as a game for these purposes however a loss on forfeit will be.
- d] In SEMI-FINAL games, the Minor semi-final shall be between three and four, and the major semi-final shall be played between one and two. The FINAL shall be played between the WINNER of the MINOR Semi-Final and the LOSER of the MAJOR semi-final. With the winner of the MAJOR Semi-Final going straight into the Grand Final. The GRAND FINAL shall be played between the WINNER of the MAJOR semi-final and the WINNER of the FINAL.
- e] In a division of NINE (9) or more teams, semi-finals MAY consist of the first top four teams playing "A" semi-final and the next four teams playing "B" semi-final. This may be determined, if necessary at the beginning of the competition season.
- f] When goals scored are even at full time in SEMI-FINALS and FINALS an additional FIVE MINUTES EACH WAY shall be played. If, at the end of the additional five minutes each way the score is still equal, a FURTHER 2 1/2 MINUTES EACH WAY will be played. If, at the END of this additional time, the score is still equal, then the BEST OF (3) GOALS SCORED, SHALL BE THE WINNER.

Captains to toss for first centre pass ONLY at the commencement of the match and not for the additional time.

In Grand Finals, if teams are even at full time they are declared joint premiers.

- g] Before participation in Semi-Finals, Finals and Grand Finals, all players shall have played in **THREE (3) POINT SCORING COMPETITION MATCHES**. Games won on forfeit do score as point scoring matches. A competition match that is abandoned because of wet weather shall count as a competition match for the player but shall not be included in goal averages.
- h] The goal averages shall be - The number of goals scored by a team, divided by the goals scored against, x 100, divided by the number games played.

37 TROPHIES

The following trophies may be awarded-

- a] Winners, runners up and coaches in each grade
- b] Most Valuable Player
- c] Outstanding Association Member
- d] Sportsgirl of the Year
- e] Umpire of the Year
- f] Junior Umpire of the Year
- g] Any alternative individual awards as determined by WDNA executive.

Clubs, Executive and Individual members are asked to submit nominations for the awards iii – v in writing before the August meeting each year. The Executive is to make the decision by secret ballot. It can, however be someone other than the persons nominated if the executive feel there is a worthier contender. Members of WDNA shall be eligible for nomination as Outstanding Association Member for services beyond their official duties. All perpetual trophies shall be stored in the trophy cabinet within the WDNA Clubhouse.

38 SUBBING – PLAYERS FROM ANOTHER TEAM

- a] Subbing of girls from a LOWER DIVISION, AGE GROUP OR GRADE
- b] If a team is unable to field seven players, they may borrow from a team of a lower grade, division or age group **WITHIN THEIR OWN CLUB**
- c] The borrowing team must field at least **THREE (3) Original players**.
- d] The maximum number of borrowed players shall be **TWO (2)** into any one team.
- e] If a registered player arrives after a subbed player has been used the original player may replace the subbed player but not until an interval. (1/4, 1/2 or 3/4 time). Once a registered player has replaced a subbed player that subbed player may not retake the court except in the event of an injury.
- f] A player can only sub up into a particular teams **TWICE (2)** times. She will not be eligible to sub into the same team a third time. If she does sub a third time the borrowing team shall lose competition points awarded for that game.
- g] A Club Official, the team Coach or Manager (who will be responsible for the outcome) must accompany the player wishing to sub to the clubhouse where both must sign the official subbing form **PRIOR** to the substitute taking the Court.
- h] The borrowed players must be eligible to play their own game.
- i] **FORMAT** for eligibility to sub into a team shall be:

SENIORS, JUNIORS/ INTERMEDIATE/ CADET

Shall be decided yearly.

No subbing semis, finals and grand finals.

Rep teams may sub from squad players to field a team of five only to save a forfeit.

39 RULES AND GENERAL INFORMATION FOR PLAYERS

- a] A Senior Player constitutes one who has reached the age of 16 years at the 31st December in the year of play.
- b] A Junior Player constitutes one who is 12 years and under as at the 31st December in the year of play and may play modified rules.
- c] An Intermediate Player constitutes one who has reached the age of 13, 14, 15 years at the 31st December in the year of play.
- d] A player shall be registered with ONE (1) team only at a time. Players CANNOT interchange with teams of other clubs. Clubs shall interchange players within teams strictly in accordance with the By-Law for SUBBING.
- e] W.D.N.A. reserves the right not to accept any member or members who continually fail to complete competition matches.

40 UNIFORMS

- a] Players in a club in competition matches shall all wear the same uniform of their team, this uniform must be registered with the Registrar and teams may only wear the approved styles.
- b] All players are compelled to wear regulation position patches at all times (New South Wales Netball Association Ltd. ruling) and be fully visible to the umpires for the duration of the match.
- c] Teams may wear an approved style netball skirt with either a shirt with a collar and sleeves or no sleeves or if a collarless shirt it must have sleeves. Approved body suits/ dresses may be worn.
- d] Sports brief must be worn (preferably) the colour of the skirt. Short bike pants may be worn.
- e] Sandshoes, gym boots or joggers must be worn.
- f] Teams upon affiliation or changing of uniform shall register the uniform to be worn by their members. A uniform sample will need to be sighted and approved by the Executive Committee.
- g] Boys under 12 playing may wear shorts and a shirt as near possible to the club or team uniform.

41 GRADING

A grading meeting shall be held after registration day. The Grading Committee shall

- A] Grading is to be done on paper. Promotion/regulation is, if possible, to be two up and two down, but is to be left to the discretion of the Grading Committee who is responsible for grading.

- B] The grading committee may recommend to the Executive Committee, after consultation with the Club's concerned, the placement of a team in a grade that is consistent with the conduct of a balanced competition. This may include, where appropriate the combining of age groups. Clubs will be advised within 24 hours, after grading day, of the grades in which their teams have been placed.
- c] Junior and intermediate grading can be decided separately from seniors at a time to be fixed at the Annual General Meeting.
- d] Junior and intermediate teams shall be graded into Age Divisions. Juniors comprising 10 years to 12 years; Intermediate comprising 13 years to 15 and Cadets under 19 years. Junior and Intermediate teams to be submitted by clubs in order of ability. In special circumstances the general assembly can give permission for an older player to play in Cadets. Clubs shall submit senior teams in order of ability.
- f] Teams will be graded not players.
- g] Any strong team eleven years or older can be graded at the discretion of WDNA to play in an older/stronger division.
- h] The composition of age groups playing in non-competition or under modified rules shall be determined at the Annual General Meeting each year.
- i] Timeslot variations must be requested and decided upon at the first grading meeting. No timeslots will be changed after this meeting unless a team is directly affected by regrading after the first three weeks of the three week grading format.

42 UMPIRING

- (a) No official match shall be played without (2) umpires. Each team shall provide one (1) umpire who shall umpire in accordance with the official rules of netball.
- (b) The system for umpiring for WDNA competitions shall be decided by the AGM.
- (c) If the Club has not provided an Umpire by five (5) minutes after the start of the game, penalties will apply.
- (d) The Umpires Committee, which is nominated by WDNA at the beginning of the season, may replace an umpire if they deem it absolutely necessary.
- (e) Umpires are directed to recognise that the game will start and finish with central timing which shall be controlled at the office. This is a local ruling only and shall apply to all ordinary competition games and play-offs held at by Wyong District Netball Association. However the umpire's whistle will actually start and finish the quarters and the game. The bell only indicates that time has expired.
- (f) Umpires shall be required to be attired in suitable white clothing approved by the Association (NSWNA directive), but team umpires may umpire in the uniform of their team. All Representative Umpires (State League, Interdistrict, Hunter Interdistrict, State and State Age) must be attired in white.
- (g) Any player who wishes to sit for the umpire's exam must do so on the date set by NSW Netball Association.
- (h) It is compulsory for any umpire wishing to attempt their badge, for Umpires on the Junior Scheme, and for Rep Players to sit for the exam.
- (i) If a club wishes to make the exam compulsory for their players they may choose to do so.
- (j) Players may choose to do the exam open book except for those wishing to attain a badge.

43 FORFEITS

- (a) A team shall receive a forfeit when: -
 - (i) The opposing team fails to field at least five (5) players.
 - (ii) The opposing team fails to complete a match commenced.
 - (iii) The opposing team is more than five (5) minutes late for the game.
- (b) Teams receiving forfeits must fulfil umpiring duties as scheduled.

44 SCORE SHEETS

- (a) The names of players be printed in the Score book prior to the scoresheet being handed to the Games Secretary or Assistant Games Secretary at the completion of the game. In the event of change of family name that can be verified no loss of points will be incurred. The winning team to return the score sheet to the Games Secretary.
- (b) The scoring will be the responsibility of the first team named in the draw for each game. Each team is responsible for providing one competent scorer for the game. One scorer is to score for the whole game with the other to stand with the scorer for verification.
- (c) All score sheets to be signed by BOTH CAPTAINS, BOTH UMPIRES AND SCORERS, at the end of the match. Umpires to ensure the total of goals scored are circled.
- (d) The captain of the team has the right to protest for any reason other than incorrect scores. She shall sign the score sheet on the back with the reason for such protest.
- (e) All score sheets are to be taken to the Games Secretary or Assistant Games Secretary by the winning team as soon as possible after the conclusion of the game.
- (f) Once the score sheets are handed to the Games Secretary or Assistant Games Secretary they will be recorded as written.
- (g) No protest shall be accepted for incorrect scores after the game is completed.

45 POINTS

Points will be allocated as follows:

- (a) Three (3) points for a win.
- (b) Two (2) points for a draw
- (c) One (1) point for a loss.
- (d) Three (3) points for a bye.
- (e) No (0) points for loss on forfeit.

Points will be taken away if any of the following occurs:

- (a) Any points allocated, for an incorrect Association substitution which includes:
 - i. Subbing too many players into any one game

- ii. Substitute player not registering in clubhouse before taking court.
- iii. Player exceeds substitutions allowed into a particular team.
- (b) Three (3) points if a winning team plays an unregistered or unfinancial player. These points are then awarded to the losing team. One (1) point if a losing team plays an unregistered or unfinancial player.
- (c) Three (3) points if a winning team fails to return completed score sheet to the Club house by the end of the days play.
- (d) Three points if a club team fails to fulfill canteen duties.
- (e) If decided at the beginning of the season to play cross over byes a loss of three (3) points will occur for teams failing to play cross over bye.
- (f) Competition points for all games count regardless of the number of rounds in each age or division.

In play-offs, semi-finals, finals and grand-final win shall be awarded to the opposing team if a team playing any unregistered player or fielding a player who has not met the qualifications of having played three (3) games for that team.

Competition points for final games to be determined at grading meeting from year to year.

46 CARNIVALS

- (a) Registration fees for carnivals must accompany entry forms or the entry will not be accepted.
- (b) Entries will not be accepted after the closing date as set by the Wyong District Netball Association and such date will be set to allow time for entries to be sent to the host association.
- (c) Conditions of entry form must be adhered to.
- (d) If Wyong District Netball Association is conducting the carnival, the Executive will decide upon trophies from time to time.
- (e) Catering arrangements to be handled by the Canteen Co-Ordinator and Social Secretary.
- (f) Carnival Co-Ordinator to make all arrangements fixtures sheets and to work in conjunction with the recorders.
- (g) All matches must be completed by 5pm. (N.S.W.N.A. Ltd. ruling)
- (h) Teams entering carnivals and failing to participate after fixtures are compiled are liable to a fine of \$50 (N.S.W.N.A. Ltd. ruling)

47 INJURIES

The WDNA shall not be held responsible for any injuries incurred by members or other person. All clubs are responsible to register and insure PLAYERS, OFFICIALS AND COACHES with WDNA.

48 DUTY CANTEEN

Clubs and independent teams must be prepared to man the canteen adequately on their rostered days. Independent teams shall be equally divided to do canteen duty with small clubs. A Roster should be presented to the Canteen supervisor the week before and the offending team to lose three competition points and shall be fined an amount by the General Assembly on the recommendation of the Executive from time to time. Semi-finals, finals and grand-finals carry a fine only.

49 BBQ USE FOR FUNDRAISING

Representative teams and clubs can apply to the Secretary for the use of the BBQ.

- (a) Representative teams to be allocated there days prior to the Clubs.
- (b) Clubs wishing to use the BBQ facilities for fundraising must complete a full day in the canteen regardless of the club size.
- (c) It is the responsibility of the user to ensure the BBQ is adequately cleaned. A member of the Executive must inspect it after cleaning is done each week.
- (d) The cost to use the BBQ is determined by the Executive at the Annual General Meeting.
- (e) If a club or team book to use the BBQ and then don't use it without informing the Secretary they will be fined in an amount determined by the Executive at the Annual General Meeting.
- (f) WNDA will ensure the gas bottle is filled.

50 NIGHT-TIME USE OF COURTS

- (a) Teams wishing to use the lighted courts at Baker Park must apply in writing on the correct form to the Treasurer for an allotted time.
- (b) Teams will be notified of allotted nights, times and courts at Baker Park.
- (c) The Executive committee shall set down light fees.
- (d) Fees are payable to the Treasurer.
- (e) Use of courts by teams without permission is not allowed.
- (g) Dates, times and arrangements for the use of the lighted courts for Representative teams training sessions may necessitate some adjustments to allocation times. Teams affected will be notified.
- (h) If a night competition is arranged at any time it shall take precedence over individual teams training sessions.

51 TALENTED PLAYERS

- (a) A scholarship may be awarded to players selected into talented athlete programs.
- (b) Any WDNA player selected to represent NSW in a School State team may be eligible to a donation to help defray their costs.

52 PRESENTATION OF TROPHIES

The format for such functions for the presentation of trophies to be decided by the Executive Committee.

53 PERPETUAL TROPHIES

All trophies, which are perpetual trophies, are to be held at the Wyong District Netball Association's headquarters.

54 COMPLAINTS

- (a) Complaints may be made to any Executive member set out in a letter with full details to be sent to the Secretary.
- (b) Complaint book to be filled in by two Executive members from the Club making the complaint in the presence of an official from the Association. The Association then to notify the Club of follow up action that has been taken.

55 LOST PROPERTY

All lost property to be disposed of at the conclusion of the season.

56 PARKING AREAS

Spaces left for Ambulance vehicles to be observed and be left free at all times. Vehicles must not block the access areas.

57 LITTERING

The grounds and surrounding areas are subject to Local Council ordinances and any person guilty of littering may be subject to a fine for such offences.

REPRESENTATIVE TEAMS

Any matter not covered by the Constitution, Bylaws or Representative Guidelines will be dealt with by the Executive. The Executive shall have the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Bylaws and Representative Guidelines and their decision shall be final and binding upon all representative players, umpires and officials.

Participation in the WDNA Representative programme is voluntary.

UNIFORMS:

- i. Executive shall decide players and Officials' uniforms. Playing uniforms which are the property of WDNA to be held in the keeping of the Uniform Officer.
- ii. Players to purchase their own Representative uniform, tracksuit and bag if directed by the Association.
- iii. All representative personnel should endeavour to wear the Association tracksuit.

PLAYERS:

- i. In order to be a member of a selected representative team, players must be a member of Wyong District Netball Association and play in a team in the Winter Competition for the Association. The player must not concurrently be selected in any other Association's State or State Age squad or team. The player has the duty of disclosure.
- ii. In order to be a member of a selected representative team, players must hold a current theory pass or umpiring badge, or be a candidate at the theory examination in the year of representation or sit for an open book examination.
- iii. Players selected in the representative teams shall sign the appropriate form as drawn up by the Association governing requirements of said players.
- iv. If under 18 years of age obtain written consent from parent or guardian.
- v. Must attend all training sessions as set down by the coach, only exception being players selected in New south Wales State/Australian representative netball teams.
- vi. All training activities of the representative teams shall be carried out chiefly at the Wyong District Netball Courts and include two sessions weekly.
- vii. All members of selected teams shall be accommodated at the same place. All players under 18 years shall have an adult in their room.
- viii. All persons in selected teams shall travel together to and from the city or town where matches are played.
- ix. All uniforms must be paid for in full before they are allocated to each player. See the representative handbook for conditions regarding official skirt hire. Each player is responsible for her allocated uniform, from the time is handed to her until the special matches are concluded. Uniforms must be returned immediately upon conclusion of the championships or specialty matches to manager.
- x. Adhere to Wyong District Netball Association Incorporated Constitution, By-Laws and Guidelines.
- xi. In order to be selected in a rep squad for WDNA the player must not have been selected in another Associations rep squad for the same rep year.
- xii. All players wishing to be selected in a rep team must be a registered player with a Club within WDNA before they commence rep training.
- xiii. If a player was not registered the previous year she has the right to challenge after rep selection.

- xiv. A levy will be applied to all squad members and be determined by the Executive annually.
- xv. If a player is injured after selection, a Doctor's certificate will be required, at the player's own expense, stating players fitness ability to compete in a required Carnival program. If requested a fitness test can be called for. Injured players must attend all training sessions.
- xvi. Players who have a physical weakness must supply their own tape.
- xvii. All players who are reserves must be on the sidelines and available for the entire game.
- xviii. Umpiring duties are a compulsory component for all rep players 13 and over.

GUIDELINES

GUIDELINES FOR THE REPRESENTATIVE CO-ORDINATOR FOR REPRESENTATIVE TEAMS

1. Set a good example of required behaviour and use of language; be responsible for the general well being of all Representative personnel.
2. Meet the Coaches, Managers, Officials, Umpires and players and obtain all relevant information for Association records.
3. Prepare all relevant forms and hand out on final selection day to Managers and Officials. Ensure they are filled in correctly and issue to Managers when attending Carnivals and Championships. Check availability of Officials for all Carnivals.
4. Ensure that the name of any player who leaves the team is deleted from lists and new players to be given relevant forms and details. Relevant personnel to be notified of any changes to teams.
5. Shall be responsible for booking all necessary travel arrangements, accommodation and meals for Representative Personnel.
6. Advise all Representative personnel of departure times going to Carnivals and Championships and Accommodation arrangements for Championships.
7. Liaise with Representative Coaches regarding Carnivals and ensure Fixtures/Carnival Co-Ordinator forwards entries.
8. Liaise with the President on all matters of concern reported to you.
9. If a player needs discipline in regard to behaviour or lack of commitment, then the Representative Co-Ordinator is to speak with the President to the parents and the player.
10. On arrival at Carnivals and Championships collect all fixtures and hand them to relevant personnel.
11. On arrival at Motel collects keys and distributes them to Managers, along with a list of players rooms. Awaken all Representative Personnel each morning without disturbing the other guests.
12. Put out regular newsletters to all Representative personnel informing them of dates, events, venues and fundraising ventures.

13. If possible wear WDNA Representative or Wyong Assoc. uniform or tracksuit to all training sessions attended, all Carnivals, Titles and Representative Meetings.

GUIDELINES FOR COACHES/CO-COACHES OF REPRESENTATIVE TEAMS

1. Organise such training sessions, as she/he deems necessary.
2. Must hold an Orientation to Coaching Certificate and encouraged to attend a Level 1 course in the year of application. Coaches holding a Level 1 Australian Coaching Certificate are also encouraged to keep updated.
3. Report to the Representative Co-Ordinator (who in turn will report to the President/Executive Committee) any player who does not attend training or does not give maximum effort. Keep written records of attendance and behaviour at all training sessions.
4. In conjunction with the Manager responsibility for the well being for their team applies from the time of selection, training and until they arrive back at the point of departure from Carnivals and Championships, until the last player is picked up by parents. At U/17's, U/19's and Open Level that the players have departed for home. Juniors to be under control care and supervision at the field, place of accommodation and when they go to purchase meals.
5. If not available for training sessions, Carnivals and Championships the Representative Co-Ordinator is to be informed and if necessary somebody else will be appointed for period of absence.
6. Set a good example of required behaviour and use of language.
7. Report any difficulties to the Associations Representative Co-Ordinator for guidance and ruling.
8. Be responsible for any booked or training equipment used.
9. Where a player shows no improvement under intensive training and is obviously causing a situation where the balance of the team is affected, a written report is to be submitted to the Executive Committee who will be called upon to view the situation and make a decision.
10. Where a player sustains an injury during training or Carnivals after final selection the coach can request the player see a Sports Doctor and a certificate is required stating fitness ability for the player to compete in required Championship program. If the player is deemed to be unfit then the selectors will reconvene to select a replacement player.
11. Make decision on what Carnivals the team is to enter, and hand list of dates to the Carnival Co-Ordinator who will pass this information on to relevant personnel.
12. Sit with the team they are in charge of on the Coach whilst travelling to and from Carnivals and Championships.

13. Forward a report to the Secretary no later than 14 days after completion of the Championships.
14. To attend a meeting to be called by the WNDNA Representative Co-Ordinator to discuss aspects of Coaching Representative Teams.
15. If possible wear WDNA Representative Uniform to all training sessions attended, all Carnivals, Titles and Representative Meetings.

GUIDELINES FOR MANAGERS OF REPRESENTATIVE TEAMS

1. Be responsible for the conduct of the team and set a good example of required behaviour and use of language.
2. In conjunction with the Coach responsibility for the well being of their team applies from the time of selection, training and until they arrive back at the point of departure from Carnivals and Championships, until the last player is picked up by parents. At U/17', U/19's, and Open Level that the players have departed for home. Juniors to be under control care and supervision at the field, place of accommodation and when they go to purchase meals.
3. If not available for training sessions, Carnivals and Championships the Representative Co-Ordinator is to be informed and if necessary somebody else will be appointed for period of absence.
4. Be responsible for balls, bags, positional patches and other equipment issued.
5. Report any difficulties to the Representative Co-Ordinator for guidance and ruling.
6. Meet the team as soon as possible and obtain a list of names and relevant information from the Representative Co-Ordinator (e.g. birth date etc)
7. Managers are encouraged to attend all training sessions and Carnivals however Championship attendance is considered compulsory.
8. Be general assistant to Coach - this being limited by the particular Coach and what she/he requires.
9. Ensure all relevant Medical and Permission notes are forwarded to the Representative Co-Ordinator before first Carnival.
10. Bring and be responsible for drinks, positional patches, scoring and score sheets for Carnivals and Championships.
11. Ensure girls try on uniforms prior to first Carnival and size and code number recorded with the WDNA Uniform Officer. Ensure all players have their uniforms prior to leaving for Carnivals and Championships. Collect and launder the uniforms while away at the Championships. Collect skirts/training uniforms on the date specified and return to the uniform officer laundered by the specified date.

12. Ensure that the names of any players who drop out from the team are forwarded to the Representative Co-Ordinator and selection and collection of all relevant details of new player.
13. Check that all players are aware of departure times going to Carnivals and Championships.
14. General off-court behaviour is the responsibility of the Manager who is to restrict discipline to her team only.
15. On arrival at the Motel or other accommodation, see to rooming arrangements and ensure the girls are settled in their rooms and are aware of curfew time.
16. Managers have the right to insist on lights out time, no smoking allowed and eating of junk food etc, after consultation with Coach. Players are to be made aware that they are to help carry gear to and from the Coaches, and to accept discipline. Senior teams would be expected to co-operate on the same lines as the Juniors.
17. Make sure no team member goes anywhere by themselves. Players must have permission from the Coach if they wish to leave the group. If anyone goes to watch another game or to the shop the Coach must be notified and the players must be back in plenty of time for the next game.
18. Should ensure that there is no interference from outsiders, re speaking to a player about discipline and play.
19. If possible wear WDNA Representative Uniform to all training sessions attended, all Carnivals, Titles and Representative Meetings.

BASICALLY:

It is the Manager's job to back up and assist the Coach when called upon. If a problem is noticed by a Coach or Manager of another team or any one else, the Representative Co-Ordinator or Senior Official should be approached. It is important that the Representatives be a group, rather than separate teams. Managers should stay with their teams at all times, especially Junior Teams, to ensure that players stay together. **Never** interfere with the coaching of the team unless specifically asked by the Coach. This includes speaking to the team about play, between games, except to back up comments by the Coach. Never argue the point in front of players. Make yourself fully aware of any allergies and injuries that team members have. Ensure that all players know that fingernails must be cut, not taped. Make sure team is at their allocated court in plenty of time before their game.

FIRST AID KITS:

These are available from WDNA. A smaller bag with essentials should be taken to the sidelines. A larger kit is available at the tent. Make yourself aware of what is in the kit and also know how to use items.

GUIDELINES FOR UMPIRES OF REPRESENTATIVE TEAMS

1. Umpire/s must have a current **ACCREDITATION**, Level 1.
2. **N.S.W. State Badge**, 'C' or better.
3. Umpire/s must be an **ACTIVE** financial player or member.
4. Umpires will be asked to apply in writing for State and Stage Age at a date to be announced by the Executive. Umpires will have two options when applying:
 - (a) Only be available for State and Stage Age and pay all costs
 - (b)
 - (i) Attend carnivals or find a suitable replacement,
 - (ii) nominated amount of Saturday games,
 - (iii) a buddy system can be used with a Blue Award Umpire or an umpire wishing to work towards their badge. More information upon application.
 - (iv) Help the team you are assigned to with fundraising.
 Participating in a combination of option (b) your State/State Age weekend is fully paid for.
5. Umpire/s must be attired in Association Whites.
6. In the event of illness or injury occurring prior to going away, the Co-Ordinator is to be notified, and if there is any doubt as to whether the Umpire can fulfil her duties a medical clearance will be necessary.
7. Set a good example of required behaviour and use of language.
8. Meet with the Representative Co-Ordinator and obtain any relevant information.
9. Commitment must be 100% to all carnivals and the Titles.
10. If possible wear WDNA Representative Uniform to all training sessions attended, all Carnivals, Titles and Representative Meetings.

GUIDELINES FOR ASSISTANT COACHES OF REPRESENTATIVE TEAMS

1. Assist the Coach accept direction from the Coach on all matters pertaining to Representative Training and coaching of Teams.
2. Attend all training sessions and Carnivals. Attend State/Stage Age Championships.
3. Must hold an Orientation to Coaching Certificate and are encouraged to attend a Level 1 Course in the year of application or be prepared to attend another Level 1 Course during the year of application. Coaches holding a Level 1 Australian Coaching Certificate are also encouraged to keep updated.
4. In conjunction with the Coach responsibility for the well being of their team applies from the time of selection, training and until they arrive back at the point of departure from Carnivals, until the last player is picked up by parents. At U/17's, U/19's and Open Level that the players have departed for home. Juniors to be under control care and supervision at the field, place of accommodation and when they go to purchase meals.

5. If not available for training sessions and Carnivals the Coach or the Representative Co-Ordinator is to be informed.
6. Set a good example of required behaviour and use of language.
7. Report any difficulties to the Coach for guidance and ruling.
8. Sit with the team they are assisting coaching on the Coach whilst travelling to and from Carnivals.
9. Assistant coaches automatically become selectors. Assistant coaches are not automatically appointed to the position of coach should the coach be unable to fulfill their duties.
10. If for any reason the coach is unable to fulfill their duties new nominations are called for the position. The assistant coach is entitled to apply for this position.

GUIDELINES FOR COACH'S ASSISTANTS OF REPRESENTATIVE TEAMS

1. Assist the Coach and never interfere with coaching. Accept direction from the Coach on all matters pertaining to Representative Training and coaching of Teams.
2. Attend training sessions and Carnivals as requested by the coach.
3. Are encouraged to obtain Basic Coaching Course level and to familiarise themselves with as many aspects of coaching as possible.
4. Do not attend State or State Age carnivals as part of the team and do not wear the representative uniform.
5. Coach's Assistants are not selectors.
6. Set a good example of required behaviour and use of language.
7. Report any difficulties to the Coach for guidance and ruling.
8. Coach's Assistants are not automatically appointed to the position of coach should the coach be unable to fulfil their duties.
9. If for any reason the coach is unable to fulfil their duties, new nominations are called for the position. The Coach's Assistant is entitled to apply for this position.

GUIDELINES FOR OFFICIALS FOR REPRESENTATIVE TEAMS

1. Set a good example of required behaviour and use of language; be responsible for the general well being of all Representative personnel.
2. Meet the Representative Co-Ordinator, Coaches, Managers, Umpires and players and obtain any relevant information.
3. On arrival at Carnivals and Championships be there to assist with any necessary jobs that have to be done.
4. Help with the preparation of food for lunches when away at Championships.
5. On arrival at Carnivals and Titles - take to the field - any equipment needed.
6. Wear WDNA Representative Uniform to all training sessions attended, all Carnivals, Titles and Representative Meetings.

BASICALLY:

It is the Official's job to back up and assist the Representative Co-Ordinator, Team Managers and Coaches when called upon. If a problem is noticed by a Coach or Manager of another team or any one else, the Representative Co-Ordinator should be approached. It is important that the Representatives be a group, rather than separate teams.

FIRST AID KITS:

These are available from WDNA. A smaller bag with essentials should be taken to the sidelines. A larger kit is available at the tent. Make yourself aware of what is in the kit and also know how to use items.

GUIDELINES FOR UNIFORM OFFICER FOR REPRESENTATIVE TEAMS

1. See Manageress for each team/squad & make time for fitting uniforms (preferably before or after training).
2. Training Uniforms and representative uniforms to be worn as directed by the Association.
3. Inter District/State League – uniforms as directed by the Association.
4. All training uniforms and/or Representative uniforms must be returned to the Manager on the date specified by the Executive.
5. A deposit shall be paid to the Uniform Officer prior to the release of official skirt. This deposit may be refunded if the uniform is returned in good order and condition by the specified date.
6. No official representative uniforms will be released until full payment for the same has been made.

FOOD TENT MANAGER

1. Applications for Food Tent Manager should be made in writing to the Secretary of WDNA.
2. All expenses incurred at State/Stage Age Championships will be the responsibility of WDNA.
3. To plan menus and order food in consultation with the manageress and coach.
4. To organise the Food Tent. It is not necessary that he/she should do all the work themselves but should delegate tasks to the manageress's and Managers whenever necessary. He/she should however be available at all times during the Championships.