

# HINTERLAND DISTRICT NETBALL ASSOCIATION BY-LAWS

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## 1. INTRODUCTORY PROVISIONS

### 1.1 Interpretation

In these by-laws:

- a. **act** means *Association Incorporation Act 1981 (Qld)*;
- b. **association** means Hinterland District Netball Association Incorporated;
- c. **constitution** means the associations rules, as defined in the Act;
- d. **HDNA** means Hinterland District Netball Association Incorporated;
- e. **Executive** means a member or members duly elected to the identified Executive Committee position/s within the association;
- f. **club** means an affiliated club member of the association, with status of affiliation defined as:
  - I. fully affiliated club being so registered financially and comprising at least three netball team;
  - II. social affiliated club being so registered financially and comprising one or more teams.
- g. **AANA** means All Australian Netball Association
- h. **NA** means Netball Australia.
- i. **NQ** means Netball Queensland.
- j. **badged umpire** means an umpire duly qualified according to the rules of and recognised by Netball Australia;
- k. **team** means a netball team comprising at least seven registered playing members.

### 1.2 Application

**1.2.1** These by-laws complement and are to be read in conjunction with the constitution and policies of the association.

**1.2.2** It is the responsibility of the Executive Committee members to familiarise themselves with the association's constitution, by-laws, policies, and procedures. It is also their responsibility to educate members that they must comply with the constitution, by-laws, and all relevant policies of the association.

### 1.3 Location

The headquarters of the association are located at Firth Park, Somerset Drive, Mudgeeraba, Queensland.

### 1.4 Association Colours

The association's colours are teal, lilac, purple and white. No club or team will wear a combination of the association colours as its uniform or wear the association colours at any event without the approval of the Executive.

## **2. GOVERNANCE**

### **2.1 Executive Committee Positions**

The following office bearer positions will duly comprise the association's Executive Committee (the Executive)

- President
- Vice President
- Secretary
- Treasurer
- Umpire Convenor

A summary of the duties of the Executive Committee positions are detailed in Annex A to these by-laws. Detailed role statement will be maintained, updated as appropriate, and available at the office or on request.

### **2.2 Non-Executive Positions**

**2.2.1** The following positions of the association will be filled as or when required, however do not form part of the association's Executive Committee:

- Coaching Co-ordinator
- Competition Convenor
- Representative Convenor
- Saturday Junior Co-ordinator
- Saturday NetSetGo Co-ordinator/s
- Monday Night Co-ordinator
- Saturday Junior Umpire Co-ordinator
- Monday Night Umpire Co-ordinator
- Uniform & Equipment Co-ordinator
- Office Administration and Digital Platform Coordinator
- Facilities and Maintenance Officer

A broad outline of the duties of the Non-Executive positions are detailed in Annex B to these by-laws. Detailed role statement will be maintained, updated as appropriate, and available at the office or on request.

**2.2.2** With the endorsement of the member delegates, the Executive Committee will determine where it may be appropriate and in the interests of the association to remunerate the occupant/s of Non-Executive positions. All offers and related employment contracts will be negotiated individually based on industry standards and awards, will be for a specified period, and will be subject to regular review. All decisions and outcomes regarding decisions to offer remuneration will be documented appropriately and will be reviewed at least annually.

**2.2.3** The Executive Committee may create and appoint to new short-term roles as a need is identified. This may include the requirement to appoint a minute secretary to record the proceedings at meetings of the association as or when required. In such instances the minutes shall be forwarded to the Secretary not more than seven (7) days after the date of such meetings.

**2.2.4** No office bearer can make decisions on association matters without the approval of the Executive Committee.

### **2.3 Sub-Committees**

- a. Sub Committees shall be appointed by the Executive Committee for a specific purpose and will convene for a specified period.
- b. An Executive Committee member will be appointed to, and will co-ordinate each Sub-Committee.
- c. Sub-Committees shall report to and make recommendations to the Executive Committee. No committee or committee member can make decisions on association matters without the approval of the Executive Committee.

### **2.4 Eligibility to hold positions.**

- a. In order to hold any official position within the association, candidates must over the age of 18 years.
- b. Executive Members and holders of Non-Executive positions must not concurrently hold executive positions in any other Netball Queensland affiliated association.

## **3. EXECUTIVE COMMITTEE**

The duties of the Executive Office Bearers of the Association are detailed in Annex A to these By-Laws.

### **3.1 Accountability**

**3.1.1** All Executive Committee members shall act in the best interest of the association and its members.

**3.1.2** On appointment all Executive Committee members will acknowledge and declare any conflict of interest and will complete a confidentiality agreement.

**3.1.3** Should an Executive Committee member resign or be removed from office, the remaining Executive members will take appropriate action, in accordance with the association's constitution, to fill the position pending the next Annual General Meeting.

### **3.2 Meetings**

**3.2.1** Subject to the limitation that it shall meet regularly and at least once in each month, the Executive may meet for the dispatch of business, adjourn, and otherwise regulate its meet and proceedings as it sees fit.

**3.2.2** No proxies shall be allowed at Executive meetings.

**3.2.3** Records of all meetings and decisions made will be kept.

### **3.3 Order of Business**

The order of business at an Executive Committee meeting shall be as follows:

- I. Open meeting
- II. Apologies

- III. Minutes of previous meeting
- IV. Business arising from meeting
- V. All reports
- VI. General business

#### **4. MEETINGS**

##### **4.1 Delegates Meeting**

###### **4.1.1 Delegate meetings:**

- I. Will be held regularly, and clubs will be notified prior to each meeting with details of the date, time, and place of meeting
- II. May be called as Special Meeting by the President or Secretary of HDNA or at the written request of at least 2 fully affiliated clubs
- III. Will comply with Sections 19 to 24 of the Constitution
- IV. Will be open for all members to attend.
- V. Only one (1) vote per delegate and only one (1) delegate per fully affiliated club will be entitled to vote.
- VI. All life members are entitled to one (1) vote provided they are deemed active.
- VII. Proxy votes will not be accepted.

###### **4.1.2 The order of business at Delegate meetings shall be as follows:**

- I. Recording of attendance
- II. Open meeting
- III. Apologies
- IV. Minutes of previous meeting
- V. Business arising from minutes
- VI. Correspondence
- VII. Business arising from the correspondence
- VIII. Treasurer's Report
- IX. All other reports from Executive, Convenors and Coordinators
- X. General business

##### **4.2 Annual General Meeting**

###### **4.2.1 Annual General Meeting (AGM):**

- I. Quorum will be in accordance with Section 22 of the Constitution.
- II. Recommendations and Amendments are to be submitted in writing to the Secretary at least 14 days prior to the AGM. Recommendations to be carried by a simple majority and are to remain in force until the next AGM.
- III. All members are entitled to attend the Annual General Meeting
- IV. Only one (1) vote per delegate and only one (1) delegate per fully affiliated club will be entitled to vote.
- V. All life members are entitled to one (1) vote provided they are deemed active.
- VI. Proxy votes will not be accepted.

#### **4.2.2 Order of Business for Annual General Meeting**

**4.2.2.1** The order of business at Annual General Meetings shall be as follows:

- I. Recording of attendance
- II. Open meeting
- III. Apologies
- IV. Minutes of previous AGM
- V. Business arising from minutes
- VI. President's report
- VII. Treasurer's report and presentation of audited Balance Sheet, Statement of Receipts and Expenditure
- VIII. Vice President's report
- IX. Umpire Convenor's Report
- X. Coaching Coordinator's Report
- XI. Recommendations
- XII. Amendments to the Constitution and By-laws
- XIII. Dates and Fees
- XIV. Election of office bearers
- XV. General business

**4.2.2.2** The following office bearers shall be elected at the Annual General Meeting as required in accordance with the Constitution

- I. President
- II. Vice President
- III. Secretary
- IV. Treasurer
- V. Umpire Convenor
- VI. Saturday Junior Coordinator
- VII. NetSetGo Coordinator/s
- VIII. Saturday Junior Umpire Coordinator
- IX. Coaching Coordinator
- X. Uniform & Equipment Coordinator
- XI. General Committee

#### **4.3 Sub Committee Meetings**

**4.3.1** The Executive Committee representative will convene and preside over all meetings of the relevant Sub Committee, which will meet as required to facilitate its function and meet its responsibilities.

**4.3.2** The convenor will be responsible for documenting any meeting minutes, and preparation of reports or recommendations to the Executive Committee for approval. Such reports or recommendations requiring Executive approval should be provided at least forty-eight (48) hours prior to any meeting or related deadline.



**4.3.3** Sub-Committee members cannot make decisions on association matters without the approval of the Executive Committee; nor does participating on the Sub-Committee entitle them to voting rights at meetings of the association.

#### **4.4 Standing Orders for meetings**

**4.4.1** A motion must be seconded before it is debated and shall not be then withdrawn without the consent of the seconder.

**4.4.2** Any amendment shall be considered before the original motion. On adoption of any amendment (such amendment shall be held to have quashed the original motion), and for purposes of subsequent discussion the amendment so carried shall be regarded as an original motion. No amendment shall be received by the chairperson which does not relate to the substance of such motion, or which is a direct negative to the motion tabled.

**4.4.3** While the meeting is in progress, no delegate shall leave the room without the permission of the chairperson.

### **5 APPLICATIONS FOR MEMBERSHIP**

**5.1** Applications for affiliation and membership with HDNA shall be on the appropriate form or in the designated electronic format, and shall be lodged with the association not later than the date specified by the Executive for the related season's competition.

**5.2** Applications for membership and affiliation with the association are to be lodged annually at the beginning of the first season of the year.

**5.3** Before accepting an application for affiliation, the Secretary shall ascertain that the body applying for affiliation intends to compete regularly in matches approved by the association, abide by the competition rules, and can meet its financial obligations.

**5.4** In accordance with Clause 5 of the Constitution, the classes of membership are:

- I. Fully affiliated member club being so registered financially and comprising at least three netball teams;
- II. Social member club being so registered financially and comprising one or more netball teams;
- III. Non-playing member;
- IV. Life Member;
- V. Honorary member; and
- VI. Junior Member.

### **6 PAYMENT OF FEES / NON-FINANCIAL MEMBERS**

**6.1** Member clubs shall be liable to make the following payments to the association:

- I. Affiliation fees payable annually in conjunction with membership applications. Clubs may apply for
  - a. Full affiliation; or

b. Social affiliation

- II. Player registration fees as set by the association
- III. Fees for player registration must be paid in order for them to be deemed financial and duly insured.

**6.2** Any members with outstanding fees shall be deemed unfinancial and shall be ineligible to participate with any other team, club or Association until the original debt has been cleared. Netball Queensland affiliates will be advised of all unfinancial members.

**6.3** In recognition of their contribution to HDNA, members of the Executive Committee, Life Members and Honorary Members will be exempt from payment of their membership fees. Payment of any registration fee will be met by the association and is only open to those categories noted. The fee exemption is however transferrable to an immediate family member.

## **7 UNIFORMS**

### **7.1 Representative teams**

**7.1.1.** The uniform to be worn by HDNA teams in a representative capacity at any competition will be as selected and approved by the Executive Committee.

**7.1.2** The uniform for HDNA representative teams shall be registered with Netball Queensland.

**7.1.3** No club or team will wear a combination of the association colours as its uniform or wear the association colours or representative uniform at any event without the approval of the Executive.

### **7.2 Club Uniforms**

**7.2.1** On first applying for membership of the association, each club shall nominate in writing to the Executive or Competition Convenor the full particulars of its proposed uniform for approval by the Executive. Information submitted will include colour, pattern, and design of all items of uniform proposed by the club.

**7.2.2** Uniform items may consist of the range of options listed below:

- a. Playing dress
- b. Skirt, skort, shorts or trousers
- c. Singlet, short or long sleeved top
- d. short or long leggings or bike pants
- e. Additional uniform items may be approved. Such items may include head scarves which must be secured around the neck or tuck into the shirt.

**7.2.3** The Executive will consider existing uniform approvals prior to approving new proposals and once approved, clubs or teams will not change their uniform without first obtaining the consent of the Executive Committee.

**7.2.4** All players must wear the approved club uniform items, however players in the team are not required to all wear the same items in order to take the court. For example, some players within a team may wear the club dress, while others may opt to wear the uniform t-shirt and shorts. All items must be from the approved uniforms list for the club.

**7.2.5** The Executive Committee shall be empowered to impose a penalty upon any team playing a member not dressed in the approved manner. Where valid circumstances exist the club/team should submit that information to the Executive or Competition Convenor prior to the game for permission.

**7.2.6** Hat, caps or visors may be worn by players however they must have a soft peak. No hard hats or hard-brimmed hats, caps or visors are to be worn.

**7.2.7** Players fingernails must be cut short. Taping is not allowed.

**7.2.8** Approved sport gloves may be worn by players.

**7.2.9** Earrings or any other body piercings must not be worn during play. Taping over earrings or other piercings is not allowed.

**7.2.9** No jewellery is to be worn by players, with the exception of medical alert bracelets as per the rules of Netball Australia. Permission may be granted by the Executive Committee where unusual or exceptional circumstances exist but must be sought prior to games commencing.

## **8 REGISTRATION AND CLEARANCE**

### **8.1 General rules**

The Executive Committee will prepare and provide updates to clubs at the beginning of each competition with any specific variations relevant to the season. Those updates are to be applied in conjunction with these by-laws.

- a. Initial registration must be of at least seven (7) and not more than twelve (12) players when nominating a team/club.
- b. Teams will have the right to play new members up to semi-finals, provided they are correctly registered. Failure to comply with this ruling shall result in the loss of points as determined by the Executive Committee and contained in competition rules for the specific season.
- c. To qualify for finals, players must play in at least one third of competition games set down for that team. Games played during grading will not count toward qualification. If after a player has registered with a team, that team won on a forfeit, that game will count toward qualifying the player for finals.
- d. With the exception of mixed game competition, players are not permitted to register with more than one club participating in fixtures at the association.
- e. In the event of a club disbanding, its members shall be at liberty to transfer and play with any other club within the association, with the consent of the Executive Committee.
- f. A clearance must be obtained in writing to transfer from one club to another during a competition season, with the transfer endorsed by the President or Secretary of the losing club. Only one transfer will be granted to a player during any one season, except at the

discretion of the Executive Committee where they believe extraordinary or unforeseen circumstances exist.

## 8.2 Junior Competition

- a. Junior competition games will be conducted in a format determined by the Executive Committee, being reviewed as required with updates or variations advised to member clubs as appropriate.
- b. To play in the Junior Competition players must turn 11 years and may not have turned 18 years by 31 December of that competition year, unless they are still attending secondary school subject to Executive authorisation following submission of proof.
- c. No player shall play in a lower grade than that in which the player is registered, however a player from a lower grade may play in a higher grade provided that team has at least five (5) registered team members on the court at all times. Penalties apply for non-compliance in accordance with By-law Section 9.3.
- d. Any team comprising of three (3) or more HDNA representative players may be required to compete in the highest available division of that grade for that club, or the next higher grade.
- e. Any player having played three (3) games in a higher grade than that in which they are registered shall be deemed a player in the higher grade and shall not return to the lower grade. Penalties apply for non-compliance in accordance with By-law Section 9.3.
- f. The lowest division or age group may borrow from the 10 years teams only if they have less than seven (7) registered players to take the court.
- g. No ten-year-old player may play more than two (2) games in the junior competition other than in extenuating circumstances and with the approval of the Executive Committee.
- h. Where a 13/14-year male plays in a junior division, this division will be classed as mixed, and mixed rules apply.
- i. Unregistered players may play **ONE** game and must report to the association office, sign an indemnity form, AND sign the scoresheet prior to taking the court.

## 8.3 NetSetGo Teams

- a. NetSetGo divisions will be 10 years, 9 years, 8 years, 7 years, 6 years, 5 years, and will participate in games in accordance with HDNA modified NetSetGo rules.
- b. No 10 years player may register with a junior team except in extenuating circumstances and at the discretion of and with approval by the Executive Committee.
- c. No player may play in two separate clubs during the one competition season.
- d. Unregistered players may play **ONE** game and must report to the association office and sign an indemnity form prior to taking the court.

## 8.4 Senior Competition

- a. The senior competition shall be conducted in grades as determined by the Executive Committee.
- b. Players must turn 14 years by 31 December of that year to be eligible to take part in the senior competition.
- c. Only one 14-year male player may play in each team in a senior competition.

- d. No player may play in two separate clubs during the one competition season, except when participating in HDNA mixed division.
- e. Unregistered players may play **ONE** game and must report to the association office and sign an indemnity form, AND sign the scoresheet prior to taking the court.

### 8.5 Mixed Competition

- a. All players must turn 15 years of age by 31 December of that year to be eligible to play in the mixed competition.
- b. A maximum of three (3) male players may take the court at any one time.
- c. A team may not take the court with two (2) males playing in the one goal circle (i.e. GS & GA; GK & GD).
- d. A player may play in both the mixed competition (subject to age eligibility) and ladies' competition in the one season.
- e. Unregistered players may play **ONE** game and must report to the association office and sign an indemnity form, AND sign the scoresheet prior to taking the court.

### 8.6 Twilight Competition

- a. Where practical a Twilight competition may be held after the main winter competition for Saturday Junior teams.
- b. The Twilight competition shall be conducted in eligible divisions as determined by the Executive Committee for that season and will generally run for players who turn up to 13 years by 31 December of that year.
- c. No representative teams will be eligible to play in the Twilight competition, and Twilight teams must not have more than three (3) HDNA representative players registered.
- d. No player may play in two separate clubs during the one competition season.
- e. Unregistered players may play **ONE** game and must report to the association office and sign an indemnity form, AND sign the scoresheet prior to taking the court.

## 9 RULES OF PLAY

### 9.1 General

- a. The rules of netball adopted by all members shall be those of Netball Australia, except where special domestic rulings are applied.
- b. The Executive Committee will prepare and provide ruling updates to clubs at the beginning of each competition with any specific variations to competition rules relevant to the season. Those updates are to be applied in conjunction with these by-laws.

### 9.2 Rules relating to fixtures

- a. If a club enters two (2) or more teams in a competition, no player shall be allowed to play in a lower grade than the one in which the player was originally registered for that season.
- b. Any team comprising of three (3) or more HDNA representative players may be required to compete in the highest available division of that grade for that club, or the next higher grade.

- c. No interchanging of teams within clubs is permitted. Where it occurs that a club has more than one (1) registered team in the same division/grade, players cannot be transferred or be interchanged between teams without prior approval of the Executive Committee.
- d. A team shall not commence play with fewer than five (5) registered players. If five (5) players are present at the commencement signal, they must take the court and teams must have five (5) registered players on court at all times.
- e. In the event of a team being late to take the court, a grace period is allowed of five (5) minutes for 12-minute quarter games or three (3) minutes for 10-minute quarter games. The opposing captain (with at least 5 registered players present) may claim a forfeit if the opposing team is unable to field at least five players on the commencement signal or after the period of grace.
- f. In the event of a team forfeiting two (2) consecutive games, the team may be required to show cause for such forfeiture.
- g. Any player found guilty of misconduct on the netball court shall be liable to be penalised by the Executive Committee.
- h. Umpires may report misconduct by any player or other official. Any report should be in writing and submitted to the Secretary or Competition Convenor within 48 hours of occurring.
- i. A team wishing to protest any aspect or outcome of a game shall notify the opposing team captain or club official of its intention to protest at the conclusion of the game, and lodge the protest within 48 hours of the fixture. (Refer to By-law 14.1)
- j. Three (3) points shall be awarded for a win, two (2) points for a draw, one (1) point for a loss and zero points for a forfeit.
- k. At the conclusion of competition rounds, semi-finals will be played as follows:

First placed	v	Second placed
Third placed	v	Fourth placed

The winner of first v second will advance to the Grand Final. The loser of first v second and the winner of third v fourth will then play the preliminary final. The winner of the preliminary final will advance to the Grand Final. There will be no right of challenge.
- l. The following method will be adopted to determine the winner of drawn games in Semi Finals, Preliminary Finals or Grand Finals. If the score is even at full-time, teams will be given a two (2) minute break. Teams will then change ends and play an extra five (5) minutes each way with no break between the five-minute periods. Then if still a draw, play continues until a team reaches a two-goal lead. That team will be declared the winner.
- m. Injury time in finals will be played as per the current rules of Netball Australia.
- n. In the event of a tie-on points, when any position needs to be decided the team with the highest goal ratio shall be awarded the higher position. In determining goal ration only games which both teams played shall be taken into consideration.
- o. Goal ratio is determined as follows:
  - Goals FOR divided by goals AGAINST;
  - multiplied by 100;
  - divided by the number of games played by both teams.

In the event of forfeited games – if a team has declared the forfeit, that game is counted as a game for calculation purposes; if the opposition team declared the forfeit, then that game is not counted as a game played.

- p. Awards will be presented to each registered member of the winning team. An award may be presented to each registered member of the Runner-up team in each grade.
- q. If a team forfeits any final or is penalised for any infringement of the Constitution or By-laws, it will, subject to the approval of the Executive Committee that extenuating circumstance exist, forfeit the right to continue in those finals, or be named Runner-Up. Replacement of the team removed from the final series will be at the discretion of the Executive Committee.

### **9.3 PENALTIES AND FINES**

#### **9.3.1 General**

Penalties will be imposed by the Executive Committee on any Club, player or team found to have breached the association's playing rules or policies. Penalties to be imposed may be by way of a monetary fine or loss of team points, and will be determined as appropriate by the Executive Committee at the time.

Teams will be penalised for the following non-competition specific events:

- a) Failure to fulfill duty (Team/Club Duty Day);
- b) Failure to meet club umpiring commitments;
- c) Failure to supply correct and legitimate player details at time of registration;
- d) Fielding unregistered players;
- e) Failure to comply with team uniform dress standards;
- f) For any other reason as determined by the Executive Committee.

#### **9.3.2 All Competitions**

Penalties may be imposed where:

- a. Club/Team Affiliation is not paid by the due date set by the Executive Committee
- b. Players are not registered via the appropriate methods
- c. Registration and other compulsory fees are not paid by the due date
- d. New players taking the court failing to complete appropriate indemnity forms and signing the scoresheet – player is deemed unregistered
- e. Club/Team fails to notify of forfeits appropriately
- f. Players fail to pay registration and other compulsory fees prior to playing their second game, having played one game with indemnity applied
- g. Players registering for game indemnity for more than one team in any competition in a season
- h. Player scoresheet signature not matching with registration signature
- i. Player playing in a lower division/grade than that in which the player is registered
- j. Player de-registering and re-registering in a lower division/grade without Executive Committee approval
- k. Player who has played three (3) games in a higher division/grade then fails to remain and re-register in the higher division/grade
- l. Less than five (5) signatures of registered players on scoresheet (does not include one game indemnity players)
- m. More than two players registered via indemnity forms per team per fixture game

- n. Players playing in finals fixtures who have not played in at least one third of the competition games set down for that team. Games played during grading do not count toward qualification. If after a player has registered in a team, that team has won on forfeit, that game will count toward qualifying the player for finals if required.

### **9.3.3 Mixed Competitions**

Penalties may be imposed where:

- a. Club/Team fields or registers players who will not turn 15 years of age or older by 31 December in that year.
- b. Clubs/Team playing more than three (3) males on court at any one time.
- c. A team fields two (2) males playing in the goal circle at any one time i.e. G/GA or GK/GD.

### **9.3.4 Junior Competitions**

Penalties may be imposed where:

- a. Club/Team fields a junior player who is registered in a higher division/age team, to play in a team of their own age or lower.
- b. Club/Team has a player registered in 7, 8, or 9-year-old NetSetGo team playing in a junior competition team.
- c. Club/Team has a player registered in a 10-year-old NetSetGo team playing more than two (2) games in a junior competition team, unless authorised by the Executive Committee. Team/s who play players on a third or subsequent occasions risk being disqualified.

### **9.3.5 Forfeits**

Clubs/Teams are requested to advise of intention to forfeit as early as possible to enable competition co-ordinators to notify opposing teams and notify or reallocate umpires. Notice of intention to forfeit must be made to the HDNA mobile phone, and no other form of communication in this regard will be recognised or accepted. Penalties may be imposed where:

- a. Any Club/Team does not give notice that they are forfeiting the game by 5pm the day before the scheduled competition game. Notice must be made to the HDNA mobile phone.
- b. Teams must pay any imposed fine/s prior to the commencement of the next fixture game.
- c. Non-compliance with penalties imposed will cause disqualification of the offending team i.e. the match will be awarded to the opposing team; no points or goals will be recorded. Teams not complying may be removed from the competition.

## **10. UMPIRING**

### **10.1 General**

- a. All umpires must adhere to the rules as set by Netball Australia.
- b. All umpires must wear suitable attire and suitable footwear. White attire is preferred.
- c. All umpires must adhere to the HDNA Umpires Code of Behaviour
- d. After commencement of a game, umpires are not allowed to interchange, except in the case of injury or illness.



- e. A person must be turning 12 in that year to be eligible to undertake the HDNA Umpires' Basic Course and commence umpiring games at the association.
- f. A person 11 years and over must sit the Rules of Netball Theory Examination on-line and achieve 70% or more; and have successfully completed the HDNA Umpires Basic Course prior to umpiring games at any level of competition within HDNA.
- g. To be eligible for the HDNA Junior or Senior Association badge the applicant must have completed the HDNA Basic umpires' course and have obtained a pass mark of at least 70% in the All-Australia Umpires Exam. To be awarded a Junior Association or National badge, the umpire must be at least 13 years or over.
- h. Badging of HDNA Junior and Senior Association badging can only be undertaken by the association's Umpire Convenor or a National Badged Umpire appointed to the task by the Executive Committee.
- i. Any umpire experiencing difficulty with team officials, players or spectators on any match should immediately send for their Club's Umpire Convenor or a member of the Executive Committee.
- j. Dissatisfaction with the umpiring of a game should be raised by the coach, manager, or captain immediately, or as soon as possible after the game, and reported to the Club Umpire Convenor, or the association's Umpire Co-ordinator for that fixture.
- k. All umpires are to sign on to the appropriate Umpires list before reporting to the court.

### **10.2 Junior Competition**

- a. It is the responsibility of the Umpire Convenor of each club to ensure that a suitably skilled and qualified umpire is available for the matches specified.
- b. Each Saturday club team must supply a competent and suitably attired umpire who is prepared to umpire when called upon. Failure by a club/team to supply an umpire shall result in that team being penalised, with a potential penalty of a loss of three (3) competition points.
- c. If any team umpire cannot carry out the allotted match, it is the responsibility of the club's umpire convenor to make a suitable replacement.
- d. All member clubs/teams should adhere to the current HDNA payment schedule. The schedule is as per the current rates prescribed and updated from time to time, and includes:

Unbadged Junior (11 to 17 years)  
Unbadged Senior (18 years and over)  
Junior Association (13 to 17 years)  
Senior Association (18 years and over)  
National C  
National B  
National A

### **10.3 NetSetGo Competition**

To umpire 7 to 9-year NetSetGo games, a person must be turning 12 in that year, achieve a score of at least 70% in the Rules of Netball Theory Examination, and have completed the HDNA Umpires Basic Course prior to umpiring NetSetGo games. Where applicable beginning umpires must wear a bib noting that they are deemed a "Learner" and must have an umpire coach with them the entire game.

**11 WEATHER**

- a. In the event of wet weather or extreme heat conditions, the Executive Committee will make a decision no later than 60 minutes prior to each competition timeslot.
- b. If all games are cancelled due to weather conditions, one (1) text message will be sent to the clubs or independent teams. Similarly, if one timeslot only is cancelled, one (1) text message will be sent to clubs or teams. Clubs are then responsible for notifying teams and players of the cancellation.
- c. Where games are cancelled notification will also be posted on the HDNA Facebook account and the association's website.
- d. Once players commence a fixture, the Executive Committee will decide whether play will continue in the event of weather conditions, and whether the game shall be replayed. Scores will stand if the game is at half time or past half time.
- e. If Saturday games are cancelled due to rain or extreme heat, games may be rescheduled.
- f. If Monday night games are cancelled due to rain or extreme heat, games may be rescheduled for the following Monday night, or two (2) point will be awarded to each team scheduled to play.
- g. If any Saturday or Monday night team has notified of their intention to forfeit their game, and the games are subsequently cancelled due to rain or extreme heat, that forfeit remains in place despite games being rescheduled.
- h. If rescheduled games are then cancelled due to weather conditions, for any team that has forfeited their rescheduled game, the forfeit remains in place. All teams who have remained to play, will receive two points in lieu of the cancelled rescheduled game.

**12. REPRESENTATIVE TEAM, PLAYERS AND OFFICIALS****12.1 General**

- a. HDNA representative teams will compete in events as determine by the Executive Committee.
- b. Representative teams will include those participating at State Age events and any other competition facilitated by Netball Queensland or the Region.
- c. The HDNA Executive Committee will determine the uniform to be worn by representative teams, which will incorporate the association's colours of teal, lilac, purple and white, and will incorporate the HDNA logo.
- d. All representatives of the association will adhere to the standards of behaviour prescribed in the Code of Conduct and/or Code of Behaviour.
- e. Allocation of court time to players at general carnivals where possible will be equal, with consideration of injury, absences, and game numbers.
- f. Allocation of court time at State Events or any other competition facilitated by Netball Queensland or the Region, will be at the discretion of the coach, with adherence to any guidelines set by Netball Queensland for that event.
- g. Should any representative player or official not adhere to the Code of Conduct or meet their other obligations, the Executive Committee will stand that player/official down. If the stand down occurs while at an event, the player/official may be required to meet their own return expenses.

- h. Any disputes relating to representative matters will be resolved as soon as possible via the Association's dispute or complaint resolution guidelines.

## **12.2 Representative Player Eligibility & Selection**

**12.2.1** To be eligible for selection in a team to represent HDNA, players must:

- a. Be a paid member of a club and eligible to play finals in the year that they are trialling. Exemption may be granted by the Executive Committee where there are extenuating circumstances.
- b. Be a paid and playing member of a club/team in the year they are representing the association.
- c. Participate in two-thirds of said fixture competitions conducted by HDNA in the year they are representing the association.
- d. Complete and submit to HDNA the appropriate nomination and application forms.
- e. Present themselves at all selection trials, unless granted leave of absence by the Executive Committee. A written request for dispensation must be put in writing to the Executive detailing the reasons for non-attendance at trials.

Players are NOT eligible for selection or to trial for HDNA representative selection if they have been selected and/or named in a squad or team for any other Association prior to or during HDNA trial processes.

The Executive Committee may invite eligible players of the association to participate in trials.

**12.2.2** The Executive Committee will appoint a Representative Selection Panel to conduct player selections for a particular age group or competition for that representative season.

The Representative Selection Panel:

- a. Will consist of a minimum of three (3) persons per age group.
- b. Selectors may serve on more than one selection panel (i.e. more than one age group or competition).
- c. Selection panels may include representative coaches, at the discretion of the Executive Committee;
- d. Will not contain a member who is a parent of a player in the age group under selection.
- e. Selectors will hold appropriate coaching qualification and/or experience.
- f. Will not contain more than one member from the same club. Notwithstanding this requirement, if any positions remain unfilled, the Executive Committee may appoint to fill the vacancy, including someone from the same club.

**12.2.3** The role of the Representative Selection Panel will include:

- On request, attend and conduct fair and impartial assessment and selection processes for representative teams.
- Submit final selection recommendations to the Vice President for consideration and approval by the Executive Committee.
- Provide recommendations for training partners or shadow players for teams if required.

- At the request of the Vice President attend any Executive Committee approved re-trials.

**12.2.4** The Executive Committee will approve the final composition of all representative teams.

### **12.3 Representative Players**

**12.3.1** The Executive Committee will provide guidelines and direction regarding the expectations of representative players at the beginning of each representative season.

Upon selection, representative players shall:

- a. Supply proof of age and any other documentation required.
- b. Co-operate with the team coach, manager, and other officials.
- c. Ensure all assigned fees are paid when required. Non-financial players will not attend carnivals or represent the Association.
- d. Wear the HDNA uniforms as specified and approved by the Executive Committee.
- e. Ensure the standard of play, sportsmanship and behaviour is of the highest order.
- f. Abide by the Representative Player Code of Conduct and related guidelines.
- g. Represent HDNA at events nominated by the Executive Committee.
- h. Attend all training sessions set by the association or the coach. Any player who fails to attend three (3) training sessions must show just cause as to why they should not be omitted from the team.
- i. Upon selection to represent HDNA in any squad, a player cannot trial for another association in that same year, unless a clearance is obtained from the HDNA Executive Committee.
- j. All representative players are encouraged to complete the umpire theory exam.
- k. Players selected in a HDNA representative team may be required to undertake a medical examination to determine fitness to participate at the discretion of the Executive Committee. Where requested, an examination with the HDNA preferred medical practitioner or allied health professional will be at the association's expense.

### **12.3.2 Replacement Players**

With regard to replacement players:

- a. If a player withdraws from a representative team, a replacement player of the same position will be elevated from a lower team.
- b. If a player withdraws from a lower team, a new player will be selected from the trialling players based on who was next on the points or score allocated.
- c. In the event that a vacancy still exists, and all suitable trialling players have been considered, the Executive Committee will consider other players of the Association who have not previously been considered.

### **12.3.3 Training Partners**

Training Partners may be nominated for any team or competition and may be afforded the option to attend training, or any development sessions held for representative players.

### **12.4 Representative Coaches**

- a. Shall be a minimum of 18 years of age.

- b. Shall hold a minimum Development Coaching accreditation or attain that accreditation prior to the relevant competition.
- c. Will be responsible to ensure the standard of play, sportsmanship and behaviour is of the highest order for all players both on and off the court.
- d. Shall submit to the Executive Committee at the end of the representative season, a report on the commitment and behaviour of players on and off the court, at training sessions and injury updates.
- e. Shall hold an appropriate authorisation for working with children (e.g. Queensland positive vetting blue card).
- f. The coach of a team competing in any state event, will not be a parent of any player in the team they are allocated to coach.
- g. The coach of a regional competition team may be a parent of a player in the team they are allocated to coach.
- h. Will adhere to the Coaches' Code of Conduct/Code of Behaviour and the policy and standards set out by HDNA and Netball Queensland.
- i. Will be registered as a member with Netball Queensland.

#### **12.5 Representative Managers**

- a. Shall be a minimum of 21 years old.
- b. Shall assist and co-operate with the team coach at all times when representing HDNA at carnivals and other events.
- c. Will be responsible for managing team equipment and laundering uniforms for team players when being accommodated away from home.
- d. Shall not be a parent of a player in the team they are managing.
- e. In conjunction with the representative coach, will report any issues or injuries in writing to the Executive Committee.
- f. Shall hold an appropriate authorisation for working with children (e.g. Queensland positive vetting blue card).
- g. Will adhere to the Managers' Code of Conduct/Code of Behaviour and the policy and standards set out by HDNA and Netball Queensland.

### **13. BEHAVIOUR OF MEMBERS AND SPECTATORS**

All members of the Association and spectators attending games and/or events controlled by HDNA or representing our Association, are required to conduct themselves within the spirit of the game and adhere to the appropriate policies and Code of Behaviour relevant to their particular circumstance or role. The Codes of Behaviour are contained in Part A of the Member Protection Policy and are available for viewing on the HDNA website.

Clubs/Teams are directly responsible for the control and conduct of their spectators, players, and Club officials, which includes coaches, managers, and umpires. Clubs must therefore ensure that their members and spectators show respect for umpire decisions, and for all players and officials. They should also be clear that spectators are not permitted to call play or position.

Where an Association member or a spectator is reported for a breach of the expected standards and conditions outlined in the Code of Behaviour, action may be taken in accordance with either these By-Laws, applicable policies, or the Member Protection Policy.

Intimidation, verbal abuse or harassment of umpires and officials by spectators or players will not be tolerated under any circumstances, and the team responsible may be penalised by the umpire or officials as appropriate during the game. Such incidents should be immediately brought to notice of the club or team officials for relevant action and, depending on the nature of the activity, may also be reported to an association official for consideration of further appropriate action and/or referral to the Executive Committee for disciplinary action.

The appropriate action to be taken will be decided by the Executive Committee or their nominated representative/s. Less serious conduct will be managed between the club/team and the association, while serious misconduct or formal complaints of misconduct will result in action as outlined in the complaint management processes documented in the relevant policy and Member Protection Policy. Where matters are of a serious nature, the Executive Committee will generally convene an independent panel to consider the matter in accordance with the applicable policies.

In general, for the first incident involving spectator(s), player(s), or Club official(s) or for those matters deemed less serious, the appropriate action for the Executive Committee may be for the Club/team to be sent a letter of warning or enquiry. It would be expected that clubs/teams will take their own action regarding the offender/s. Any subsequent incidents would likely result in formal action and penalties being imposed particularly if the same person(s) re-offends.

## **14. PROTESTS/ DISPUTES AND APPEALS**

### **14.1 Protests or Disputes**

A protest or dispute is generally considered to be a statement or action that expresses disapproval, of or objection to, a decision that has been made or action taken. Examples could include:

- An incident, action or official's decision that impacted the score or outcome of a game;
- Teams alleging opponents are not complying with the Rules of Play and seeking an advantage;
- Disagreement with officials' decisions regarding interpretation of the Rules of Play (e.g. needing 5 registered players on-court at all times) that impacted results;
- Disagreement with penalties imposed for non-compliance with the rules (e.g. loss of point or forfeit).

All protests must be lodged in writing to the Executive Committee or Competition Convenor for consideration within 48 hours of the game being completed. It would be expected that club executive or officials would be party to the protest lodgement by a team.

The Executive Committee or their nominated representative will consider and deal with all protests, and consider the matters raised in conjunction with the By-Laws and rules of the game. Where

possible, Clubs/teams will be notified of the outcome in relation to the protest prior to the next round of fixtures, or within 7 days of the protest being lodged.

Once the Executive Committee or their nominated representative has determined a protest and advised of the outcome, no further appeal can be made unless the club lodging the protest can provide NEW evidence that has not previously been considered. In such circumstances the new evidence must be provided to the HDNA Secretary from the Secretary/President of the Club concerned within 48 hours of notification of the outcome of the original protest decision.

The new evidence will be considered in conjunction with all other information presented to make the original decision and will take the form of an appeal.

## **14.2 Appeals**

Appeals would generally occur as a result of additional evidence being presented following the outcome of a protest or dispute (see 14.1 above) or because of disagreement with a sanction or disciplinary measures imposed on an individual or club.

In the case of disciplinary disputes, the appeal must be lodged within 48 hours of the sanction or penalty being notified and should state the grounds of the appeal (e.g. the penalty is unjustly harsh or onerous). No sanction or penalty will be imposed until the outcome of the appeal is known and therefore where possible appeals, or hearings related to appeals, should be held prior to the next game fixture.

Where an appeal has been lodged, the Executive Committee will convene an independent panel or tribunal to consider the matter and determine in accordance with internal procedures, how the appeal should be addressed and who should appear before it. The panel/tribunal will review all the evidence before it, and either confirm the original decision, vary the decision that was previously made, or set the original decision aside.

Where appropriate the respondent or alleged offender is permitted to remain in the hearing while the evidence is presented against them.

Where a person under the age of 18 years is called before the panel, that person's parent(s) or guardian(s) is permitted to attend with the person.

Where an appeal panel/tribunal determines that a respondent appearing before the panel is to be suspended from playing and/or attending any competition matches and/or is to be fined, the decision of the panel should be conveyed to the person(s) immediately on completion of the hearing. The panel/tribunal does not hold the power to make a decision that a respondent should be banned from all fixtures or premises, or have their membership cancelled. Such decisions will only be made by the Executive Committee, based on the recommendation of the panel/tribunal.

All decisions of the appeal panel will be notified to parties in writing following a decision being made, and penalties then applied as determined.



## **ANNEX A – ROLE SUMMARIES FOR EXECUTIVE COMMITTEE OFFICE HOLDERS**

### **PRESIDENT**

The President of HDNA will provide leadership to and direction for the Association and will ensure that all administrative and financial business is conducted effectively in accordance with current legislative requirements and rules of the Association.

Duties will include presiding over meetings of the Association and providing guidance and direction for the Executive Committee, Sub-Committees and Non-Executive positions.

The President will be responsible for business and strategic planning; and will represent and promote the Association within the community, as well as with sponsors, government agencies and other sporting bodies.

### **VICE-PRESIDENT**

The Vice-President, as a member of the Executive Committee will support the President in leading and managing the business and financial affairs of the Association to ensure all obligations are met. In the absence of the President, the Vice President will preside over meetings and represent the Association where appropriate.

The Vice-President will have specific responsibility for managing and coordinating all activities relating to representative programs for the Association.

### **SECRETARY**

The Secretary, as a member of the Executive Committee will support the President in leading and managing the business affairs of the Association. The Secretary has responsibility for ensuring all administrative obligations are met, and the Association complies with its rules and legislative requirements.

The Secretary will have specific responsibility for managing all formal records and communication of the Association. This will include governance documents (e.g. constitution, policies, Office of Fair Trading), meetings, correspondence and club and membership information.

### **TREASURER**

The Treasurer, as a member of the Executive Committee will support the President in leading and managing the financial and business affairs of the Association. The Treasurer has specific responsibility for ensuring all financial obligations are met, and the Association complies with business and financial rules and legislative requirements.

The Treasurer will have responsibility for managing the receipt of all monies ensuring appropriate reporting, authorisation, and security of Association funds. This will also include the management of funds and resources in the best financial interests of the Association.

#### **UMPIRES CONVENOR**

The Umpires Convenor, as a member of the Executive Committee will support the President in leading and managing the operation of the Association. The Umpire Convenor has specific responsibility for fostering the growth and development of umpires in the Association, ensuring that high standards are maintained.

The Umpire Convenor will maintain professional networks with Netball Queensland and other netball bodies. They will work closely with competition and umpire convenors to ensure effective services at HDNA fixtures, prepare developmental programs and maintain the HDNA Umpires Manual.

## **ANNEX B – ROLE SUMMARY FOR NON-EXECUTIVE POSITIONS**

### **COACHING CO-ORDINATOR**

The Coaching Coordinator will report to the Executive Committee and will provide expert advice on coaching requirements and enhancements for both representative and club level activities for the Association. They will co-ordinate and/or develop coach education and development programs, identify, and promote development pathways for aspiring coaches and provide mentoring and support for HDNA coaches.

### **COMPETITION CONVENOR**

The Competition Convenor will report to the Executive Committee and will be responsible for the oversight and management of HDNA competition fixtures. The Convenor will create fixture draws for endorsement by the Executive Committee and will support and work closely with competition and umpire coordinators to ensure the efficient and effective operation and conduct of all competition fixtures.

The Competition Convenor will act as the point of contact for competition enquiries or complaints from clubs and members and will escalate matters for resolution as appropriate.

### **SATURDAY JUNIOR CO-ORDINATOR**

The Saturday Junior Co-ordinator, in liaison with the Competition Convenor and Umpire Co-ordinator, will oversee and control the competition fixtures conducted for junior players. This role will have responsibility for ensuring all teams/clubs participating in competitions adhere to the rules of the Association and that all administrative aspects of the competition are completed appropriately.

### **SATURDAY NETSETGO CO-ORDINATOR**

The NetSetGO Coordinator in liaison with the Executive Committee, will develop, oversee, and control the program conducted for NetSetGO players. This will entail responsibility for ensuring the rules designed for beginning players are adhered to, and the primary focus is on development and enjoyment of the game.

### **MONDAY NIGHT CO-ORDINATOR**

The Monday Night Co-ordinator, in liaison with the Competition Convenor and Umpire Co-ordinator, will oversee and control the competition fixtures conducted on Monday Night. This role will have responsibility for ensuring all teams/clubs participating in competitions adhere to the rules of the Association and that all administrative aspects of the competition are completed appropriately.

### **SATURDAY JUNIOR UMPIRES CO-ORDINATOR**

The Saturday Junior Umpires Co-ordinator in liaison with the Umpires Convenor, will oversee and control all umpiring matters relating to the junior fixtures. This role will ensure that umpires are allocated to Saturday games, will assist umpires and clubs in resolving issues and concerns regarding umpiring matters, and will have responsibility for the development, monitoring and support of umpires.

### **MONDAY NIGHT UMPIRES CO-ORDINATOR**

The Monday Night Umpires Co-ordinator in liaison with the Umpires Convenor, will oversee and control all umpiring matters relating to the fixtures conducted on Monday Night. This role will allocate umpires to games and liaise with Co-ordinators to ensure correct payment, will assist umpires and clubs in resolving issues and concerns regarding umpiring matters, and will have responsibility for the development, monitoring and support of umpires.

### **UNIFORM & EQUIPMENT OFFICER**

The Uniform & Equipment Officer will report to the Executive Committee and take responsibility for ensuring that all assets and equipment are accounted for and maintained. They will keep stock of representative clothing, equipment, and first aid supplies to guarantee that purchases or repairs are warranted, and expenditure is approved by the Executive Committee.

### **REPRESENTATIVE CONVENOR**

The Representative Convenor will report to and work closely with the Vice President on matters relating to representative activities. The Convenor will provide administrative support and assistance in regard to representative participants and events and will work closely with the relevant Sub-Committees ensuring documentation, nominations and travel arrangements are completed for approval of the Vice President.

### **OFFICE ADMINISTRATION & DIGITAL PLATFORM CO-ORDINATOR**

The Office Administration & Digital Platform Co-ordinator will provide a broad range of administration support to the Executive Committee and the Association, to ensure the smooth and efficient operation of the office. The Coordinator is also responsible for implementing HDNA's strategy for online presence through the website, social media channels, email campaigns and e-newsletters, focusing on providing an outstanding user experience.

**FACILITIES OFFICER**

The Facilities Officer and will undertake all repairs and maintenance activities for HDNA at the direction of the Executive Committee.

**CANTEEN CO-ORDINATOR**

The Canteen Co-ordinator, under the direction of the Executive Committee, is responsible for the operation of the HDNA canteen during the competition season.