

**BANKSTOWN CITY  
NETBALL ASSOCIATION  
INCORPORATED**



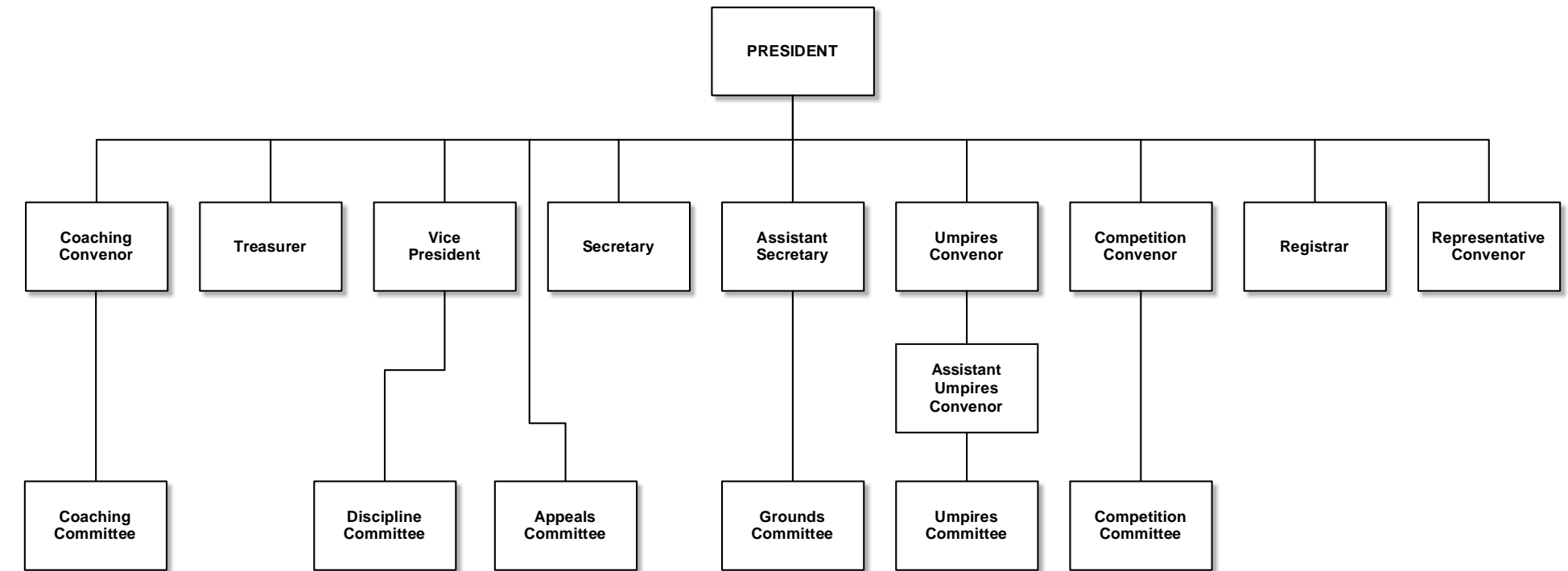
**POLICIES &  
PROCEDURES**

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# BANKSTOWN CITY NETBALL ASSOCIATION

## *Association Organisation Chart*



# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Appeals Policy*

### **1. APPEALS COMMITTEE**

The composition, jurisdiction and powers of the Appeals Committee shall be set out as in Clauses 24.5.2 and 26.8 of the Constitution.

### **2. INITIATION OF APPEAL PROCEEDINGS**

- 2.1 An Appellant must be a registered member of the Association. An affiliated club may lodge an appeal on behalf of a registered member or registered members.
- 2.2 An appeal must be lodged in writing with the Secretary, Bankstown City Netball Association inc., PO Box CP69, Condell Park NSW 2200, within seven (7) days of the Association's Disciplinary Decision.
  - 2.2.1 Where there are extenuating circumstances the Appeals Committee may, at its discretion, extend the time permitted for the lodgement of an Appeal.
  - 2.2.2 The prospective Appellant must provide written reasons as to why lodgement of the Appeal has been delayed.
- 2.3 The Secretary shall forward the appeal to the Appeals Convenor within twenty four (24) hours of its receipt.
- 2.4 The Appeals Convenor shall convoke the Committee who shall meet for the purposes of the particular appeal and arrange to hold an appeal hearing, where possible within seven (7) days of receipt of the appeal.
- 2.5 The Appeals Convenor shall, in consultation with the Appeals Committee, arrange for the appearance of those witnesses or other persons she or he deems necessary.
- 2.6 The Appeals Convenor shall provide an Appellant, the Committee whose decision is under review and all witnesses with at least seventy two (72) hours notice of both the time and the nature of the appeal.

### **3. APPEAL HEARING**

- 3.1 A member of the Appeals Committee shall be ineligible to hear any appeal concerning a matter in which she or he has a direct or indirect conflict of interest. A committee member shall be deemed to have a conflict of interest where:-
  - 3.1.1 She or he declares the existence of such a conflict;
  - 3.1.2 An affiliated club of which she or he is a member is a party to the appeal;
  - 3.1.3 An immediate family member is a party to the hearing;
  - 3.1.4 A majority vote of the remainder of the committee, not including reserve members, holds them to have such a conflict. In the event of a tied vote, the Appeals Convenor shall have the casting ballot. Where the Appeals Convenor is the subject of the vote the casting ballot, if required, shall be entrusted to another Executive Committee member.

## **Policies and Procedures 2008**

- 3.2 The Appeals Committee shall interview the Appellant. Where an Appellant seeks to have legal representation, it is mandatory that prior notification be made to the Appeals Convenor. The Appeals Committee may, at its discretion, refuse permission for the legal representative to attend the hearing.
- 3.3 The Appeals Committee shall interview any other person it has deemed appropriate. Neither the Appellant nor the maker of the decision being appealed shall be permitted to call witnesses or other persons to give evidence, although they may recommend such person to the Committee.
- 3.4 All written evidence tendered shall be left with the Appeals Committee to assist in its deliberations.

### **4. PRINCIPLES OF DELIBERATION**

- 4.1 The Appeals Committee shall refer to the Constitution, as well as the relevant policies of the Association, and the principles of natural justice, in making their determination.
- 4.2 The key principles of natural justice to be applied are:-
  - 4.2.1 An Appellant must be given a reasonable opportunity to present her or his case before a decision is made;
  - 4.2.2 The Appellant must lodge her or his appeal honestly and in good faith;
  - 4.2.3 An appeal may be conducted on the basis of written submissions. Oral submissions may not necessarily be required;
  - 4.2.4 All concerned parties must be given adequate notice to enable them to make their submissions.
  - 4.2.5 Any adverse material that may affect the decision should be disclosed and parties should have the opportunity to respond to any allegations;
  - 4.2.6 There is no absolute requirement that parties be permitted legal representation at a hearing. This depends on the circumstances of the case and the determination of the Appeals Committee;
  - 4.2.7 There is no requirement that any party have the opportunity to cross examine other parties;
  - 4.2.8 The Appeals Committee must be perceived by a reasonable person to be free from bias when making a decision
  - 4.2.9 The Appeals Committee is not bound by the rules of evidence.

### **5. DECISION**

- 5.1 The appeals committee shall endeavour to finalise its decision within forty eight (48) hours of completion of its enquiries.
- 5.2 The decision shall either be upheld or dismissed.
- 5.3 The decision shall be provided orally to the appellant or her or his representative within forty eight (48) hours.
- 5.4 The decision shall be provided in writing by the convenor to the appellant within seven (7) days.
- 5.5 The appellant's club shall be notified of the decision, if applicable.

## Policies and Procedures 2008

### 6. REPORTS TO THE EXECUTIVE COMMITTEE

- 6.1 Following the determination of any appeal a report will be made to the next meeting of the executive committee. The report will give a praecis of the substance of the appeal, details of the hearing process, the decision of the committee and any relevant recommendations. Such a report shall not disclose the identity of the appellant unless express permission for such disclosure has been obtained.
- 6.2 Copies of all correspondence relating to the appeal shall be provided to the secretary in a sealed envelope. All additional copies shall be shredded within fourteen (14) days.
- 6.3 An annual report, including any recommendations for change, shall be made by the appeals committee at the annual general meeting. Confidentiality in all matters is to be maintained by the appeals committee.

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Auditor Policy*

### 1. AUDITOR

- 1.1 Be appointed at the Annual General Meeting.
- 1.2 Qualifications must accompany nominations and remain current for the year concerned.
- 1.3 On yearly renewal of qualifications submit a copy of them to association for filing.
- 1.4 Copy of said qualifications **must** be kept on file.

### 2. DUTIES

- 2.1 To audit all financial books of BCNA Inc.
- 2.2 Compile a financial statement for the Annual General Meeting.
- 2.3 Compile a full profit and loss statement for the Annual General Meeting.
- 2.4 Confirm findings by mail to Treasurer for including in the Annual Report.

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Discipline Policy*

### **1. AUTHORITY**

The authority to adjudicate upon Disciplinary Matters within the Association and impose penalties where required is contained in Clauses 33 – 41 of the Constitution and extends to all registered members of the Association.

### **2. DISCIPLINE COMMITTEE**

- 2.1 The composition and convocation of the Discipline Committee shall be as set out in Clause 24.5.1 and 26.7 of the Constitution.
- 2.2 The Discipline Committee shall have jurisdiction to adjudicate on any complaint of misconduct allegedly committed by a registered member of the Association referred to it by the Executive Committee.
- 2.3 The Discipline Committee shall have the authority to impose penalties by way of reprimand, bonds, fines, suspension, expulsion or a combination of any of them as deemed necessary on registered members of the Association.

### **3. INITIATION OF DISCIPLINARY PROCEEDINGS**

- 3.1 An umpire or official may report any incident in writing to the Association Secretary. Where the incident being reported occurred during a competition match the umpire/s is to lodge a written report as soon as possible after the match is completed, not being later than forty eight (48) hours after the alleged incident having occurred.
- 3.2 A registered member of the Association or a parent of a registered member may report any incident in writing to the Association Secretary. Such a complaint must be lodged within forty eight (48) hours of the alleged incident having occurred and endorsed by their club executive.
- 3.3 Upon the lodgement of a complaint:-
  - 3.3.1 The Secretary shall advise the Executive Committee.
  - 3.3.2 The Executive Committee shall determine whether to refer the complaint to the Discipline Convenor.
  - 3.3.3 If the matter is referred to the Discipline Convenor all written documents received shall be provided to the Discipline Convenor who shall convene the Discipline Committee to consider the charge.



## **Policies and Procedures 2008**

### **4. NOTICE**

- 4.1 Registered members required to appear before the Discipline Committee, shall be given a maximum of forty eight (48) hours written notice stating the charge alleged and the proceedings which will be invoked. Notice of the proceeding shall be forwarded to the Club Secretary.
- 4.2 Where a registered member is called before the Discipline Committee that person is to be advised that a support person may accompany them to the hearing.
- 4.3 Where a person under the age of eighteen (18) years is called before the Discipline Committee, that person is to be advised that their parent(s) or guardian(s) may accompany them to the hearing.
- 4.4 Witnesses required by the Discipline Committee will be notified of the hearing in writing within forty eight (48) hours.

### **5. HEARING**

- 5.1 A member of the Discipline Committee shall be ineligible to hear any matter in which she or he has a direct or indirect conflict of interest. A committee member shall be deemed to have a conflict of interest where:-
  - 5.1.1 She or he declares the existence of such a conflict;
  - 5.1.2 An affiliated club of which she or he is a member is a party to the hearing;
  - 5.1.3 An immediate family member is a party to the hearing;
  - 5.1.4 A majority vote of the remainder of the Committee holds them to have such a conflict.
- 5.2 Upon assembly the Discipline Convenor shall read the charge or charges against the person called before it and shall outline the Discipline Committee's intended procedures for conducting the hearing. The Convenor shall also advise all parties of their rights and entitlements under this policy.
- 5.3 The person shall be asked by the Discipline Convenor whether they admit or deny the charge or charges brought against them, as formulated by the Discipline Committee on an ad hoc basis. In the event that the person admits the charges then the Committee shall advance the proceedings to 5.10 below.
- 5.4 All parties with the exception of the cited person or team shall retire from the hearing until recalled by the Discipline Convenor.
- 5.5 The Discipline Committee shall conduct a preliminary interview with the person charged
- 5.6 Each party concerned shall be recalled one at a time for examination by the members of the Discipline Committee.
- 5.7 The cited person shall be given the opportunity to examine each party concerned through the Discipline Committee.
- 5.8 At the completion of the hearing of the witnesses or parties called by the Discipline Convenor, the cited person may call such witnesses as they deem necessary and those persons may be examined first by any or all of the members of the Discipline Committee and then the cited person.
- 5.9 After all evidence has been given all persons except the Discipline Committee shall retire. Being satisfied that all the evidence it required to reach a decision has been established, the Discipline Committee shall consider the case and record a finding on the balance of probabilities based on what it believes to be the facts. In the event of a split decision, the finding of the Discipline Convenor shall be decisive.
- 5.10 When the decision has been reached the cited person shall be recalled and the Discipline Convenor shall announce the findings.

## **Policies and Procedures 2008**

- 5.11 If the Discipline Committee finds the offence proved then the offending person shall have the right to make representations as to the penalty.
- 5.12 The Discipline Committee shall then further deliberate before announcing the decision as to the penalty, if any, to the cited person and subject to the discretion of the Committee. The Committee shall, where possible, have regard to the Schedule of Penalties at Clause 9 below.
- 5.13 The Discipline Committee should report the outcome of any hearing to the Executive Committee. The report shall not disclose the identity of the appellant unless express permission for such disclosure has been obtained. The report shall itemise the penalty given.

### **6. PRINCIPLES OF DELIBERATION**

Natural justice provisions are to apply to the conduct of Discipline Committee hearings and deliberations. The key principles are:-

- 6.1 A person or team must be given a reasonable opportunity to present their case before a decision is made which will affect them.
- 6.2 A person lodging an initial complaint must do so in good faith.
- 6.3 Any appeal must be lodged in good faith.
- 6.4 Written submissions must be acceptable as evidence.
- 6.5 The Discipline Committee has the discretion to interview any other persons it deems appropriate.
- 6.6 Parties should be given adequate notice to enable them to make submissions on the incident or incidents under investigation and the circumstances of the reports that led to the disciplinary hearing.
- 6.7 Any adverse material which may affect the hearing and therefore the decision should be disclosed and parties should have the opportunity to respond to or rebut any allegations.
- 6.8 There is no absolute requirement that parties be permitted legal representation at a hearing. This depends on the circumstances of the case and the determination of the Discipline Committee.
- 6.9 There is no requirement that any party have the opportunity to cross examine other parties.
- 6.10 The Discipline Committee must be perceived by a reasonable person to be free from bias when making a decision.
- 6.11 A member of the Discipline Committee cannot have any direct or indirect interest, pecuniary or otherwise, in the subject matter of the decision.
- 6.12 The Discipline Committee is not bound by the rules of evidence.

### **7. NON ATTENDANCE OF CITED MEMBER**

Any registered member who does not appear before the Discipline Committee when ordered may be suspended by the Discipline Committee until such time as the player or team appears before it.

## Policies and Procedures 2008

### 8. APPEAL

- 8.1 A registered member can appeal to the Appeals Committee against a decision of the Discipline Committee in accordance with the Appeals Procedure Policy. A member can appeal on the basis that their matter was either incorrectly decided or conducted without regard for the provisions of this Policy, and may contest either the conviction or the severity of the penalty imposed.

### 9. SCHEDULE OF PENALTIES (Note: Non-exhaustive and guidelines only)

- 9.1 Offences of charged person towards Players and Spectators

Number	Offence	Minimum Penalty
9.1.1	Fighting, striking with clenched fist	3 playing weeks
9.1.2	Strike with open hand	3 playing weeks
9.1.3	Kicking or attempting to kick	3 playing weeks
9.1.4	Strike opponent with ball or other object	3 playing weeks
9.1.5	Deliberately trip an opponent	3 playing weeks
9.1.6	Attempt to strike with clenched fist	3 playing weeks
9.1.7	Deliberately elbowing	2 playing weeks
9.1.8	Undue rought play	Severe reprimand
9.1.9	Racial or discriminatory abuse	3 playing weeks
9.1.10	Use abusive language including obscene	1 playing weeks
9.1.11	Unsporting conduct	Severe reprimand

- 9.2 Offences of charged person towards Umpires, Coaches and Officials

Number	Offence	Minimum Penalty
9.2.1	Striking, kicking or elbowing	26 playing weeks
9.2.2	Strike with ball or other object	26 playing weeks
9.2.3	Attempt to strike, kick, elbow or fight	26 playing weeks
9.2.4	Racial or discriminatory abuse	3 playing weeks
9.2.5	Use abusive or obscene language	3 playing weeks
9.2.6	Use threatening language	6 playing weeks
9.2.7	Unsporting conduct including disputing decisions	Severe reprimand

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Insurance Policy*

1. All players are required to pay the prescribed insurance fees as advised by the NSWNA Ltd for personal accident insurance.
2. Injuries are to be recorded on the back of the score card and witnessed by an Umpire and a Team Official.
3. If an injury occurs at training, the Association Secretary should be notified within 48 hours of the full details of the injury.
4. All other registered member injuries are to be notified to the Association Secretary within forty eight (48) hours with the full details of the injury.
5. The Competition Convenor records in the register for injuries, the injuries as reported on the back of the score card or as notified directly by the Association Secretary. These details are to be kept on file for a minimum of seven (7) years.
6. Insurance forms can be downloaded from the NSWNA Website or collected from the Association's Secretary.
7. The injured person is to inform the BCNA Secretary of any intention to make a claim on insurance and forward the completed form to the Insurance Company, with all relevant signatures by medical practitioners and the Association Secretary.

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Life Member Policy*

### **1. LIFE MEMBERS**

- 1.1 Any person may be elected a Life Member of the Association in recognition of outstanding voluntary service to the Association. The nominee shall have had not less than fifteen (15) years financial membership to the Association at the time of nomination.
- 1.2 The Council of the Association may elect up to two (2) Life Members annually.
- 1.3 Nominations must be accompanied by the "Nomination for Life Member" form, including credentials and a photo in a conforming envelope and lodged with the Secretary prior to 31<sup>st</sup> July.
- 1.4 A conforming envelope is a sealed envelope, addressed to the Secretary marked "Attention Life Membership Nomination".
- 1.5 The nomination shall specify the outstanding voluntary service to BCNA Association in accordance with the BCNA Constitution. (9. Life Membership).
- 1.6 To be eligible to nominate a member for Life Membership the two (2) members nominating the candidate must be financial BCNA Members.
- 1.7 The Association Secretary shall open the nominations for Life Membership in the presence of not less than two (2) other Executive Members within forty eight (48) hours of the closing date.
- 1.8 The credentials of the candidate will undergo ratification by the Association Executive Committee.
- 1.9 The Secretary shall notify the nominators if the candidate is ineligible.
- 1.10 The Association Secretary shall circulate eligible life member nominations, credentials and photo. Each affiliated club will receive two (2) initialled Secret Ballot Forms. Each Life Member and each Executive Committee Member will receive one (1) initialled Secret Ballot Form.
- 1.11 Secret ballot forms to be returned at the time of the Annual General Meeting and placed in the ballot box provided at the time of the voting member signing in. The nominations must be approved by a majority of at least three quarters ( $\frac{3}{4}$ ) of the members voting at the Annual General Meeting.
- 1.12 Returning Officer to count the ballots and notify the President of the result prior to the election of Office Bearers for the ensuing year.

BANKSTOWN CITY NETBALL ASSOCIATION

**LIFE MEMBER  
NOMINATION FORM**

**Nominating Club:** \_\_\_\_\_

**Hereby nominates:** \_\_\_\_\_

**Of: (Address):** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Nominee's Club:**

In support of this nomination, we supply the information set out in the following pages of this document.

	<b>Nominator</b>	<b>Secunder</b>
<b>Name:</b>		
<b>Club:</b>		
<b>Dated:</b>		
<b>Signature:</b>		

**Send to:** Nominations for Life Membership  
The Secretary  
Bankstown City Netball Association  
PO Box CP69  
CONDELL PARK NSW 2200

**Nomination Closing Date:** 5.00pm 31<sup>st</sup> July

PLEASE ATTACH PHOTOGRAPH

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Public Officer Policy*

### **1. THE PUBLIC OFFICER**

- 1.1 An incorporated association is required to have a Public Officer who has attained the age of 18 years and is a resident of New South Wales (section 23).
- 1.2 The Public Officer is the official contact point for an incorporated association. The Public Officer can be a committee member, a member of the association or an outsider. The Public Officer's address may be used as an official address for the service of documents on the association.
- 1.3 Unless the rules of an incorporated association provide otherwise, the Public Officer of an incorporated association may hold any other office of the Association.

### **2. APPOINTMENT AND REMOVAL OF THE PUBLIC OFFICER**

- 2.1 The Executive Committee appoints the Public Officer for the Association.
- 2.2 The Public Officer shall be deemed to have vacated the office if the Public Officer:-
  - 2.2.1 Dies,
  - 2.2.2 Resigns,
  - 2.2.3 Is removed from office by way of a resolution passed at a general meeting of the members of the incorporated association,
  - 2.2.4 Becomes bankrupt,
  - 2.2.5 Becomes mentally ill, or
  - 2.2.6 Ceases to be a resident of New South Wales
- 2.3 The position of Public Officer must not remain vacant for more than fourteen (14) days. Within 14 days of a vacancy occurring, the committee must notify the Registry of Co-Operatives and Associations of the vacancy and appoint a new Public Officer. The new Public Officer is also required to give notice of his or her appointment to the Registry within 14 days of the appointment. The Registry's Form 9 – Notice of Vacancy/Appointment/Change of Address in the Office of Public Officer, is attached.
- 2.4 Where the committee of an incorporated association fails to notify the Registry of the vacancy or fill the position within 14 days, each member of the committee is guilty of an offence and liable to a penalty.
- 2.5 Upon vacating the position, the Public Officer should pass on all information held on behalf of the Association to his or her successor.

## Policies and Procedures 2008

### 3. OBLIGATIONS OF THE PUBLIC OFFICER

- 3.1 A Public Officer has the following obligation:-
- 3.1.1 A new Public Officer must lodge a Form 9 – Notice of Vacancy/Appointment/Change of Address in the Office of Public Officer notifying of their appointment, within fourteen (14) days of the appointment. Where a Public Officer changes his or her address the Public Officer must give the Registry notice within 14 days by lodging a Form 9 – Notice of Vacancy/Appointment/Change of Address of Public Officer, (section 25).
  - 3.1.2 The Register of Committee Members of the Association is to be kept at the residential address of the Public Officer and must be made available for inspection by any person, free of charge, at all reasonable hours. Where an incorporated Association has ceased to exist, the last Public Officer must keep the register for a period of at least 2 years after the date on which the Association ceased to exist. (section 21A).
  - 3.1.3 The Public Officer must lodge a Form 12 – Annual Statement (with the prescribed fee) within one (1) month after the date of each Annual General Meeting of the Association. The statement is a summary of the year's financial transactions. A penalty may be imposed on the Public Officer for financial transactions. A penalty may be imposed on the Public Officer for failure to lodge the form in the required time. If the Public Officer is not able to lodge the annual statement in time, a Form 11 – Application for Extension of Time for Holding Annual General Meeting or Lodging Statement (with the prescribed fee) setting out the reasons for the delay should be lodged before the due date. (section 27).
  - 3.1.4 The Public Officer must apply to the Commissioner for approval of a change of name within one (1) month after passing a special resolution to change the association's name. A Form 4 – Application for Approval for Change of Name must be lodged together with the prescribed fee. (section 14).
  - 3.1.5 After the passing of a special resolution altering the statement of objects or rules of an Incorporated Association, the Public Officer must lodge a Form 6 – Notice of Alteration of Objects or Rules (with the prescribed fee) setting out the particulars of the alteration. A penalty may be imposed on the Public Officer for failure to lodge the form in the required time. (section 20).
  - 3.1.6 The Public Officer has an obligation to bring all documents addressed to the Association to the attention of the committee as soon as practicable. This obligation continues for a period of twelve (12) months after a person has ceased to be the Public Officer. (section 63).



# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Returning Officer Policy*

### **1. RETURNING OFFICER:-**

- 1.1 Be appointed at the Annual General Meeting.
- 1.2 Not be a member of Council.
- 1.3 Not be eligible to stand for any position on BCNA Inc.
- 1.4 Receive all nominations for election. Nominations shall be forwarded in an envelope marked for the attention of the Returning Officer of BCNA Inc.
- 1.5 Be available for the Annual General Meeting in November and conduct the election of Office Bearers.
- 1.6 All correspondence for nomination of Office Bearers and Committees are to be sealed, addressed as follows and received by the due date and time:  
  
Returning Officer BCNA  
"Nomination form  
Mr, Mrs, Ms .....  
BCNA Inc.  
PO Box CP69  
Condell Park, NSW, 2200  
  
Then placed into a locked box at Deverall Park Club House
- 1.7 On receipt initial and date all envelopes so addressed.
- 1.8 These are to be opened within 72 hours of the nominated closing date by the returning officer in the presence of at least two (2) Executive Members.
- 1.9 Registrar will ascertain that all nominations/nominees are financial members of BCNA.
- 1.10 Check that all nominations have followed the correct format ie; nominator, seconder, have signed and the nominee has agreed and their resume has been attached.
- 1.11 Make a list of all conforming nominations received. Record all non-conforming nominations with reason they are not acceptable and notify nominee.
- 1.12 Conduct a draw for positions on the ballot papers in the presence of two (2) executive officers.
- 1.13 Attend the Annual General Meeting. When President declares all positions vacant, monitor the election, call for two non-voting persons to scrutinise any ballot.
- 1.14 Persons will be elected by majority of votes of those present and voting at the Annual General Meeting.
- 1.15 Hand meeting back to executive members to close meeting. New elected executive/members take over at the first general meeting after Annual General Meeting.
- 1.16 There is no proxy voting.

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Standing Orders*

1. The Chairperson shall:-
  - 1.1 Ensure that a quorum is present at all times throughout the meeting.
  - 1.2 Conduct the meeting in accordance with the Rules
  - 1.3 Ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
  - 1.4 Terminate any discussion which is not, at that time, relevant to the business before the meeting.
2. The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded and carried "that the chairperson's ruling be disagreed with". The mover may speak briefly in support of their motion and the Chairperson may explain why the ruling was given. The Chairperson takes a vote.
3. All members shall stand to address the Chair.
4. No Speaker shall speak for or against a motion more than once.
5. There shall be no limit to the number of speakers for or against a motion, provided the debate is still active, but if there is no speaker in opposition to the previous two (2) speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.
6. Any member may move that the motion "now be put" and if the motion is seconded and carried by a majority vote the motion or amendment before the meeting shall be put at once.
7. Any member may move that the meeting "now proceed to next business". This requires a seconder and shall be voted upon without discussion. If carried the original motion shall not be revived at the same meeting. If lost, the original motion shall be put without further discussion, except that the mover shall have the right of reply.
8. Any member may move that the motion before the chair be deferred.
9. A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.
10. Upon evidence of a mistake in the facts that have been presented to the meeting, or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.
11. An amendment which is a direct negative of the motion shall not be allowed.
12. An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise the right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment which is carried becomes the motion and is open for further amendment. The mover and seconder of the motion under discussion are not entitled to move or second amendments to it. If the mover is in agreement with any proposed amendment they can accept it and may seek leave to alter the motion accordingly.
13. No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting.
14. Voting on motions before the meeting shall be by voice or show of hands except that a secret ballot shall be taken if any one member requests it.

## **Policies and Procedures 2008**

15. Voting for all positions, other than casual sub-committees, shall be by secret ballot on the ballot paper printed and distributed by the Association and shall be decided as follows:-
  - 15.1 For positions to which only one person is to be elected, members shall vote for one candidate only. The candidate with the greatest number of votes shall be declared elected.
  - 15.2 For sub-committees or for positions to which more than one person is to be elected, one ballot shall be taken and members shall vote for the number of candidates required to fill the position or sub-committee. The candidates with the greatest number of votes shall be declared elected.

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Heat Policy*

### 1. HEAT POLICY

Where the temperature at Bankstown Airport (via internet weather channels) is over 35 degrees then the following should occur:-

1. Competition for 7's, 8's & 9's should be a shortened game of 2 x 7 minute halves with a 5 minute break at half time. Children should be encouraged to go to the sideline for drinks and/or water sprays (without leaving the court) and be allowed to wear a hat preferred to be in club colours but not compulsory.
2. Competition for all other junior games to be 4 x 7 minute quarters with a 5 minute break at each interval. Children should be encouraged to go to the sideline for drink and/or water spray (without leaving the court) and allowed to wear a hat preferred to be in club colours but not compulsory.
3. Competition for senior games to be 4 x 10 minute quarters with a 5 minute break at each interval. Players should be encouraged to go to the sideline for drink and/or water sprays without leaving the court.

## Policies and Procedures

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

### *Awards Policy*

#### AWARDS

1	Tracey Bird-Titmus Memorial Trophy	Trophy	March Past Winner of current year
2	Chris Byng Memorial Club Championship	Trophy	Number of premiership teams x 100 divided by number of teams registered in the whole club, as a percentage  Clubs must have a minimum of 3 teams to be eligible
3	Bankstown Sports Club Junior Club Award	Trophy	Number of premiership teams x 100 divided by number of teams registered in the club who play in the morning timeslots, as a percentage  Clubs must have a minimum of 3 teams to be eligible
4	Ron Lockwood Memorial A Grade Champions	Perpetual Trophy and replica Trophy	Senior "A" Grade Premiers for current year
5	Revesby Workers 10A Premier Award	Trophy	Premier 10A team for current year
6	Kath Fullagar Scholarships	Funding to NSW Umpires Camp	Up to 4 umpires in any one year. Umpires who have been talent identified with dedication and commitment.
8	Senior Umpires Achievement Award	Perpetual and replica Trophy	Senior who has achieved the highest badge in the year and provided outstanding service to umpiring, selected by the Umpires Committee.
9	Junior Umpires Achievement Award	Trophy	Up to 17 years of age who has provided outstanding service to umpiring selected by the Umpires Committee
10	Representative Umpire	An appropriate memento	Criteria for presentation to be reviewed bi-annually: <ul style="list-style-type: none"> <li>• 5 State League games (reserve allocations not included), or</li> <li>• Attendance at State &amp; State Age Championships, or</li> <li>• Attendance at either State or State Age Championships &amp; 3 State League games</li> </ul>
11	Umpires Convenor Award	Perpetual Trophy and suitable memento	Presented to the Club Convenor who has shown outstanding commitment and dedication in the role as selected by the Umpires Committee
12	Subsequent National Badge awarded	Embroidery on Jacket	Subsequent National Badge
13	Senior Team Coach	Perpetual and replica Trophy	To be selected by the Coaching Committee. Coach must be coaching in the afternoon

## Policies and Procedures

			timeslots. Must hold current accreditation. Clubs are invited to nominate by Round 8.
14	Senior Team Coach Encouragement Award	Individual Trophy	To be selected by the Coaching Committee. Coach must be coaching in the afternoon timeslots. Must hold current accreditation. Clubs are invited to nominate by Round 8.
15	Junior Team Coach Award	Perpetual and replica Trophy	To be selected by the Coaching Committee. Coach must be coaching junior teams in the morning timeslots. Must hold current accreditation. Clubs are invited to nominate by Round 8.
16	Junior Team Coach Encouragement Award	Individual Trophy	To be selected by the Coaching Committee. Coach must be coaching in the afternoon timeslots. Must hold current accreditation. Clubs are invited to nominate by Round 8.
17	Netta Coach Award	Perpetual and replica Trophy	To be selected by the Coaching Committee. Coach must be coaching 5-9 year olds. Must hold current accreditation. Clubs are invited to nominate by Round 8.
18	Netta Coach Encouragement Award	Individual Trophy	To be selected by the Coaching Committee. Coach must be coaching in the 5-9 year olds. Must hold current accreditation. Clubs are invited to nominate by Round 8.
19	BCNA Service Award	An appropriate memento	Outstanding service to BCNA Inc for a period greater than ten (10) years.
20	Representative Player 4 Year Service Award	Badge	Four (4) years service with BCNA Inc as a Representative Player.
21	Representative Player 10 Year Service Award	Badge	Ten (10) years service with BCNA Inc as a Representative Player.
22	20 year Service Award	An appropriate Memento	Registered BCNA Inc player and/or official for 20 years.
23	Awards will be provided in 5 yearly increments as required	An appropriate Memento	Registered BCNA Inc player and/or official for appropriate years

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Competition and Grading Policy*

### **1. COMPULSORY MEETINGS**

- 1.1 A compulsory meeting shall be held with all Club Secretaries and/or Registrars and/or one other club representative as set down in the BCNA Calendar of Events.
- 1.2 A compulsory meeting shall be held with all Club Umpires Convenors as set down in the BCNA Calendar of Events.

**Penalty:** Failure to attend either of these meetings will deem a Club ineligible to participate in the ensuing season. Upon appeal to the Executive, in writing, absence from the compulsory meetings will be given due consideration.

### **2. REGISTRATION**

- 2.1 Team registrations shall close on a date to be fixed by Council as per the AGM Calendar and shall be accompanied by a cheque for all fees due.
- 2.2 All new players to the Association up to and including 17 years of age as at 31<sup>st</sup> December in that playing year must produce evidence of their date of birth in the form of a birth certificate or passport.
- 2.3 To register players the following items are required to be submitted and authorised by the Club Secretary/Registrar.
  - 2.3.1 Team Registration Sheet on the appropriate form in duplicate.
  - 2.3.2 Registration Fees, cheque preferred.
  - 2.3.3 Uniform Sheet with colour samples if new or changed.
  - 2.3.4 Team Signature Card which shows:
    - 2.3.4.1 On the top line – Club, Team Number and Grade;
    - 2.3.4.2 In the body, within six columns:-
      - A list of team members, printed by a club official in block letters, in alphabetical order by Surname,
      - The player's name printed by the player
      - The player's signature
      - BCNA use only (3 columns) – to record the games played
  - 2.3.5 Date of Birth evidence, where applicable;
  - 2.3.6 Umpire Information Sheet
  - 2.3.7 Current Umpire Theory Certificate of any Coach responsible for a team 10 years and up, This shall hold for six (6) years.
- 2.4 Players
  - 2.4.1 Netta and Funnet players are those turning 5 to 8 years as at 31<sup>st</sup> December in that playing year.
  - 2.4.2 Players must be five (5) years of age as at 31<sup>st</sup> December of the year of play before they shall be permitted to participate.
  - 2.4.3 9 year old players, ie; those turning 9 years as at 31<sup>st</sup> December in that playing year shall pay the Netta rate, but the 9 year division shall play full rules with no points being awarded as per the Junior competition.

## **Policies and Procedures**

- 2.4.4 10 year old players, ie; those turning 10 years as at 31<sup>st</sup> December in that playing year shall pay the Netta rate, but play in the Junior competition level.
- 2.4.5 Junior players are 11 to 17 years as at 31<sup>st</sup> December in that playing year.
- 2.4.6 Senior players are 18 years and over as at 31<sup>st</sup> December in that playing year.
- 2.5 No Registrations will be taken on Round 1.
- 2.6 Registrations will be accepted at Deverall Park between the hours of 8.00am and 9.30am and 12.00 noon to 1.30pm.
- 2.7 No registrations will be accepted in the last three (3) rounds prior to semi finals.
- 2.8 All non-playing participants of Clubs must be registered with the BCNA Association. It is the Club Secretary/Registrar's responsibility to ensure that all playing and active non-playing members are registered with the Association.
- 2.9 Late Registrations
  - 2.9.1 No team registration will be accepted after Registration Day unless it takes the place of an existing bye after fixtures are completed.
  - 2.9.2 A player registered after a team has been graded must not drop more than two (2) grades from that Player's last grading.
  - 2.9.3 A player's grade will hold for two years
  - 2.9.4 Late registrations must not alter the complexion of the team as graded.
- 2.10 The maximum number of registered players per team is twelve (12).
- 2.11 All teams must have a minimum of five (5) players to be registered.

### **3. UNIFORM**

- 3.1 The registered uniform of the Association shall be exclusive to the Association.
- 3.2 Clubs, upon affiliation, shall register the uniform and colours to be worn by their teams.
- 3.3 Uniform and their colours shall be recorded in an Association Register.
- 3.4 All new clubs must seek Council approval prior to ordering their uniforms.
- 3.5 All existing clubs wishing to make alterations to uniform, colours and designs must seek Council approval prior to ordering.
- 3.6 Uniforms may be adapted to meet religious beliefs or medical conditions but must be consistent throughout the club and conform to the club colours. Association Executive approval must be sought for all adaptations.
- 3.7 Players in Club matches shall wear the registered uniform of the team to which they belong. At the beginning of the season an exception may be given if a club is having difficulties purchasing uniforms, however, a written request giving the reasons must be forwarded to the Executive.
- 3.8 Positional tags must be worn and no pins will be allowed.
- 3.9 If a Club does not register teams, upon written request, club colours shall be held for two (2) seasons.
- 3.10 Clubs registering in similar colours, the newest club shall wear appropriate positional tabs in alternative colours.



## Policies and Procedures

### 4. PLAYERS

- 4.1 No player shall play in a lower grade to that in which they are registered. A player from a lower grade may play in a higher grade.
- 4.2 If a player has played three (3) matches in the same higher graded team, then that player shall be considered a player of that team. In this instance, a Transfer Sheet must be completed and the player identification card returned to the Association for amendments.
- 4.3 A player may take part in a maximum of two (2) Association competition matches in any one (1) round with her or his club and clause 4.1 will apply.
- 4.4 An Association registered player may play in another Association and play in the BCNA competitions in the same day.
- 4.5 When more than one (1) team from a Club is graded in the same grade, Clubs shall not interchange players across that grade.
- 4.6 Up to twelve (12) players may be registered in any one (1) team. To be eligible for semi-finals, finals and grand finals, a player must take part in three (3) competitions games with the same team including games won on a forfeit, however the players included in the forfeited game must be registered prior to forfeit.
- 4.7 At all times the majority of players on the court must be from that team's registered players list.
- 4.8 A player registered with a Club who has not played a game with that Club, upon deregistration may be given a clearance to play with another Club in the Association competition.
- 4.9 A registered player, having played a game with a club, may not play with another club within the Association in the same season's competition.
- 4.10 Teams consisting of four (4) or more representative players will be graded into the highest division of at least one (1) age grade above. Grading is at the discretion of the Competition Committee. A "Representative Player" is defined as a player selected into a team to represent BCNA or any other Netball NSW affiliated Association in competitions outside the Association.
- 4.11 Players may be de-registered for:
  - 4.11.1 Medical reasons with a Medical Certificate;
  - 4.11.2 Extenuating circumstances at the discretion of the Association Executive.
- 4.12 To deregister up to three (3) players from any one team, letter/s from the Club Secretary stating the reason/s must be provided to the Association Secretary for consideration. Those players may be replaced.
- 4.13 A player failing to comply with the rules as set down in the Policies and Procedures document will lose two (2) competition points for their team.
- 4.14 A registered player may play in a higher grade.
  - 4.14.1 Fun Net, Netta Players and Junior Players to 13 years of age may play up to two years above their chronological age group and in the Junior Competition. Players 14 years and over may play in any higher Division.
  - 4.14.2 Teams with four (4) or more Representative players shall play where the Competition Committee allocates them.
  - 4.14.3 Representative teams playing in the Winter Competition shall play as allocated by the Competition Committee. Representative teams shall not play for points; however the opposing team shall receive two (2) points for a win and one (1) point for a draw.

## Policies and Procedures

### 5. COACHES

- 5.1 Obtain appropriate qualifications, this includes a current umpires theory pass if coaching teams 10 years and up and keep up to date with the latest coaching practices and the principles of growth and development of young people.

### 6. GRADING

- 6.1 Grading according to the information supplied on Team Registration Sheets shall be applied.
- 6.2 Competition Committee will grade and will consist of the Competition Convenor and six (6) elected Association members. No two (2) Competition Committee members shall be from the same club. The Umpires Convenor may attend in an advisory capacity.
- 6.3 Each Competition Committee member shall be given a copy of each team registration sheet with full details of previous year's competition results Clubs shall provide a list of Representative Players within their club, indicating the team for which they will represent the Association. They shall receive a break down of each division's final placing. The Representative Convenor is to supply details of selected representative players and their clubs. All of the above paperwork is to be provided to the committee members at least seven (7) days prior to grading.
- 6.4 The Winner of each division from the previous Winter Competition shall be moved to a higher division. Where appropriate the Runner Up of each division from the previous Winter Competition shall be moved to a higher division.
- 6.5 The Competition Committee shall, individually PRE-GRADE and then meet to officially grade all teams in each age/division.
- 6.6 Grading of teams shall be advised to Club Secretaries in writing by the Competition Convenor as soon as possible after Grading day. The clubs shall be given forty eight (48) hours to consider their grading and, if they so desire, shall submit IN WRITING their appeals or requests for clarification of grading/s.
- 6.7 If an individual player's registration is lodged after the completion of grading and, in the opinion of the Competition Committee, alters the grading of any team, then the Competition Committee will refuse that player's registration within that team.
- 6.8 Grading of teams for the Twilight and Masters Competitions shall be determined by paper grading.

### 7. GRADING APPEALS

- 7.1 Grading appeals will be decided by:-
  - 7.1.1 Two (2) Club members, nominated by their clubs, elected by Council at the AGM and one Executive Member, who shall be elected by the Executive, and who shall be the Chairperson.
  - 7.1.2 The Competition Convenor will attend in an advisory capacity.
  - 7.1.3 No two (2) members shall be from the same club.
  - 7.1.4 The Competition Convenor shall notify the club of the decision and the decision of this committee is final.
- 7.2 Following this meeting, the **Fixture** shall be prepared.

## Policies and Procedures

### 8. COMPETITIONS

- 8.1 The main competition of the Association shall be the Winter competition.
- 8.2 A Master's competition shall be conducted if sufficient registrations are received by the due date as set down in the Calendar of Events. These players shall be 26 years of age or over as at the 31<sup>st</sup> December in the year of play.
- 8.3 A Twilight competition shall be conducted if sufficient registrations are received by the due date as set down in the Calendar of Events. This may include Senior, Mixed, Junior and Netta players.
- 8.4 The Association shall conduct Netta games for players 5 years to 9 years of age as at 31<sup>st</sup> December of that year.

### 9. WINTER COMPETITION

- 9.1 Competition matches between teams shall be conducted in accordance with such regulations, as Council shall approve
- 9.2 Any match complaint/protest by a Team or an Umpire must:-
  - 9.2.1 Be recorded on the day;
  - 9.2.2 Have a full report signed by the Club Secretary or Club Official;
  - 9.2.3 Be in the hands of the Association Secretary as laid down by the Discipline Policy;
- 9.3 In the event of trouble on court, during games, only Umpires, Coaches, Managers or Club Officials are permitted to summon a Convenor or Executive member to courtside.
- 9.4 If, at the time appointed for commencement of the game, five (5) players of the team are present (refer section 4. Players, item 4.7), the game must commence on time.
- 9.5 If one (1) team has less than five (5) players, time allowed for late arrivals is five (5) minutes. If the team is still unable to field a team, then they forfeit the game.
- 9.6 When neither team has five (5) players present, the game is declared a "no game". No points shall be awarded.
- 9.7 Points           Maximum points shall be awarded in the Competition as follows:-

Win	3 points
Draw	1 point
Win on Forfeit	2 points
Bye	2 points
Loss	0 points
- 9.8 If play commences and is abandoned by Executive decision, the results shall be:-
  - 9.8.1 If play ceased before half time, the match shall be declared a non-game.
  - 9.8.2 If play ceased at or after half time the result shall be that recorded on the score card at the time the match is abandoned.
- 9.9 Games shall only be played in the order as set down in the calendar.
- 9.10 Blood Policy as per the AA Netball rules.
- 9.11 Cancelled deferred games;
  - 9.11.1 Should a round/s be cancelled due to unsafe playing condition/s or other reason/s as decided by the Executive, the following method of "Catch Up" will be applied.
    - 9.11.1.1 On the next available playing day, the first cancelled/deferred game will be played at the time for the following round as set down in the fixture for that round until half-time, then the game set down for that round will be played until full time, eg; round 8 is cancelled: on the next playing day games will be played at

## Policies and Procedures

round 9 timeslots with the 1<sup>st</sup> half being the round 8 fixture and the 2<sup>nd</sup> half being the round 9 fixture.

9.11.1.2 This process will continue until the rounds coincide with the season's calendar.

9.11.2 If a Junior Fixture is cancelled due to wet weather the Executive is empowered to play Seniors if possible. A final decision is to be made at 11.00am.

### 9.12 Score Cards

9.12.1 Players names to be legibly printed on the Score card prior to inspection by opposing team. Reserve players names are only printed on the Score card prior to taking the court. Failure to comply with this rule may result in a loss of competition points.

9.12.2 Players playing in a higher grade must indicate their registered team in the space provided on the score card prior to the end of the game.

**Penalty:** Loss of two (2) competition points by one (1) or both teams. The Executive shall have discretionary powers regarding the application of the penalty.

9.12.3 Both teams shall provide a Scorer, Scorers shall stand together on the sideline and away from other spectators. Scorers should also have a stop watch in their possession to take injury time.

9.12.4 Injury time should be taken by the Scorer and entered on the scorecard.

9.12.5 Suspensions shall be recorded by the Scorer and suspended player shall stand beside the Scorer for the full period of suspension.

9.12.6 All score cards must be signed by **both** Umpires, **both** Captains and **both** Scorers.

9.12.7 If a Captain or Scorer considers the score card incorrect they shall **NOT** sign it and immediately consult the Competition Convenor.

9.12.8 The winning team shall be responsible for returning the Score card to the Competition Convenor immediately at the conclusion of the game.

9.12.9 Injuries **must be** recorded on the back of score card.

### 9.13 Forfeits

9.13.1 Should a team be unable to compete in a competition match they shall notify the Competition Convenor no later than forty eight (48) hours prior to day of play.

9.13.2 Any team forfeiting three (3) matches shall be suspended for the remainder of season.

9.13.3 Any team forfeiting the last three (3) rounds of competition without justifiable cause will incur a fine of one hundred dollars (\$100.00).

9.13.4 A fine of one hundred dollars (\$100.00) per team shall be applied, where team/s are withdrawn without justifiable cause, after any given competition fixture has been set.

9.13.5 When teams receive a forfeit with prior notice, all players will automatically be credited with that game.

9.13.6 The team receiving the forfeit on the day of play shall, after waiting five (5) minutes for the opposing team to arrive, give the score card, with their present players' names printed on it, to the umpires for return to the clubhouse. The score card is to be signed by both umpires and the Captain.

9.13.7 A forfeit is for that day of play.

## Policies and Procedures

### 9.14 Inclement Weather

- 9.14.1 In the event of wet weather the Grounds Committee will inspect the courts to establish if the grounds are fit for play, taking into account the Association's "Duty of Care" to its members, and notify the Competition Convenor.
- 9.14.2 The Competition Convenor will notify the Clubs' Secretaries by a variety of means.
- 9.14.3 Junior and Netta decision will be made at 7.30am on day of play. Seniors will be decided at 11.00am.
- 9.14.4 Any game called off due to inclement weather will be played as "Catch Up" netball the next playing round.

### 9.15 Inclement Weather during the Final Series

- 9.15.1 If the Semi-Finals is rained out, then the Finals shall be played as 1 v 4 and 2 v 3.
- 9.15.2 If the Finals is rained out, then the winners of the semi-finals shall play in the Grand Finals.
- 9.15.3 If both the Semi-Finals and Finals are rained out, then 1 v 2 will become the Grand Finalists.
- 9.15.4 If the Grand Finals is rained out, it shall be played on an alternate date as set down in the Calendar at the AGM.
- 9.15.5 If the Alternate date for the Grand Finals is rained out, then from the teams remaining in the Final Series, the team who is placed highest on the ladder shall be declared the Premier Team.

### 9.16 Safe Playing Conditions

- 9.16.1 The Grounds Committee as a first priority will inspect the courts to establish if the grounds are fit for play taking into account the Association's "Duty of Care" to its members, and notify the Competition Convenor if there is a problem.
- 9.16.2 The Competition Convenor along with the executive shall have the discretionary power to interrupt games when she/he considers that members are placed in danger by continued play.

### 9.17 Timing of Games

- 9.17.1 The timing of all games shall be regulated by central control.
- 9.17.2 Matches shall be:
  - 9.17.2.1 Seniors 4 x 15 minute quarters, with 3 minutes between quarters and 5 minutes at half time;
  - 9.17.2.2 Juniors and Netta 4 x 10 minute quarters with 2 minutes between quarters and 5 minutes at half time.

### 9.18 Injury Time

- 9.18.1 Shall be played at the end of the game and timed by an individual timer on the sideline of the game.
- 9.18.2 No injury time shall be played on Catch Up matches.
- 9.18.3 The first stoppage for each team in each quarter or half shall be up to two (2) minutes from when time is held to decide whether an injured or ill player is fit to continue. For each subsequent stoppage for each team, the injured or ill player must leave the Court and has thirty (30) seconds to do so. The injury or illness must be treated courtside and not on the court. The injured or ill player may be substituted or the position may be left vacant. A maximum of five (5) minutes for any one game is to be played. Injury time is to be played at the end of the game. There shall be NO injury time played on "Catch-up" games.

## Policies and Procedures

### 9.19 Final Series

9.19.1 The Final Series consists of:

9.19.1.1 Semi-Finals, Finals and Grand Finals

9.19.1.2 The Grand Final will always be played on the last Saturday in August of any year and that the back up Grand Final will always be the first Saturday in September in that year.

9.19.2 Teams withdrawing without justifiable cause will forfeit their right to continue in the final series. The decision regarding this forfeit will be made by the Executive.

9.19.3 Competition shall consist of at least one (1) full round, plus Semi-Finals, Finals and Grand Finals. The teams with the four (4) highest points score totals will play:-

**Semi Finals** 1 v 2 and  
3 v 4

**Finals** The loser of 1 v 2 plays the winner of 3 v 4;

**Grand Finals** Winner of 1 v 2 moves straight to the Grand Final and plays the winner of the Finals

9.19.4 In the event of teams being on equal points their exact position shall be determined by goal average as follows:-

Number of goals for;  
Divided by number of goals against;  
Multiplied by one hundred (100);  
Divided by the number of games actually played

**Note:** If a team received a forfeit the game does not count.

9.19.5 Afternoon Semi Finals will be played in a maximum of three (3) timeslots at the discretion of the Executive. Finals and Grand Finals will be played in a maximum of two (2) timeslots at the discretion of the Executive.

### 9.19.6 Injury Time (In the Final Series)

9.19.6.1 The first stoppage for each team in each quarter or half shall be up to two (2) minutes from when time is held to decide whether an injured or ill player is fit to continue. For each subsequent stoppage for each team, the injured or ill player must leave the Court and has thirty (30) seconds to do so. The injury or illness must be treated courtside and not on the court. The injured or ill player may be substituted or the position may be left vacant. A maximum of five (5) minutes for any one game is to be played. Injury time is to be played at the end of the game. There shall be NO injury played on "Catch-up" games.

9.19.6.2 Notify Competition Convenor of the court number and length of time taken and that an Official is required.

9.19.6.3 When the final whistle blows, stop the ball until an Official is present to time the extra time.

9.19.6.4 Play will commence from where the ball was when play stopped.

9.19.6.5 A maximum of 5 minutes injury time shall be played.

### 9.19.7 In Semi-Finals and Finals

9.19.7.1 If after checking the score, it is equal at full-time, there shall be a two (2) minute interval. Substitutions and/or team changes are

## Policies and Procedures

permitted. The centre pass is taken by the team entitled to the next centre pass.

- 9.19.7.2 Extra time for Junior games shall consist of two (2) halves of five (5) minutes each, with an interval of one (1) minute at half time. Teams shall change ends at half time. Substitutions and/or team changes are permitted in both intervals. The centre pass is taken by the team entitled to the next centre pass.

During extra time, normal injury or illness procedures shall apply (refer NNSW rule 7.1). However, during the entire extra time the first stoppage for each team shall be up to two (2) minutes; each subsequent stoppage for each team shall not exceed thirty (30) seconds.

- 9.19.7.3 Extra time for Senior games shall consist of two (2) halves of seven (7) minutes each shall be played, with an interval of one (1) minute at half time. Teams change ends at half time. Substitutions and/or team changes are permitted in both intervals. The centre pass is taken by the team entitled to the next centre pass.

During extra time, normal injury or illness procedures shall apply (refer NNSW rule 7.1). However, during the entire extra time the first stoppage for each team shall be up to two (2) minutes; each subsequent stoppage for each team shall not exceed thirty (30) seconds.

- 9.19.7.4 In the event of extreme heat, the decision of the length of extra time to be played for each half shall be left to the association Executive. At half time an interval of 1 minute will be permitted. Substitutions and/or team changes are permitted. The centre pass is taken by the team entitled to the next centre pass.

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

### 9.19.8 In Grand Finals

- 9.19.8.1 If the score is equal at full time the teams will play for -  
Juniors - 3 minutes each way  
Seniors - 5 minutes each way

Where scores are still equal at the end of extra time, then teams play out until one team is 2 goals up so an outright Premier for the season can be declared.

### 9.20 Presentations

- 9.20.1 There shall be a maximum of 12 trophies for any premier or runner up team within the Winter Competition. Coaches and Managers will be recognised for their contribution.
- 9.20.2 Netta and Funnet players, Managers and Coaches will **all** be recognised in some form.
- 9.20.3 Perpetual Trophies shall be held by the winning club for the following year and returned to the Association in good order and condition prior to Round 13.

### 9.21 Umpires

- 9.21.1 All umpires in the Association must hold a current District or National Badge to control games for twelve (12) years and over.
- 9.21.2 All umpires in the Association must hold a current AA Section 1 Umpires Theory Pass. The definition of current, in relation to this clause will be for a period of six (6) years only.

## Policies and Procedures

- 9.21.3 The standard of umpiring badge required for each grade shall be decided each year at the compulsory Club Umpires Convenors' Meeting. This recommendation must be ratified at the following Council Meeting.
- 9.21.4 There shall be no substitute for Umpires once games have commenced, except in the case of illness or injury or removal by a competent authority because of inconsistency as defined by the Association Umpires Committee.
- 9.21.5 Umpires shall be neat and tidy in appearance and correctly wear:
- 9.21.5.1 Registered club uniforms or
  - 9.21.5.2 Club tracksuits or
  - 9.21.5.3 A combination of club uniform and club tracksuit or
  - 9.21.5.4 Whites
- Note: Shorts may only be worn by men
- 9.21.6 Each club competing in the Association's competition shall provide acceptable umpires. Failure to supply acceptable umpires may result in a fine of seventy five dollars (\$75.00).
- 9.21.7 Withdrawal of umpires allocated to the "Final Series" may incur a fine of one hundred dollars (\$100.00) except for extenuating circumstances which shall be in writing to the Secretary.
- 9.21.8 All clubs playing in the "Final Series" must supply the names of umpires with the standard of umpiring badge required for each team, equivalent to the number of teams playing from their club in the "Final Series". Variations to this rule may only be made at the discretion of the BCNA Umpires Convenor.
- 9.21.9 No official match shall be played without two (2) umpires.
- 9.21.10 Payment of all fines as set down by the Umpires Committee must be finalised seven (7) days after date of Invoice. Failure to comply will render that club ineligible to play until the payment has been finalised.
- 9.21.11 The Club Umpires' Convenor must be at least eighteen (18) years of age and:-
- 9.21.11.1 Hold a National Umpires Badge OR be a suitable substitute approved by the Association's Executive
  - 9.21.11.2 And hold a current AA Section 1 Umpires Theory Pass (by definition 6 years).

## 10. MASTERS COMPETITION

- 10.1 A Masters Competition Meeting will be held in February each year as set down in the Calendar of Events.
- 10.2 Decisions relating to divisions and the viability of the competition will be made at the February meeting.
- 10.3 Team Registrations shall be made on the appropriate form with all the required information supplied and accompanied by registration fees. Players must be twenty six (26) years or older as at 31<sup>st</sup> December in that playing year.
- 10.4 Players from other Associations must provide NSWNA registration number.
- 10.5 Upon registration, players shall sign a team card to be held by the Competition Convenor (*for insurance purposes and presentation*).
- 10.6 No players shall play in a lower grade to that in which they are registered. A player from a lower grade may play in a higher grade.
- 10.7 If that player has played three (3) matches in the same higher grade, they shall be considered a player of that team. In this instance, a transfer sheet must be completed and returned to the Association for amendments.



## Policies and Procedures

- 10.8 A player shall not take part in more than one (1) match per round.
- 10.9 When more than one (1) team from a club is graded in the same grade clubs shall not interchange players in that grade.
- 10.10 Up to twelve (12) players may be registered in any one (1) team. A player must take part in five (5) competitions games with the same team including games won on a forfeit to be eligible for presentation.
- 10.11 At all times, not less than five (5) players on the court, must be from that team's registered player's list.
- 10.12 Players may only be de-registered for:-
  - 10.12.1 Medical reasons with a medical certificate;
  - 10.12.2 Extenuating circumstances at the discretion of the Association Executive.
- 10.13 A team which does not abide by the rules as set down shall lose two (2) competition points.
- 10.14 Games cancelled by inclement weather will not be played and the competition will move onto the next round in the fixture.
- 10.15 All registrations must be passed on to the Association for registration with Netball NSW.
- 10.16 All monies to be passed on to the association Treasurer as soon as practicable.
- 10.17 Any match complaint or protest by a team or an umpire will be handled under the BCNA Discipline procedures.
- 10.18 Each registered player shall be entitled to recognition for playing.

### **11. TWILIGHT COMPETITION**

- 11.1 Conducted in the Spring/early Summer of the year at a date set down in the Annual Calendar of Events.
- 11.2 Competition matches between teams shall be governed by rulings agreed by Council.
- 11.3 A Twilight competition shall be conducted if sufficient registrations are received by the due date as set down in the Calendar of Events. This may include Senior, Mixed, Junior and Netta players.
- 11.4 All relevant information and forms will be distributed as set down in the Calendar of Events.
- 11.5 Such registrations to be made on the appropriate form accompanied by registration fees, with all required information.
- 11.6 Players from other Associations must provide NSWNA registration number.
- 11.7 Upon registration, players shall sign a team card to be held by the Competition Convenor (*for insurance purposes and presentation*).
- 11.8 All Players shall wear the complete uniform designated on registration form.
- 11.9 Paper grading according to the information supplied on the team registration form shall be applied by the Competition Committee as laid down.
- 11.10 Teams entering the Twilight competition must supply an acceptable umpire.
- 11.11 Upon registration, players shall sign a team card to be held by the Sub Committee Competition Convenor (*for insurance purposes and presentation*).
- 11.12 No players shall play in a lower grade to that in which they are registered. A player from a lower grade may play in a higher grade.
- 11.13 If that player has played three (3) matches in the same higher grade, they shall be considered a player of that team. In this instance, a transfer sheet must be completed and player identification card returned to Association for amendments.

## **Policies and Procedures**

- 11.14 A player shall not take part in more than one (1) team per time slot.
- 11.15 Up to twelve (12) players may be registered in any one (1) team.
- 11.16 At all times not less than five (5) players on the court must be from that team's registered players (ie; 5 original players plus 2 borrowed players).
- 11.17 Players may only be de-registered for:-
  - 11.17.1 Medical reasons with a medical certificate;
  - 11.17.2 Extenuating circumstances at the discretion of the Association Executive
- 11.18 A team who does not abide by the rules as set down shall lose two (2) competition points.
- 11.19 Games cancelled by inclement weather will not be played and the competition will move onto the next round in the fixture.
- 11.20 All registrations must be passed on to the Association for registration with Netball NSW.
- 11.21 All monies to be passed on to the Association Treasurer by the team or club, at time of registration.
- 11.22 Any match complaint or protest by a team or an umpire will be handled under the BCNA Discipline procedures.
- 11.23 Each registered player shall be entitled to recognition for playing.

### **12. NIGHT TIME USE OF COURTS**

- 12.1 Clubs wishing to have the use of the lights at Deverall Park must notify the Association Secretary of the day and times they require.
- 12.2 Association Secretary will allocate times and court number where available.
- 12.3 Association representative team training takes precedence over club training sessions.
- 12.4 Payment of fees will be required on presentation of accounts from the Association Treasurer.

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Representative Procedures and Selections*

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## **Policies and Procedures**

### **1. SELECTION COMMITTEE**

- 1.1 The Selection Committee shall be made up with qualified members.
- 1.2 There shall be two categories of Selectors
  - 1.2.1 Category A
    - 1.2.1.1 Hold a current development level Accreditation
    - 1.2.1.2 Held Development Level Accreditation for a minimum of five (5) years
    - 1.2.1.3 Been a Representative Coach with experience across both Seniors and Juniors
  - 1.2.2 Category B
    - 1.2.2.1 Held a current Development Level Accreditation for a minimum of three (3) years
    - 1.2.2.2 Been a coach with a minimum of three (3) years competition experience coaching teams in Divisions 11 years and above.
- 1.3 The Appointments Panel shall convoke panels of five (5) for each selection event and appoint the Convenor of the Panel.
- 1.4 Selectors appointed to a Selection Panel must sign a declaration that they have viewed, on at least 3 occasions, players likely to stand for selection and are able to invite players to trial.
- 1.5 Applications for the Selection Committee with credentials will close 31<sup>st</sup> July annually.
- 1.6 Only two (2) members of each panel can be registered members of the same club.
- 1.7 The Selection Committee shall be responsible for the selection of all Association's Representative Teams.
- 1.8 Selectors are to identify and select up to twelve (12) of the best athletes in the relative age groups to represent Bankstown City Netball Association to achieve consistent success. All committee members are to declare a conflict of interest.

### **2. PLAYER SELECTION PROCEDURES**

- 2.1 Association Secretary to circulate dates for selection and closing dates for nominations to the Association's affiliated Club Secretaries.
- 2.2 Treasurer to supply the Secretary with the names of all unfinancial members who are ineligible to trial for representation seven (7) days prior to the selection date.
- 2.3 Nomination forms with all relevant details to be collated and presented to the Association Secretary for verification of approval to trial.
- 2.4 Any correspondence relating to candidates inability to trial on the set date shall be presented to the Association Secretary and Representative Convenor for approval.
- 2.5 Candidates considered ineligible for selection will be notified.
- 2.6 State Age and State Championship teams may be selected by Category A and Category B Selectors
- 2.7 State League teams may only be selected by Category A Selectors.
- 2.8 Lists of approved candidates, together with their relevant correspondence will be supplied to the Representative Convenor and the Convenor of that Selection Panel.
- 2.9 The Representative Convenor shall list candidates in alphabetical order with their two preferred playing positions, allocate an identity number, and complete the game sheets for State Age and State Championship Selections.
- 2.10 At the selections, the Representative Convenor shall check off the players as they arrive and provide them with their allocated number.

## **Policies and Procedures**

- 2.11 Candidates will be trialled in each of their two nominated positions wearing their numbered identity tags for State Age and State Championship Selections.
- 2.12 Prior to final discussion, on the selection date, the coach elect may provide a list of ranked, preferred players to the Selection Convenor.
- 2.13 After players' trial there will be a final discussion by the Selection Panel taking into consideration all information presented in conjunction with court trials. Panels can be required to attend a second meeting to finalise the team. The selection process may go no later than 10.00pm.
- 2.14 After final selection the Selection Panel Convenor will present the name and the club of each successful candidate to the Representative Convenor and the Assistant Secretary for placement on the BCNA Website as soon as practicable.
- 2.15 The Representative Convenor shall provide the coach and manager with all the relevant information regarding the selected players.
- 2.16 Should any vacancy arise in a representative team, the Selection Convenor together with the coach shall select a substitute player. This selection must be ratified by the Executive.
- 2.17 This panel does not allow for the inclusion of ex-officio members due to reasons of confidentiality.

### **3. ASSOCIATION REPRESENTATIVES**

- 3.1 Association Representatives shall mean any player, coach, manager, umpire or association official accompanying a team entered in any NNSW organized carnival, competition or championship under Association name and colours.
- 3.2 Association Representatives shall wear the Association uniform as dictated by their position, when fulfilling their duties, but only when appearing in that capacity.
- 3.3 All Representative players shall be required to purchase, from the Association, a complete uniform that will consist of a current playing uniform, tracksuit and any other official apparel carrying the BCNA logo.
- 3.4 This uniform will remain the property of the player. The uniform must be presented in full in subsequent years to the Association. Any unsuitable part thereof must be replaced at the player's expense.
- 3.5 Medical history treatment permission forms issued to each player are to be returned on second training night after selection and shall be retained by the Team Manager.
- 3.6 All representative personnel ie; players, player's guardians, coaches, managers, umpires and administrators shall sign and be bound by the Association's Codes of Behaviour.
- 3.7 All senior and junior representative players must be financial prior to their appropriate State or State Age competition. State League and Squad players must be financial prior to 31<sup>st</sup> July each year. They will be unable to participate in any further competition.

### **4. SELECTION STATE AGE REPRESENTATIVE TEAMS**

- 4.1 Selections shall be held on dates as set down by the Association.
- 4.2 All financial members of the Netball NSW shall be eligible for selection in teams representing the Association.
- 4.3 Any player under the age of eighteen (18) years must have written consent of a parent and/or guardian.
- 4.4 All selected players shall be bound by the conditions laid down by the Association.
- 4.5 All players representing the Association must attend an annual, compulsory rules discussion. The Executive committee may grant an exemption in the event of extenuating circumstances.
- 4.6 Selected players must play in their BCNA Club's top team for that age group or higher.

## **Policies and Procedures**

- 4.7 State Age Championship teams may be selected by Category A and Category B Selectors.
- 4.8 State Age Selections will be held in 2 phases:
  - 4.8.1 Selection panels will select a squad of players who will receive training with the appointed State Age Coach and/or Squad Coach at a time set by the Coaches.
  - 4.8.2 Phase 2 will be held in February of the year of competition and the Selection Panels will select up to twelve (12) of the best athletes in the relative age groups to represent Bankstown City Netball Association to achieve consistent success.
  - 4.8.3 Players not selected in the State Age team in 12 and 13 years only will form the Train on Squads should there be sufficient talent and coaches.

### **5. SELECTION OF STATE CHAMPIONSHIP AND INTER-DISTRICT REPRESENTATIVE TEAMS**

- 5.1 Selections shall be held on dates set down by the Association.
- 5.2 All financial members of Netball NSW shall be eligible for selection in teams representing the Association.
- 5.3 Any player under the age of eighteen (18) years must have written consent of a parent and/or guardian.
- 5.4 All selected players shall be bound by the conditions laid down by the Association.
- 5.5 All players representing the Association must attend an annual, compulsory rules discussion. The Executive Committee may grant an exemption in the event of extenuating circumstances.
- 5.6 Selected players must play in their BCNA Club's top team if selected in State Championship 17s, 21s or Opens teams.
- 5.7 State Championship teams may be selected by Category A and Category B Selectors.
- 5.8 An Inter-district player must become a current financial member of the Association. Fees, as set by the Association each year, shall be paid by the player to their respective BCNA club.

### **6. SELECTION OF REPRESENTATIVE STATE LEAGUE**

- 6.1 Selections shall be held on dates as set down by the Association.
- 6.2 Players wishing to stand for selection shall submit their names and credentials to Association Secretary by a date to be decided each year.
- 6.3 All correspondence regarding selections shall be addressed to the Association Secretary.
- 6.4 All selected players shall be bound by conditions laid down by the Association.
- 6.5 A State League player must become a current financial member of the Association. Fees, as set by the Association each year, shall be paid by the player to their respective BCNA club prior to BCNA's annual Registration Day.
- 6.6 The Association has first call on players selected. Players may only play for a club team when not required for State League.
- 6.7 Any State League player who comes back to play club netball can only return to the highest senior team in that club during that season.
- 6.8 State League teams may only be selected by Category A selectors.
- 6.9 State League will be selected in three (3) phases:-
  - 6.9.1 Phase 1 all players except players with Division 4 or higher status attend.
  - 6.9.2 Phase 2 all players with Division 4 State League status or higher together with up to 12 players selected from phase 1 attend.
  - 6.9.3 BCNA State League team 1 is announced and the players must accept within seven (7) days in writing accompanied by a non-refundable \$100.

## **Policies and Procedures**

- 6.9.4 Phase 3 all remaining non-selected players from phase 1 and phase 2 are eligible for selection for the remaining State League teams. These may be paper graded and the players must accept within seven (7) days in writing accompanied by a non-refundable \$100.

### **7. SELECTION OF TRAIN ON SQUADS**

- 7.1 Be selected annually for 11, 12 and 13 years only, should there be sufficient talent and coaches.
- 7.2 Hire a uniform from the Association in green and gold, but not the BCNA Association Representative uniform.
- 7.3 Train once (1) per week under the Appointments Panel selected coach.
- 7.4 Attend four (4) NNSW Affiliated Association Carnivals annually.
- 7.5 Cease training the week prior to their 4<sup>th</sup> carnival.
- 7.6 Are not considered as Representative Players for BCNA grading purposes.

### **8. RESPONSIBILITIES OF REPRESENTATIVE PLAYERS**

- 8.1 Sign the appropriate form drawn up by the Association setting out conditions of selection.
- 8.2 Obtain the written consent of their parent or guardian if under eighteen (18) years of age.
- 8.3 Carry out training set by the coach and attend coaching sessions approved of by the Association.
- 8.4 Must attend a compulsory rules discussion night.
- 8.5 Refrain from using mobile phones, tablets or other devices while training, playing gala days and State Age.
- 8.6 Return in good order and condition any Association property.
- 8.7 Report immediately to the manager or coach any condition which may affect her play.
- 8.8 Supply to the manager a Certificate from a professionally recognised and qualified treatment provider in the event that she is unable to participate in training or playing due to injury or illness, and supply to the manager a Clearance Certificate before recommencing training.
- 8.9 Attend all representative commitments in uniform, as an observer if injured.
- 8.10 Be subject to replacement if she breaches the Code of Conduct or Standard of Commitment documents.
- 8.11 Must not play or have any active involvement with another NNSW affiliated Netball Association at representative level in that current representative year.

### **9. APPOINTMENTS PANEL**

- 9.1 An Appointments Panel shall be formed annually to select representative managers, coaches, assistant coaches and selection committee.
- 9.2 The Appointments Panel shall consist of five (5) members consisting of:-
  - 9.2.1 One (1) executive member, elected by the Executive.
  - 9.2.2 Four (4) accredited coaches nominated by the clubs and selected by the Executive.
- 9.3 Managers, Coaches, Assistant Coaches and their immediate families will be deemed ineligible for the Appointments Panel if:-
  - 9.3.1 Applying for representative positions
  - 9.3.2 They play or have active involvement with another NNSW affiliated association at representative level

## **Policies and Procedures**

- 9.3.3 They have an immediate family member under 18 years playing for another NNSW affiliated Netball Association at representative level.
- 9.4 Nomination forms accompanied by credentials must be in the hands of the Secretary by 5.00pm on 31<sup>st</sup> July.
- 9.5 Representative experience as either a coach, player or manager would be preferred.

### **10. REPRESENTATIVE COACHES**

- 10.1 State League – State – State Age – Inter District – Squads
- 10.2 The Appointments Panel will appoint the representative coaches.
- 10.3 Application for representative coaches, with credentials, shall be in the hands of the Association Secretary on 31<sup>st</sup> July.
- 10.4 Candidates for the position of coach for a representative team must hold a current AA Development Level Coaching Accreditation or higher and hold a current Section 1 umpires theory pass. The definition of “current” in relation to this clause is six (6) years.
- 10.5 Association representative coach and manager may coach/manage one (1) only team in one (1) calendar year excluding summer run competitions. An exception to this clause may be at the discretion of the Appointments Panel; however no coach may take both a senior and junior team in the one season.
- 10.6 Initial calls for representative coaches shall be taken from nominations within BCNA. On failure to secure any positions a second call shall be taken from any NSW affiliated member.
- 10.7 Representative coaches must not coach, play or have any active involvement with another NNSW Affiliated Netball Association at representative level in that current representative year.
- 10.8 Applications for Representative Managers with credentials shall be provided to Association Secretary when called for.
- 10.9 Must provide BCNA Executive with a factual written assessment of no more than half a page per player, including attitude, skills, participation and commitment.
- 10.10 Junior Representative Coaches are members of the Coaching Committee.

### **11. REPRESENTATIVE CONVENOR**

- 11.1 Be responsible for the completion, prior to the Championships or carnival, of all arrangements concerning representative teams.
- 11.2 Prepare appropriate memos for members of the teams clearly stating what is expected of them in relation to their commitments to the Association, team behaviour, uniform, finances, training, casual and formal dress and any other relevant information.
- 11.3 Arrange for any treatment necessary in the event of injury or illness in consultation with the coach and ensure that the coach receives any reports from the medical person concerned.
- 11.4 Obtain the local telephone numbers for medical and dental services while travelling.
- 11.5 Submit reports to Council during the term of her appointment as requested.



# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *Documents and Forms*

Documents and Forms are available on the BCNA Website or from the Secretary

[www.bankstowncitynetball.com](http://www.bankstowncitynetball.com)

# BANKSTOWN CITY NETBALL ASSOCIATION INC.

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## *NSW Policies Adopted by BCNA*

The policies adopted by BCNA from Netball NSW are held in the Member Protection Policy.

Policy position statements are:-

1. Child Protection Policy
2. Anti-Discrimination and Harrassment Policy
3. Sexual Relationships Policy
4. Pregnancy Policy
5. Gender Identity Policy
6. Anti-Doping Policy

These policies are available from the Secretary.