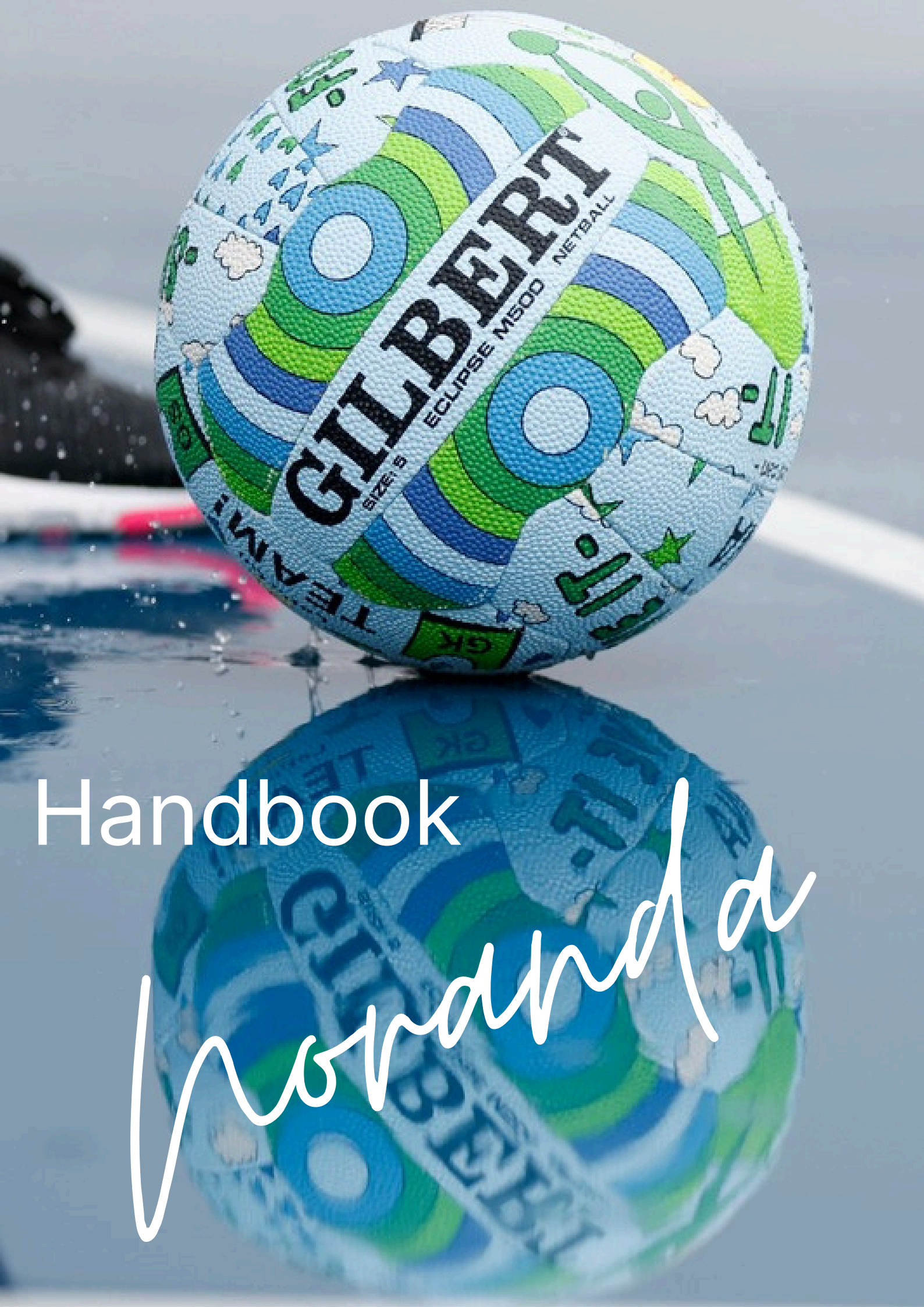

Handbook

Norandа

Contents

Management Committee....4
Association Contacts....4
Office hours....4
Abbreviations....5
List of Definitions....5
Fines....5
Adornment Policy....5
Annual Report....5
Behaviour Points (B-Points)....5
Calendar....6
Clubroom / Court Hire....6
Code of Conduct....6
Competitions....6
NetSetGO....6
NetSetGo Age Restriction Policy....6
NetSetGo Modified Rules Overview....6
NetSetGo Starter Coach Manual....6
NetSetGo Umpire Handbook....7
Junior Competition....7
Senior Competition....7
Mixed Competition....7
Boys Playing....7
Complaint / Incident Handling Procedure....7
Concussions....8
Constitution....8
Court Map....8
Court Clean-up....8
Delegates Meetings....8
Deregistration....8
Division 1 Game Day Setup....8
Finals....9
Finals Eligibility....9
First Aid....9
Fixtures....9
Forfeiting a Game....10
Junior & Senior....10
NSG....10
Spring....10
Game Vouchers....10
Grading....10
Injury Court....11

0428 024 687
PO Box 492, Morley 6943
competition@norandana.com.au

Life Member Award....11
Parking Map....11
Photography / Videoing....11
Policies....11
Pregnancy Policy....11
Playing Up....11
Proof of Age....12
Protests....12
Registration & Affiliation....12
Rescheduling Games....12
Rolling Substitutions....13
Sausage Sizzle....13
Scorers & Timekeepers....13
Scorecards....13
Shop....14
Smoking....14
Spring Competition....14
Transfer of Players....14
Umpires....14
Club/Team Responsibilities....15
Guidelines & Recommended Payments for Clubs....15
Dress Code....15
Finals Allocations....15
Green Shirt Program and Umpiring Squad....15
Umpiring Squad Payments....15
Unfinancial Clubs / Players....16
Uniforms....16
Exemptions....16
NSG....16
Volunteers....17
Weather....17
Working with Children Check....17

0428 024 687
PO Box 492, Morley 6943
competition@norandana.com.au

Management Committee

President	Janice Clamp
Vice President	Gordon Taylor
Association Development Officer	Laura Moulton
Association Umpiring Development Officer	Position Vacant
Bench Official & Statistician Coordinator	Lana Viska
Canteen Coordinator	Karen Kenny
Competition Coordinator	Calla Loiacono
Events Coordinator	Melanie Symcox
General Committee Member	Position Vacant

Association Contacts

All communications with the Association must come via the Clubs President and should be channeled through the Competition Administrator. Email is the preferred, method of contact.

Office Hours

The office is attended on Fridays between 9:30am – 12:00pm during the winter season. Please note this is subject to change.

Competition Administrator – Amanda Hughes

Phone: 0428 024 687

Website: norandana.com.au

Committee President	president@norandana.com.au
Competition Administrator	competition@norandana.com.au
Bookings	bookings@norandana.com.au
Boys Netball	boysnetball@norandana.com.au
Canteen	canteen@norandana.com.au
Development	development@norandana.com.au
Competition Coordinator	netball@norandana.com.au
Finance	admin@norandana.com.au
No Limits	nolimits@norandana.com.au
Umpiring	umpiring@norandana.com.au

Members of the Management Committee are in attendance on Friday nights and Saturdays during the Winter Competition, and Wednesday nights during the Spring Competition. If you need to address an issue, ask at the office and a committee member will be located for you.

Abbreviations

AGM	Annual General Meeting
ADO	Association Development Officer
AUDO	Association Umpiring Development Officer
COB	City of Bayswater
SGV / CGV	Single Game Voucher / Casual Game Voucher
NNA	Noranda Netball Association
NSG	NetSetGO

List of Definitions

NSG Player	A player turning 7, 8, 9 or 10 in that calendar year
Junior Player	A player turning 11 – 17 in that calendar year
Senior Player	A player turning 18+ in that calendar year
Affiliate	A club or individual team that registers with NNA

Fines

Fine	Penalty
Fine #1	$50
Fine #2	$50 plus 2 premiership points

Adornment Policy

The Adornments Policy outlines the rules regarding jewellery, glasses, fingernails, and medical or assistive devices.

You can view the full policy on our **website.**

Annual Report

The Association's Annual Report will be made available to members at the following year's AGM.

You can find a copy of this on our **website.**

Behaviour Points (B-Points)

The Junior Behavioural Policy emphasises that game day behaviour is as important as match outcomes. It encourages teams to exhibit positive conduct, ultimately contributing to a more enjoyable netball experience.

All players, coaches and spectators in the Junior Competition must abide by the B-Points policy, which can be found on our website.

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competition@norandana.com.au

Calendar

The Association Calendar can be found on our **website.**

Clubroom / Court Hire

Noranda Netball Association leases the clubrooms and courts from the City of Bayswater. The following process is required to book the clubrooms or courts:

- An email will be sent to all affiliates in January each year requesting submissions for court, clubroom hire and fundraising bookings.
- The committee will set court and clubroom hire fees annually and advise affiliates.
- A Booking Form needs to be completed and sent to the Competition Administrator.
- This form can be downloaded from our **website.**

Code of Conduct

Anyone who enters the Sue Belcher Netball Centre and associated areas must abide by the Code of Conduct, which can be found on our **website.**

This code of conduct extends to players, umpires, coaches, guardians, spectators and officials.

Competitions

NetSetGO

NetSetGO (Netskills) is for players who are turning 5, 6 or 7 in that calendar year.
NetSetGO (Set) is for players who are turning 7 or 8 in that calendar year.
NetSetGO (GO) is for players who are turning 9 or 10 in that calendar year.

NOTE: No Exemptions to the above age groups are permitted including no playing up or down within the Set and Go Divisions

Please email the Association for more information about the program and dates.

NetSetGo Age Restriction Policy

The NetSetGo Age Restriction Policy is available on our **website.**

NetSetGo Modified Rules Overview

An overview of the NSG Modified Rules is available on our **website.**

NetSetGo Starter Coach Manual

The NSG Starter Coach Manual is available on our **website.**

NetSetGo Umpire Handbook

The NSG Umpire Handbook is available on our **website.**

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Junior Competition

The Association will run a junior competition for players turning 11 to 17 years old in that calendar year. Game times may vary each season based on the operational needs of the Association.

The following age restrictions apply to each division:

- 12s & Under Division: Players who are turning 11 or 12 in the calendar year
- 18s & Under Division: Players who are turning 11-18 in the calendar year

Clubs that register junior players outside the specified age range will have those teams automatically placed into a grade that aligns with the appropriate age requirements.

Senior Competition

The Association will run a senior competition. Times will vary from season to season to suit the operational requirements of the Association.

Mixed Competition

The Association will run mixed competition for girls and boys turning 13 - 15 years old in that calendar year. These games will be played on Friday night and times will be advised. There will be no age exemptions considered for this competition.

Boys Playing

Boys who are turning 12 or under in that calendar year are welcome to play in the Junior competition. NNA aligns with Netball Australia's Junior Sport Policy found here.

Complaint / Incident Handling Procedure

The procedure applies to the following members and individuals:

- Players
- Coaches (including assistant coaches)
- Umpires and any other official, or clubs.
- Spectators will be deemed as being associated with the club they are supporting at the time of any incident.

Any incidents that occur within the boundaries of NNA must be reported on the incident report form, which can be downloaded from our website or collected from the office. This form must be delivered or emailed to competition@norandana.com.au no later than 48 hours after the incident. Only incidents submitted on the correct form will be accepted.

All submitted incidents must be submitted by the club president and will be assessed by the Association president and will be:

- Dealt with immediately by the committee if deemed urgent; or
- Raised at the next NNA committee meeting.
- Incidents will be responded to and dealt with accordingly.

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Concussions

NNA adheres to the NetballWA Concussion Policy found **here.**

Constitution

The NNA Constitution is available on our **website.**

Court Map

A map of the courts is available on our **website.**

Court Clean-up

A weekly cleaning roster for all clubs will be issued at the beginning of the season. The rostered clubs will be responsible for ensuring that all 16 courts have been cleared of all rubbish, and that any lost property is handed in to the match office. Clubs that fail to clean up the courts on their rostered day will incur fine #1.

Delegates Meetings

The Association will host delegates meetings as required throughout the season. Delegates meetings are held after the AGM in February each year. Any additional delegates meetings will be communicated to affiliates. Affiliates will be requested to send one representative to the meeting. Any affiliates who do not send a representative to a delegates meeting will incur fine #1.

Deregistrations

Deregistration forms are found on our **website**, clubs please email completed forms to competition@norandana.com.au. Forms received directly from players will not be processed.
Winter Season cut-off date for deregistration is 28th April each calendar year.
Spring Season cut-off date for deregistration is 20th October each calendar year. Team Managers to submit Spring deregistration forms.
Forms received after the above dates will not be processed.

Division 1 Game Day Setup

Division 1 games will be allocated a spare court for spectators to sit. No spectators are to be seated on the Official/Bench side of the court, including the goal lines.

A maximum of five (5) officials may be present on the team bench, i.e. Coach, Assistant Coach, Team Manager, and two (2) other team personnel.

Team Benches are to be set up in the goal third of their allocated side (Home or Away) and away from the tram lines on the side of the court.

Division One Teams are not required to supply bench officials. Scorer/Timer to be supplied by the Association.

Finals

After the completion of the last round of the season, PlayHQ will be updated with the fixtures of the teams who have progressed through to finals.

All teams playing in finals must update their squad lists by logging into PlayHQ by 12:00pm on the Tuesday prior to each final.

All finals must be played on the date and time scheduled by NNA unless otherwise advised. No reschedules will be accepted. All teams will be notified of game times no later than 12:00pm on the Wednesday before the final. These game times may differ from the regular timeslots used throughout the season.

Finals Eligibility

To be eligible to participate in finals per competition (Friday and Saturday Competitions are separate), a player must have competed in a minimum **five (5) games** on **five (5) separate** dates during the season.

These games may be played at any point throughout the season.

No exemptions will be granted to players who have participated in fewer than five (5) games, regardless of the reason.

Games played under Single Game Voucher (SGV) or Casual Game Voucher (CGV) count towards finals eligibility in accordance with the Game Voucher Policy, provided these games are played for the same club.

First Aid

Noranda Netball Association no longer has a designated First Aid Officer or first aid room.

Ice, band-aids and a wheelchair are available from the match office on game days.

Clubs are responsible for ensuring their teams have a first aid kit in their coaches/team bags for matches and training sessions.

If an injured player is unable to be moved during a game, the umpires will instruct players and move the game to another court if one is available. Confirmation of available court can be made by sending someone to enquire at the office.

Injury Report Forms are available on our **website** or from the office, this form needs to be completed and either handed to office before leaving Noranda Netball Association or emailed to **competition@norandana.com.au** within 2 days of injury occurring. Any injuries sustained during training sessions must also be reported to NNA using the Injury Report Form. As per Association requirements Injury Report forms must be received by Competition Administrator before Insurance Forms can be signed by the Association President. Insurance forms will not be signed where no Injury Report form has been received.

Fixtures

Fixtures and match results for all competitions will be made available on **PlayHQ**. The association will advise when fixtures are live before the start of a competition and after regrading.

Forfeiting a Game

Junior & Senior

A team needing to forfeit a game must email the Competition Administrator by no later than 12:00pm on the Friday prior to the scheduled match. Failure to contact the Association Administrator before the above time will incur fine #2.

The fine must be paid prior to the team's next fixtured game. The team will not earn premiership points until paid.

NSG & Mixed Competition (Friday)

Forfeits for NSG and Mixed Competition games Friday nights are required by 12:00pm on the Thursday prior to the scheduled match.

The fine must be paid prior to the team's next fixtured game. The team will not earn premiership points until paid.

Spring

Forfeits are discouraged due to the short length of the spring competition. Teams should advise the Association when nominating, of any events that will prevent the team participating in the Spring Competition. Where possible, alternate games for affected opposition teams will be arranged.

Game Vouchers

The Single Game and Casual Game Vouchers Policy is available on our **website.**

Grading

The Association will determine the process for grading at the annual planning meeting. The process of which grading will take place will be communicated to all affiliates in February.

At the discretion of the committee, the Association may regrade after round 3 and/or round 5. If changes are made to any grades, scores will start back at 0. Grades that are not affected by any regrading will continue without change. An 8 key fixture, if re-graded, will be changed after the fifth playing date.

Injury Court

If an injury is sustained to a player or umpire whereby the game cannot proceed on that court, the game will be moved to the injury court. Please refer to the administration office for the injury court as it will change depending on the timeslot/availability. The injury court will be coordinated by the umpires of the game.

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Life Member Award

Life member nominations must be submitted through the Life Member Nomination Form, which is available on our **website.**

The Life Member Policy is available on our **website**.

Parking Map

A map of available parking around the courts can be found on our **website**.

Photography / Videoing

NNA aligns with the Position Statement published by Netball Australia in relation to taking photos of children which can be found **here**.

Scorecards marked with green dots indicate that photography and videography is permitted on that game. Photography and videography is strictly prohibited on games without a green dot on the scorecard.

Policies

View our full list of policies on our **website**.

Pregnancy Policy

NNA aligns with the Netball Australia Pregnancy in Netball Policy, which can be found **here**.

Playing Up

A player is permitted to play up in a higher team for up to two games, which can either consist of two different teams or the same team twice. These teams must be within the affiliate the player is registered with. When a player plays a third match for a higher team, they must stay in the team that they play their third match for. If a division has two teams from the same affiliate, players from those teams cannot play in another team in the same division or a lower division.

If a player plays in a team that is lower, both teams involved (the team the player plays for and the team the player plays down in) will incur fine #2.

The Association records player eligibility for finals and playing statistics (as captured in PlayHQ) from the first game of the season. Affiliates may finalise teams during the first two games of the season, during which players may move up or down a grade without penalty. Playing up rules will apply from Round 3 onwards.

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Proof of Age

NNA may request a birth certificate or ID to confirm a player's age if required.

Protests

A team wishing to protest shall notify the captain of the opposing team that a protest will be lodged at the conclusion of the game. Lodgement of protest needs to be in writing to the Association President prior to leaving the ground. A protest fee of $20 is required to be paid within 48 hours of the match. No protest will go ahead without payment of the fee.

A meeting to deal with the protest will be on the Tuesday following the match at the Association clubrooms. The Administrator shall ensure that both teams are notified of the protest meeting. Both teams must be represented. The Protest Committee's decision will be final. Should the protest be upheld the fee will be refunded.

Registration & Affiliation

Each team or club that registers with NNA is required to:

- Complete all registration forms by the specified dates stipulated by the Association via PlayHQ;
- Late team registrations will be placed on a waitlist;
- Register a minimum of seven players in each team submitted;
- All clubs that enter one or more teams into the Winter competition are required to number them in strength order with '1' being the strongest team;
- Invoices issued for Fee Assistance Vouchers must be paid in full within 14 days. Outstanding Invoices will deem clubs unfinancial and a 10% surcharge and no points in any games until full payment is received.
- Provide the Association with two contacts for the club or team which will include a phone number, email address and the position they hold.

Rescheduling Games

No reschedules will be considered for any NetSetGo or Junior games due to the lack of court availability. The association recommends clubs use players from their lower grades, SGVs or CGVs if required.

The association, in extenuating circumstances, will consider rescheduling senior games if request is received 4 weeks prior to the scheduled game.

If a rescheduled game is approved by the committee, it will be up to the two teams to agree on a reschedule date and time which must be played prior to the next round. This will then need to be approved by the committee.

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Rolling Substitutions

A rolling substitution is the substitution of an on-court player with an off-court player during the game. There is no stoppage, and the substitution must be immediate. If there is a delay in the substitution, the player re-entering the court will be deemed a late player, defined in rule 3.8 of the Rules of Netball.

A rolling substitution can take place at any time in the game as long as it does not infringe the rules. Substitutes must observe the offside rule, not delay the play, not interfere with the umpire and have the correct number of players on court after the substitution.

Rolling substitutions do not replace substitutions made in stoppages or injury time - these are still legal substitutions.

Sausage Sizzle

Information about our Sausage Sizzle fundraiser for clubs is available on our website.

Scorers & Timekeepers

Each team must provide a competent official for their role: the first-named team supplies a Scorer, and the second-named team supplies either a Timekeeper (for individually timed games) or a Scorer Checker (for centrally timed games).

Centrally Timed Games Include:

- All NetSetGo grades – played Fridays at 5.15pm & 6.15pm
- All 12 & Under grades – played Saturdays at 8.30am

Individually Timed Games Include:

- All other Junior and Senior grades – played Saturdays at 10.15am, 12pm, 1.45pm & 3.30pm

Timekeepers must bring an appropriate countdown timer (not a mobile phone) showing minutes, seconds, and an alarm. All officials must remain in the dedicated scorer and timekeeper boxes marked on the courts for the duration of the game, and the scorecard must stay there until the game ends and is signed by both team captains, officials, and umpires.

The full guidelines for Scorers and Timekeepers including responsibilities and instructions are available on our **website.**

Scorecards

The team mentioned first will be required to collect the scorecard from the administration office and complete the starting positions for their team. The scorecard must be handed to the opposition no later than five minutes before the game commences for it to be completed. All players who take the court must have a position recorded against their name for all four quarters.

Scorecards will not be accepted if all four quarters of positions have not been completed. Players who do not have a position recorded against their name will not:

1. Be covered for insurance; or
2. Be recorded for finals eligibility.

Any new registrations, players playing up and SGV's must be recorded on the back of the scorecard prior to the commencement of the game. Any team that allows a player to take the court without being registered will incur fine #2. Umpires must check to ensure any additional players are listed on scorecard prior to commencement of game.

At the completion of the game, the winning team must submit the scorecard to the front office. An example of a completed scorecard is available on our **website.**

Shop

The association shop can be found on **PlayHQ**. Development uniforms, umpiring uniforms and equipment and other NNA merchandise can be purchased here.

Smoking

Smoking or vaping is not permitted in or around the Sue Belcher Netball Centre.

Social Media

Website	www.norandana.com.au
Facebook	Noranda Netball Association
Instagram	@norandanetballassociation

Spring Competition

NNA will run a spring competition annually commencing in October. Dates, nomination forms and registration fees will be released by the Association in August of each season.

Transfer of Players

Players can transfer between clubs before the 30th of June, although this is not encouraged once the season commences. Each club will have their own policies relating to fee refunds if a player does transfer.

Umpires

Club/Team Responsibilities

Each club or team will be responsible for allocating an umpire for their match, unless the division is covered by Noranda Umpire Squad. The divisions covered by the Umpire Squad will be communicated to clubs at the start of the season and after regrading.

If a club umpire fails to attend a game, a substitute must be found through the club's Umpire Coordinator. Failure to provide an umpire after ten minutes of the scheduled start time will mean the game will result in a forfeit and the club will incur fine #2. All games must have two (2) umpires per court to proceed.

Clubs/teams are responsible for:

- Providing an umpire for their own games;
- Supervision of inexperienced umpires; and
- Allocating games suitable to the umpires' level of experience.

Guidelines & Recommended Payments for Clubs

The association has provided guidelines for club umpire coordinators regarding allocations, education and WWC requirements, as well as a recommended payment structure that all clubs are encouraged to follow. This is available on our **website.**

Dress Code

To ensure they are easily identifiable, umpires must wear a white shirt or jacket, along with a black or white skirt or shorts. In wet weather, umpires may also wear a white or clear rain jacket.

No club uniforms to be visible whilst umpiring.

Any club whose umpire/s do not adhere to the dress code will incur Fine #1

Finals Allocations

The Umpiring Squad will provide umpires for all games throughout the duration of finals.

Green Shirt Program and Umpiring Squad

These programs will result in umpires being allocated to cover all games for certain grades during the winter season. The Association will advise which grades will be covered and as such the club shall not need to allocate their own umpire to these games.

Umpiring Squad Payments

During the regular season, squad umpiring payments will be paid within seven (7) days after every two rounds (allowing for Byes). Completed and signed Statement by Supplier forms must be emailed to umpiring@norandana.com.au prior to the commencement of the first round. Payments will be to the nominated bank account.

Any Umpiring for Noranda during the final's series will be paid after the Grand Finals.

Payment penalties may apply to squad umpires who are:

- Not wearing the correct uniform
- Late to court or walking, etc
- Mentors who are not at their allocated court or not mentoring when assigned

Payments will be made via bank transfer and only if a current Statement by Supplier form has been received by the association. If the form is not submitted by the payment date, then umpires will have to wait until the next round of payments. The Statement by Supplier form is available on our **website**, and should be emailed **admin@norandana.com.au.**

Unfinancial Clubs / Players

Players who have outstanding fees owing to a club or team will be deemed unfinancial and cannot transfer to another affiliate until outstanding fees have been paid. Affiliates must notify the Administrator at the end of each season of any players that have fees outstanding.

Any affiliate that has outstanding money owing to the Association at the end of a season will be deemed unfinancial and will not be accepted to affiliate with the Association until all debt is paid in full. Clubs are to advise the Association of any unfinancial members no later than 30th September each year.

Uniforms

New teams to the Association must obtain approval of their uniform and colours. All teams must be in the correct uniform by the third playing date each season.

All affiliated teams must wear the official uniform nominated at registration. Players wearing visible items not part of the approved uniform will be asked to leave the court and may not return until the item is removed.

Exemptions

Undergarments such as tights, leggings, t-shirts, or long-sleeve tops must not be visible unless part of an approved exemption. This includes cultural dress, which must also be submitted for approval by NNA before the season commences. Approved exemptions will be noted on the scorecard with an asterisk (*P.T.O*) next to the player's name.

NSG

Players in all NSG divisions have the option to wear a long sleeve, black top and/ or long, black leggings underneath due to the weather conditions on Friday evenings. These players will not require an exemption.

Volunteers

Noranda Netball Association is proudly run by a dedicated team of volunteers who generously give their time and energy to support our players, teams, and competitions. We ask all members of our community to treat our volunteers with respect and kindness. Constructive feedback is always welcome, but we expect all interactions to be courteous and aligned with the values of our sport and our code of conduct. A positive and respectful environment helps ensure the continued success of our Association.

Weather

The Adverse Weather Policy is available on our **website**.

Working with Children Check

It will be the responsibility of any affiliated team or club to adhere to the obligations required for Working with Children Checks. The Association for record keeping purposes may request copies of all Working with Children checks. Information regarding eligibility requirements can be found at **workingwithchildren.wa.gov.au.**

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