

S.D.N.A.

ASSOCIATION COMPETITION BY-LAWS

SPRINGVALE & DISTRICT NETBALL ASSOCIATION INC. BY – LAWS

Reg No. A0012117B

ABN 61 233 484 041

EFFECTIVE: 22nd June, 2015

These By-Laws are the rules governing the internal affairs of the Springvale & District Netball Association. They are the operating procedures that determine the conduct and direction of the organisation.

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“Executive Committee” means the constitutionally elected members of the Associations Committee.

“Sub-Committee” means the formation of a sub-committee by the board from time to time to assist the Board in the management and running of the Association.

“Association” means the Springvale & District Netball Association Inc.

“Constitution” means the constitution of an Association or Club. It may otherwise be referred to as the Rules of Incorporation. If an incorporated association does not have its own Constitution, the model rules will apply.

“Bylaws” are additional rules which apply to the members of the Association, which generally deal with internal and administrative matters of the Association.

“Club” may consist of two (2) or more teams.

“Teams” may consist of a single (1) team, that is unaffiliated a Club.

“Members” means a member of the Association by virtue of membership of a member club or team.

1. CLUB DELEGATE MEETINGS

- (a) A minimum of one (1) Club Delegates Meetings will be held annually. Additional meetings will be at the discretion of the Executive Committee.
- (b) All Clubs must be represented by at least two delegates at all Delegates Meeting.
- (c) **Penalty:** fine to be determined by the Committee.

2. COMPETITIONS

- a. The Board shall decide what competitions will be offered to the Clubs and set the competition fees.
- b. The board shall call competition meetings annually or as required.
 - i. Each Club must be represented by two (2) delegates unless otherwise stated by the Board.
 - ii. Delegates may only represent one (1) club.
 - iii. Delegates must be aged 14 years or over.

3. CORRESPONDENCE

- (a) All correspondence must be in writing from the Club Secretary or authorized person to the Association Secretary.
- (b) All correspondence from the Association will be addressed to the Club Secretary or authorised person.

4. INFORMATION TO CLUBS

- (a) The Association shall provide the following information in writing to all Clubs prior to the start of the season:
 - (i) Association contact details
 - (ii) Association venue address
 - (iii) Association Constitution and By-Laws
 - (iv) Fixtures
 - (v) Association calendar of Events, Closing Dates
 - (vi) Details of Courses, Seminars etc
- (b) All information regarding the competition, squad & social events will be posted on the Association website.

5. INFORMATION FROM CLUBS

- (a) A Club shall provide the following information in writing to the Association prior to the start of the season:
 - (i) Club contact details
 - (ii) Club Committee members and their contact details (phone, mobile, email and postal address)
 - (iii) Team names & team member details
 - (iv) Coaches contact details (phone, mobile, email and postal address)

6. FINANCE

6.1 Fees

- (a) The SDNA Committee *shall have the power to* set fees annually.
- (b) The fees shall be calculated to cover the costs of:
 - i. Team Entry
 - ii. Netball Victoria membership fee
 - iii. Venue hire for training
 - iv. Equipment
 - v. Coaching costs
 - vi. Umpiring costs
 - vii. Trophies & Awards

- viii. Administration costs
- (b) Fees must be paid on the nominated due date as set by the Executive Committee.
- (c) **Penalty:** fine to be determined by the Committee.

6.2 Reimbursement/Payments

- (a) The Association Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- (b) Umpires will be paid per match.
 - i. Payment per match for a badged umpire will be discretion of the Executive Committee.
 - ii. Payment per match for an un-badged umpire will be at the discretion of the Executive Committee.

7. REGISTRATION

7.1 Club/Team

- (a) The SDNA Committee shall nominate a Registration Day for each season that shall be at least one month prior to the competition start date.
- (b) Clubs wishing to enter teams must complete the official Registration Form.
- (c) All Clubs that submit a Registration Form shall receive a Club Information Kit.
- (d) The Club Information Kit shall include:
 - (i) Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
 - (ii) Copy of the Association Constitution and By-Laws.
 - (iii) Information regarding any meetings or other requirements of the Association.
 - (iv) Association Calendar.
 - (v) Codes of Behaviour and penalties for any breaches.
- (e) Entry forms will be made available to all clubs / teams in the previous competition, plus any new clubs / teams whose application has been approved.
- (f) Entry form stating name, address, email address, contact phone number, and date of birth for each player must be lodged at the Associations Office on or before the closing date.
- (g) All outstanding monies owed by any named players from a previous competition must be paid before a team's entry will be accepted.
- (h) The Association reserves the right to refuse entry of any team.
- (i) Additional Players may be added to a Club/Team List by adding players details to the back of the score sheet. (Registration Number, DOB, Name & Address, email and phone number and/or Netball Victoria registration number).
- (j) Clubs failing to attend the Club Registration Day will either not be entered into the Association's competition or be fined.
- (k) **Penalty:** fine to be determined by the Committee.

7.2 Club/Team

- a.** The players listed on the team entry form are the registered members of that team. A minimum of five (5) registered players must be on the court at any given time.
- b.** Should a team wish to play a player who is not listed on the original entry form, a new player form, which includes name, address, email, date of birth, state registration number and team and grade last played, must be lodged with the supervisor.
- c.** Should a player who was last registered in a higher grade wish to play in a lower grade, permission must be obtained from the office or supervisor prior to that player taking the court.
- d.** At the conclusion of each season, players are free to change clubs / teams.
- e.** Once a player has played for a team, he / she cannot transfer to another SDNA member Club during the season, without first obtaining a clearance from the club which they are exiting.
- f.** Should a club enter two (2) or more teams in the same age group, the players may move from their original registered team to a higher section within the same age group until said player has played four (4) times with the team in the higher section, at which time they will be considered to be registered with the team in the higher section.
- g.** In the event of a club having two (2) or more teams in one (1) age group and section, the teams are considered as separate clubs and players must play for one team only.
- h.** In the event of a club disbanding during the current season, any player is at liberty to play with another club providing all outstanding monies owed by that player are paid and permission is sought before moving to a lower grade.

8.0 Programs (Net Set Go)

- (a) The Executive Committee shall nominate a Registration Day for each season.
- (b) Players wishing to register must:
- (c) Complete the official Registration Form
 - (i) Attend the Registration Day.
 - (ii) All Players that submit a Registration Form shall receive an Information Kit.
- (d) The Information Kit shall include:
 - (i) Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
 - (ii) Copy of the Association Constitution and By-Laws.
 - (iii) Information regarding any meetings or other requirements of the Association.
 - (iv) Association Calendar.
 - (v) Codes of Behavior and penalties for any breaches.
- (e) Depending on numbers players failing to attend the Registration Day may not be accepted into the program.

9. NETBALL VICTORIA MEMBERSHIP

- (a) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc. and covers members for the 12 month period beginning on January 1st through to the 31st December.
- (b) All players, coaches and umpires participating in a Springvale & Districts Netball Association competition or program must be a current Netball Victoria member.
- (c) Single Game Vouchers may be used. The voucher must be purchased prior to participating.
- (d) Players who have purchased State membership elsewhere must show proof of membership before playing the first game.
- (e) State registration is compulsory for all players prior to the first game they play.

10. AGE REQUIREMENTS

10.1 Participating age

Participant age is determined as at 31st December of that year.

- (a) Minimum age requirements are:
 - (i) Open Sections must be 14 years or over at the time of playing;
 - (ii) 18 & under Sections must be over 14 years and under 19 years;
 - (iii) 15 & Under Sections must be over 12 years and under 16 years;
 - (v) 13 & Under Sections must be over 10 years and under 14 years.
 - (vi) 11 & Under Sections must be under 12 years.
 - (vii) 10 & Under Sections must be under 11 years.
 - (viii) 9 & Under Sections must be under 10 years.
- (b) Players aged 5- 10 years can participate in 'Net Set Go'.

10.2 Males

- (a) In competitions where participants are 11 and under Section, boys participate unrestricted.
- (b) May play out the year in which they turn (12) Twelve in the 13 & Under Sections.
- (c) Players must play for one (1) team only in finals for the same age group of each competition.
- (b) Where participants are aged 12-15 inclusive, a modified mixed division may be offered in appropriate age groups in addition to girls only divisions. Teams may have up to 3 boys playing at any one time. If two (2) or more boys are on court at one time they must play in separate thirds of the court, (ie one as GS or GA, one as C, WA or WD and one as GD or GK.)
- (f) **Penalty:** loss of 4 premiership points to offending team.

11. GRADING

- (a) A Grading Committee will be appointed by the Association to evaluate and grade all teams.
- (b) The Grading Committee has the right to reject any team applying for entry to the competition.
- (c) The Association will be the ultimate adjudicator of all grading decisions.
- (d) All Sections may be re-graded during the first four (4) rounds of any season.

- (e) If a team is re-graded, premiership points and goals for and against will be transferred into the new division.

12. DRESS CODE

12.1 Competition

- (a) Each Club must register its uniform on Club Registration Day. The Secretary of the Club shall register the uniform.
- (b) The Association must approval all uniform colours and designs before they can be adopted by the Club.
- (c) Clubs must notify the Association in writing of any proposed changes to their uniform. The Association must approve all changes.
- (d) Uniform requirements as per Appendix A.
- (e) The Association uniform is green gold dress, gold polo shirt, green sports shorts and white socks.
- (f) The Association uniform must be purchased through the Association to maintain consistency of colour.
- (g) Players will not be permitted to take to the court unless they are in full uniform.

12.2 Programs

- (a) Participants must wear clothing suitable for activity (ie: shorts/skirt/tracksuit pants, running shoes)

13. CLEARANCES

- (a) A clearance is required if a player wishes to transfer to another Club during the current season.
- (b) No player will be granted more than one (1) clearance per season.
- (c) A clearance will not be granted after the seventh (7th) round of matches in a fourteen (14) game draw or after the fifth (5th) round of matches in a ten (10) round draw.
- (d) Players who owe outstanding playing fees or are in possession of Club/Team property (uniform, equipment) will not be granted a clearance.
- (e) A player must have received notification in writing from the Association/League before playing for a new Club/Team.
- (f) **Penalty:** Fine as determined by the Executive Committee.
- (g) The player must complete all details on the top section of the clearance form and send to the SDNA Secretary.
- (h) The SDNA Executive Committee will forward the clearance request to the existing Club/Team for approval.
 - (i) The existing Club/Team has 7 days to complete the clearance or the SDNA Executive Committee will automatically clear the player to the new Club/Team.
- (j) If the Club/Team refuses to clear the player (refer: conditions of clearance), the SDNA Executive Committee will write to the player advising the reason why and forward a copy to both Clubs. Any dispute arising from clearance restrictions will be dealt with according to the grievance procedure outlined in the Constitution.
- (k) The existing Club/Team to advise the SDNA Executive Committee when clearance is approved.
- (l) The player will then receive a letter advising that the clearance has been approved and copy is forwarded to both Clubs/Teams.

14. CONDUCT OF MATCHES

- 14.1 The playing rules will be those of the All Australian Netball Association;
- 14.2 Duration of matches will be fixed by the Committee and timed with a central clock;
- 14.3 All matches shall be played on courts as directed by the Committee;
- 14.4 Four (4) points will be awarded for a win and a bye; two (2) points for a draw;
- 14.5 Teams must take to the court when five (5) or more of their registered players are present at the scheduled time;
- 14.6 If five (5) or more players are not present at the scheduled time, the first quarter shall be allowed after which time the match will be awarded to the opposing team, providing that five (5) or more of its registered members are present;
- 14.7 Teams may be penalized one (1) goal for each minute late onto the court if so directed by the Supervisor;
- 14.8 Teams receiving a walkover will be credited with a score of 10 goals to 0.

15. FORFEITS

- 15.1 Should a team not attend or give less than 24 hours' notice of their inability to field a team they shall be fined an amount which will be determined by the SDNA Executive Committee.
- 15.2 When a team is aware in advance of their inability to field a team and more than 24 hours' notice is given, they shall **be not fined**.
- 15.3 Special consideration can be requested from the Supervisor for exceptional circumstances, e.g. bereavement, and the fine in 13.9 or 13.10 can be waived.
- 15.4 Junior teams will not be fined provided a minimum of 24 hours' notice is given;

16. CANCELATIONS

- 16.1 In the event of a power failure or restrictions, extreme weather conditions, or if the courts are unable for some reason to be used, the matches will be cancelled. Each team will be awarded (2) two points and bye teams (4) four points;
- 16.2 In the event that a match is abandoned before half time, the match will be considered a nil all draw. After half time, the match will be considered completed and the score at the cessation of play will stand;
- 16.3 Should circumstances occur in which successive rounds need to be cancelled, the Committee will consider the position and determine a suitable course of action.

17. NO TIME OFF

- 17.1 No time off for injured players can be allowed for central timed matches. Play must cease until the injured player can be shifted from the court;

18. COMPLETE WITHDRAWAL

- 18.1 Any team that withdraws from a competition after the fixtures have been prepared will **be fined** an amount determined by the Board;

19. BLOOD POLICY

- 19.1 Blood Policy (if matches are centrally timed with no injury time). All forty (40) minute matches shall follow this procedure.
- (a) The game is stopped - the clock is not stopped.
 - (b) Player leaves the court - substitution rules apply (with no time allowance).
 - (c) Play is resumed.

20. SCORING

- (a) The first named team will provide the official scorer unless otherwise designated on the fixture.
- (b) Each team must provide a non-participating scorer for all matches.
- (c) These people must sit together for the duration of the match.
- (d) Each team shall be responsible for filling in the official score sheet correctly, including names of all players and substitutes.
- (e) A team, which fails to score as rostered, may be fined an amount to be determined by the Committee.
- (f) The Association will provide the Official Scoresheet for each game.
- (g) One Official Scoresheet will be used for each match. This Scoresheet will list the complete names (both given and surname) of all players intending to take the court, prior to the commencement of play. This Scoresheet shall also indicate the positions played each quarter and the match score.
- (h) At the match conclusion, to indicate their satisfaction that the information on the Official Scoresheet is correct, the Official Scoresheet is to be signed by;
 - (i) the captains of both competing teams, and
 - (ii) the officiating umpires, and
 - (iii) the scorers
- (i) The first named team must return the Scoresheet to the Association Supervisor in charge.

21. PROGRESSIVE LADDERS

A weekly progressive points table will be kept and displayed at the Association venue as well on the Associations website, except 11&Under and Netta Round Robin.

22. BORROWING/QUALIFYING PLAYERS

- (a) There shall be no limitation on the movement of players between teams of the same Club, except when there is more than one team from the same Club in the same age group.
- (b) In the event that there is more than one team from the same Club in the same age group, players may transfer between teams until the player takes the court for their fourth game with the one team. Once this occurs the player must remain with the team they played their fourth match with for the remainder of the Competition.

23. FINALS

- (a) These will be played at the conclusion of the rounds in each Section.
- (b) The number of points gained during the season shall determine teams qualifying for finals. In the event of teams being equal on points, positions shall be determined by the percentage of goals scored for and against. In the event of teams being equal on percentage, positions shall be determined by the greater number of goals scored for.

- (c) Sections with 10 teams or less will play a four-team final series.
- (d) Players must play at least four games in a section throughout the season to be eligible to participate in that section's Final Series.
- (e) Once a player has played the required number of games in a section they are eligible for finals in any higher section and/or Age group for that Club.
- (f) Teams found playing an ineligible player during finals will be considered to have lost that match.
- (g) Matches shall be conducted for finals as for rounds. The starting time of finals matches may alter slightly.
- (h) Drawn matches in finals:
 - (i) There is a one (1) minute time allowance to enable teams to change ends and scores to be verified on the Official Scoresheet.
 - (ii) Positional changes and substitutions may be made during change over time.
 - (iii) 2 x 5 minute halves will be played for forty (40) minute matches.
 - (iv) At the end of the first half teams change ends.
 - (v) Substitutions and positional changes may be made at the beginning of Extra Time
 - (vi) Should there still be a draw at the end of the second half of extra time, play continues until one team has a two goal advantage.
 - (vii) In the event of injury or illness during extra time, positional changes and/or substitutions may be made.

24. PROTESTS AND APPEALS

- (a) A team wishing to protest must:-
 - (i) Not sign the Official Scoresheet and notify the Competition Supervisor and/or Committee member of the intention to protest.
 - (ii) Lodge the protest in writing with the Association Secretary within 48 hours of the match being played.
 - (iii) The Board will deal with the protest; three (3) members forming a quorum, but no one connected with either team will be a member of the protest Committee.
 - (iv) The Club/s concerned will be notified of the outcome.
 - (v) A player or Club shall have the right to appeal against a decision made by such a protest Committee. Such appeal must be made in writing to the Association Secretary no later than 48 hours following receipt of the decision.
 - (vi) The appeal will be heard by the full Executive Committee and designated hearing officer, and
 - (vii) those concerned will be notified of the decision which will be final.

25. SELECTION OF REPRESENTATIVE TEAMS

- (a) The Representative Teams Coordinator will organise the Representative Team Selection Trials.
- (b) Selection Trials will be conducted under the following conditions:
 - (i) All member clubs/teams will be informed via email of the date, time and place where Selection Trials are to be held.

- Advertisement and trial registration forms will be posted on the Association website and notice board.
- (ii) Notice of Selection Trials must be received at least ten (10) days prior to the date of the Trials.
 - (c) **Team Selection Panels**
 - (i) A minimum of three Selectors must be appointed for each team and shall be made up of the Team Coach and two other selectors.
 - (ii) Selectors may be appointed to more than one panel.
 - (d) Players shall be notified, in writing, of the team in which they have been selected within seven (7) days of the Selection Trials.
 - (e) The selectors decision shall be final and there will be no right of appeal.
 - (f) At the completion of the selection process all successful players and a parent or guardian will be invited to attend an information night.
 - I. Attendance at this night is compulsory if the player is to be able to play at representative level for the Association.
 - II. At this meeting the rules and responsibilities will be covered, together with costs, and player and parental commitment and behavior.

26. TEAM OFFICIALS

- (a) The Team Officials for Representative Teams are Coach, Manager, Scorer/Timekeeper and Umpire, Captain & Vice-Captain.
- (b) **Coaches**
 - (i) A coach shall be appointed for each selected team.
 - (ii) A call for applications to coach shall be made no later than one month prior to the season.
 - (iii) Applications must be in writing stating the applicants qualifications and experience.
 - (iv) All coaches must have a minimum Level 1 Coaching Accreditation.
- (c) **Managers**
 - (i) A manager shall be appointed for each selected team.
 - (ii) A call for applications for the position of Manager shall be made no later than one month prior to the season.
 - (iii) Applications must be in writing stating the applicants qualifications and experience.
- (d) **Scorer/Timekeeper**
 - (i) A Scorer/Timekeeper shall be appointed for each selected team.
 - (ii) A call for applications for the position of Scorer/Timekeeper shall be made no later than one month prior to the season.
 - (iii) Applications must be in writing.
- (e) **Umpires**
 - (i) An umpire shall be appointed for each selected team.
 - (ii) A call for applications to umpire shall be made no later than one month prior to the season.
 - (iii) All umpires will be selected and endorsed by the SDNA Umpire Supervisor as having the appropriate qualifications and experience.
- (f) **Captain & Vice-Captain**
 - (i) A Captain and Vice-Captain shall be named for each team.

- (ii) Junior Teams: the Coach and Team Manager shall appoint Captain & Vice-Captain.
- (iii) Senior Teams: All team members, including the Coach and Team Manager shall vote for Captain & Vice-Captain.

27. AWARDS

- (a) Player participation awards will be presented each season.
- (b) Other forms of recognition will be awarded by the Committee as deemed appropriate.

28. PRESENTATION NIGHT

- (a) At the conclusion of the Season, a Presentation Night shall be held.
- (b) The date and format shall be determined annually by the Committee.
- (c) The date, time, venue and format shall be provided, in writing, to all members at least one (1) month prior to the event.
- (d) Presentation of all awards shall be made on the Presentation Night.
- (e) Recognition of achievements shall be made on Presentation Night.

29. FUNDRAISING

- (a) The SDNA Executive Committee shall determine fundraising activities when deemed appropriate.
- (b) The SDNA Executive Committee shall determine the nature of fundraising activities.
- (c) Individual Representative Teams must seek approval from the SDNA Committee for any individual fundraising activities. Teams must apply in writing at least four weeks prior to the event, providing details of and rationale for the fundraising activity. Information as to how the activity will be organised, including risk management and safety measures if relevant must be provided.
- (d) All members are required to support the fundraising activities.
- (e) All members shall be given no less than one month's notice, in writing, of fundraising activities.
- (f) Penalty: to be determined by the SDNA Committee.

30. COURSES, SEMINARS & OTHER OPPORTUNITIES

- (a) The Association shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.
- (b) The Association shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.

31. ACCREDITATION

- (a) The Association shall ensure that all officials have current appropriate minimum qualifications.
- (b) Where minimum qualifications/accreditation standards are not met, the Association shall encourage and support the member/s to achieve the minimum standards.
- (c) The Association will not appoint any person to an official position unless that person to be appointed has achieved the minimum standard qualification/accreditation.

32. RISK MANAGEMENT

32.1 Injury Reporting

- (a) All Clubs are responsible for recording all injuries at the discretion of the injured player or players' guardian (player under 18) on the Injury Reporting Sheets provided.
- (b) All players in a representative team are responsible for recording all injuries at the discretion of the injury player or players' guardian (player under 18) on the Injury Reporting Sheets provided.
- (c) The Association accepts no liability for accidents or injuries incurred by any player or official participating in matches under the control of the Association.

32.2 Pre Match Checklist

- (a) A pre-match checklist will be completed prior to all Association matches, programs and training.
- (b) Any hazards identified will be:
 - (i) Documented
 - (ii) Rectified if possible.
 - (iii) Reported to the appropriate agency (local council, reserve committee) if major repair is required.

32.3 Pregnancy

As per Netball Victoria Infonet RM1 – Pregnancy & Netball

32.4 First Aid

- (a) The Association will provide a First Aid Kit complying with Netball Victoria Infonet RM2 – First Aid for Netball.
- (b) The First Aid Kit will be stored within the first aid room and all appropriate personnel (court supervisors, umpires and coaches) will have access to it.
- (c) A volunteer <insert position> will maintain the first aid kit supplies. An inventory is to be completed on a weekly basis.
- (d) The Netball Association has a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.
- (e) The Association will endeavor to ensure that a qualified first aider is present at all competition/training.

32.5 Emergency procedures

Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police and an Emergency Procedure Plan is to be displayed by the phone and in the First Aid Kit.

32.6 Weather

In the case of extreme weather conditions the Association will follow Netball Victoria Infonets RM3 and RM5. If this has not been covered already in this document.

32.7 Blood Policy and Infectious Diseases

The Association will adopt Netball Victoria Infonet U4 and RM6 relating to blood policy and infectious diseases.

32.8 Pre-participation Screening/ Medical Indemnity

- (a) All personnel involved with the Association will be required to complete a medical indemnity form (Netball Victoria Infonet RM7)
- (b) A designated official will store all forms and bring them to all events.
- (c) All forms will be destroyed at the conclusion of the season.

32.9 SmokeFree

The Association will adopt a SmokeFree policy as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

32.10 Sun Protection

The Association will adopt a SunSmart policy as prescribed by the Cancer Council Victoria.

32.12 Codes of Behaviour

The Association will adopt Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation.

32.13 Drug Policy

The Association does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, is implemented and will apply for all Association competitions.

33. GENERAL

- I. The Board will deal with any matter not covered by the forgoing rules as it sees fit.
- II. The policies of Netball Victoria will be observed unless otherwise provided for in this document.

[END]