



# **SDNA**

SPRINGVALE & DISTRICT NETBALL ASSOCIATION

# **INFORMATION BOOKLET**



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# **SPRINGVALE & DISTRICT NETBALL ASSOCIATION INCORPORATED – BY-LAWS**

**Registration No.A0012117B**

**BY-LAWS**

**DATE: Effective 2024**

Version – December 2023

## DEFINITIONS

**“Association/league”** means the Springvale & District Netball Association Netball Association/league Incorporated.

**“Club”** means a non-profit incorporated body which has an interest in netball and is affiliated with the Association/league.

**“By-laws”** means these By-laws of the Association/league as amended from time to time.

**“Committee”** is the governing body of the association or league.

**“Constitution”** means the constitution of the Association/league as amended from time to time.

**“Core Player”** refers to a player who is an original part of a team – one who has been registered with that team for the current season and has played four games with this team in one season.

**“Club Delegate”** is a representative of a Club or Team who liaises with the Committee.

**“Ineligible player”** is a player who is not entitled to participate in a game, which may include a player who has not qualified or a player not eligible to play in that age section.

**“Individual Team”** is a team which is not affiliated with a governing Club.

**“Team Official”** has the meaning given to it by By-law 21.

## **BY-LAWS**

These By-laws govern the Springvale & District Netball Association (SDNA). They are the operating procedures that determine the conduct of the Association and its members. The Association adopted these By-laws in November 2023 at the AGM. Any amendments to these By-laws come into effect on the date they are approved by the Association and will remain in force until amended, repealed or replaced.

### **1. CLUB DELEGATE MEETINGS**

- 1.1** Club Delegate meetings will be held on the dates determined by the Committee and advised to Clubs from time to time.
- 1.2** All Clubs / Individual teams must be represented by at least one delegate at all Club Delegate meetings.
- 1.3** Clubs who do not comply with Bylaw 1.2 may be fined by the Committee (with the amount of the fine to be determined by the SDNA Committee – refer Appendix 1).

### **2. CORRESPONDENCE**

- 2.1** All correspondence sent by a Club to the Association must be sent in writing from the Club Secretary or authorised person to the Association Secretary.
- 2.2** All correspondence from the Association to a Club will be addressed to the Club Secretary or authorised person.

### **3. FINANCES**

- 3.1** Fees
  - (a) The SDNA Committee shall determine the fees to be paid by each Club and Individual team to the Association.
  - (b) The fees shall be calculated to cover the costs of Association and Competition management activities.
  - (b) All monies due to the Association must be paid by the nominated due date. Clubs or Individual teams that have not paid by the nominated date will not be permitted to take the court.
  - (d) Any individual with outstanding debt to the Association shall not be permitted to take the court for any Club or Individual team in any competition until the outstanding debt is paid.
  - (e) Any individual who breaches Bylaw 3.1(f) may be subject to a fine as determined by the SDNA Committee (refer Appendix 1).

### **3.2 Reimbursements / Payments**

- (a) SDNA Committee members may be entitled to claim authorised expenses incurred whilst acting in an official capacity from the Association. Receipts must be supplied to the Association in order for any reimbursements to be made.
- (b) The SDNA Court Supervisors, Umpire Co-ordinator, Umpires and Game day officials will be paid at the rate determined by the Association.
- (c) Other Association personnel may be entitled to claim authorised expenses incurred whilst acting on behalf of the Association as determined at the discretion of the Association on a case-by-case basis.

## **4. INFORMATION TO CLUBS**

**4.1** The Association shall provide information to all Clubs prior to the start of the season. This information may include:

- (a) Association contact details
- (b) Association calendar of events
- (c) Competition Bylaws
- (d) Fixtures
- (e) Details of courses, seminars etc

## **5. CLUB AND INDIVIDUAL TEAM REGISTRATION**

**5.1** In order for a Club or Individual team to be eligible to compete in the Association's competitions, the Club or Individual team must complete their Registration to the Association by the due date.

**5.2** All Clubs and Individual teams that are registered to the Association shall receive information from the Association, which may include:

- (a) 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.
- (b) A link to the Association Constitution and By-laws.
- (c) Information regarding any meetings or other requirements of the Association; and
- (d) any information provided in accordance with By-law 4.
  - (i) No Club or Individual who submits a registration application to the Association is to be considered registered until the Association confirms in writing to the Club or Individual team.
  - (ii) The Association reserves the right to reject the registration application of any Club, Club team or Individual team applying to the Association for registration to participate in a competition.

- (e) All Clubs and Individual teams will have access to relevant Netball Victoria policies, procedures, regulations, and Codes of Conduct via the Netball Victoria website.
- (f) Players that have played four games with the same team, are deemed to be registered to that team. They are considered a Core player.
- (g) Additional players must be registered in an existing team by:
  - (i) The Player completing the registration to the applicable SDNA competition in Netball Connect, through the specific link provided by their Club/Individual team. Clubs can then add the players to the team in Netball Connect so they appear on the scoresheet. Individual teams to contact SDNA office for assistance.
  - (ii) Players can only be registered to one club / Individual team per season. A player will be registered to the team as a core player once they have played four games for that team within that season. The only exception to this rule is where a player is registered to play in one Club team in an age group division. And then registers to play for the same Club in another team that plays in the Age Group division above.
  - (iii) Club and Individual teams who do not comply with Bylaw 5(g) may be subject to a fine as determined by the SDNA Committee. (Refer Appendix 1)

## **6. NETBALL VICTORIA MEMBERSHIP**

**6.1** The Netball Victoria membership fees are set annually by the Victorian Netball Association Inc.

- (a) In order to be eligible to participate in affiliated Association competitions or programs (including NetSetGo), as a player, coach or umpire, an individual must be a current financial Netball Victoria member. All Junior, Senior and All Abilities players, coaches and umpires must register through the appropriate online registration process as set by Netball Victoria and/or the Association.
- (b) An off-the-court membership product will be offered to those Association members that have an off-court role (Committee members, Administrators, Team Managers, Scorers).

**6.2** No player, coach or umpire will be permitted to participate in the Association's activities in any capacity without a current Netball Victoria membership. Any breach of this By-law will be subject to sanction to the individual, Individual team or Club as determined by the Committee. (Refer Appendix 1)



**6.3** Single Game Vouchers may be used.

- (a) Individuals may purchase a Single Game Voucher and purchase of a voucher will allow the individual to participate as a player in the Association's activities only for the game or activity to which the Single Game Voucher relates.
- (b) A player must purchase a Single Game Voucher through the nominated process prior to becoming eligible to participating in the relevant game or activity.
- (c) A maximum of three (3) Single Game Vouchers may be purchased per year by the player, before the player must become a Netball Victoria member for the year.
- (d) Club and Individual teams who do not comply with Bylaw 6.3 may be subject to a fine as determined by the SDNA Committee. (Refer Appendix 1)

**7. INCLUSIVE ENVIRONMENTS**

- 7.1** The Association is committed to providing a safe, fair, and inclusive sporting environment where all people can contribute and participate.
- 7.2** The Association will endeavour to provide opportunities for males to participate in mixed and male competitions.
- 7.3** The Association may conduct cultural awareness training & inclusive workshops to ensure your club is providing a welcoming environment and creating awareness around cultural views and barriers.
- 7.4** The Association supports participation in netball on the basis of the gender with which a person identifies. If issues arise, the Association will seek advice and act in accordance with the Netball Victoria Transgender & Gender Diverse Policy.
- 7.5** All competitions will be clearly labelled regarding age group and gender. This includes additional references to all genders that are permitted to play. All competition labelling will be clear and transparent.
- 7.6** The Association observes the Netball Victoria Gender Regulation regarding male participation:
- (a) Ineligible - Males who are 13 years (and older) are not permitted to participate in female competition.
  - (b) Eligible - Males must be less than 13 years of age (actual age) as at the first day of the competition or season; and males that turn 13 during that competition or season will be permitted to participate for the duration of that competition or season.

**7.7** The Association observes the Netball Victorian Gender Regulation regarding competition where boys are eligible to play (Refer to By-law 7.6 b).

- (a) Competition for Female 10&U, Female 11&U, Female 13&U and Female 15&U will observe the following rules:
- (b) The minimum number of males in a team is ZERO, and
- (c) A team must only have a maximum of 3 males on court at any one time, and
- (d) A team must only have up to one male in each third on court. For the avoidance of doubt this means:
  - (i) One male is permitted in the defence third occupying the position of Goal Defence or Goal Keeper, and
  - (ii) One male is permitted in the mid third occupying the position of Center, Wing Attack or Wing Defence, and
  - (iii) One male is permitted in the goal third occupying the position of Goal Attack or Goal Shooter.

## **8. AGE REQUIREMENTS**

**8.1** Player age is determined as at the 31 December of the current playing year. Specially, By-law 7.6 must also be applied

**8.2** Club and Individual Teams are trusted to obtain and provide correct dates of birth. SDNA reserves the right to request proof of age if required.

**8.3** Participants are only eligible to participate in certain age groups upon reaching the relevant age threshold (Minimum Age Requirements). The Minimum Age Requirements for each age group are:

<i>Age Group</i>	<i>Minimum</i>	<i>Age Group</i>	<i>Minimum</i>
10&U	6 Years	11&U	9 Years
13&U	11 Years	15&U	12 Years
18&U	15 Years	Open	N/A

**8.4** Participants are only eligible to participate in certain age groups upon reaching the relevant age threshold (Maximum Age Requirements). The Maximum Age Requirements for each age group are (age determined as at the 31 December of the current playing year):

<i>Age Group</i>	<i>Maximum</i>	<i>Age Group</i>	<i>Maximum</i>
10&U	10 Years	11&U	11 Years
13&U	13 Years	15&U	15 Years
18&U	18 Years	Open	N/A

**8.5** An Individual team or Club who breaches this By-law 8 may be subject to a penalty of the loss of four (4) premiership points.

## **9. COMPETITIONS & PROGRAMS**

**9.1** The Association offers the following competition & programs:

FEMALE 10&U	Female only competition (males <13 years of age as at the first day of competition may participate – restrictions apply) – see 7.6 & 7.7
FEMALE 11&U	Female only competition (males <13 years of age as at the first day of competition may participate – restrictions apply) – see 7.6 & 7.7
FEMALE 13&U	Female only competition (males <13 years of age as at the first day of competition may participate – restrictions apply) – see 7.6 & 7.7
FEMALE 15&U	Female only competition (males <13 years of age as at the first day of competition may participate) – see 7.6 & 7.7
FEMALE 18&U	Female only competition

## **10. GRADING**

**10.1** The Association will implement a grading process which will be determined by the Association to evaluate, grade and re-grade all teams.

**10.2** The Association reserves the right to re-grade an Individual team or Club at any time of any season.

**10.3** Re-grading requests submitted to the Association by an Individual team or Club will be considered by the Association without any requirement for the Association to take any further action in relation to the grading of that Individual team or Club.

**10.4** The Association will be the ultimate adjudicator of all grading decisions.

**10.5** Following the re-grading period, all sections and teams will have their premiership points and goals reset back to zero.

## **11. DRESS CODE**

**11.1** Players

(a) Each Club or Individual team must submit its proposed uniform to the Association/League, for approval by the Association/League. Clubs/Individual teams are permitted to offer uniform options within their registered uniform to their players. If a club provides uniform options for their members, all uniform options should result in players in the same team being easily recognised as being in the same team/club, i.e., if some players choose to wear shorts/shirt combination and others a dress they should still be easily recognisable as the same team/club with the colours and design.

(i) 10&U sections ONLY, must submit the colour of long sleeve t-shirt and leggings that may be worn in accordance with By-law 11.1 (f).

- (b) Clubs and Individual teams must notify the Association/League in writing of any proposed changes to their uniform for approval by the Association/League. Clubs changing to a new approved uniform are permitted one season for transition. During this period, a club making a change to a new approved uniform is permitted to have teams with players wearing either the old or new uniform provided the uniforms are of similar appearance and colours, so the players are easily recognised as being in the same Individual team/club.
- (c) The Association must approve all Club and Individual team uniform colours and designs. If a club has any player/s requesting to wear shorts or other items of clothing that do not form part of their club's approved registered uniform options, the club will need to submit a design and colour to the Association/League, for approval. Any player may seek a variation to the uniform for medical, cultural, religious, or other reasonable grounds. Wherever possible exceptions will be made for other items of clothing that are worn for religious, cultural, medical, or other inclusive reasons. Notification should be made in writing and approved before the player takes the court stating the reason for the non-registered uniform. A copy of the acknowledgement must be provided on game day if requested.

The following items will be considered part of the standard uniform, and do not require the player to seek approval from the Association/League:

- (i) Head coverings - Players must not wear anything that is dangerous to themselves or another competitor. This includes no jewellery and no sharp pins on head coverings. If the head covering needs to be fastened, clips and non-sharp pins are to be used. Head coverings must be tight and non-flowing
  - (ii) Additional clothing options are for cultural/religious modifications only. Additional clothing must be all black, all white or club colours and must be worn with the existing team uniform.
- (d) No jewellery or body piercing may be worn when participating in the Association/League's activities. Players may be precluded from participating until such jewellery or body piercings are removed or covered
  - (e) Fingernails must be short and smooth when participating in the Association/League's activities. Taping of their nails is permitted. Gloves are not permitted. Players will not be able to take the court if this requirement is not met.
  - (f) Players in 10&U may wear tight fitting leggings and full-length long sleeve t-shirts underneath their club / team uniform if they wish. The long sleeve t-shirt and leggings need to be the same colour or approved club colours. Legging and t-shirt colour must be submitted to the Association as part of the individual team or club uniform process.
  - (g) No hard-peaked caps may be worn, only soft peaked hats, visors or bucket hats. Sunglasses are also permissible.
  - (h) Suitable footwear must be worn.

- (i) Players will receive a warning from the umpire before a penalty is applied for incorrect uniform. If the incorrect uniform is not corrected prior to the offending player taking the court, then penalty will be applied immediately.

Penalty: Two goals for each incorrectly uniformed player to the non-offending club or individual team and will be recorded by the umpire (refer to Appendix 1)

## **11.2 Umpires**

- (a) Umpires shall wear uniform as determined by the Association/League. Suitable footwear is required.
- (b) Any Umpire does not need to seek approval from the Association for a variation from the uniform where circumstances exist, such as religious, cultural, medical, or other inclusive reasons.
- (c) the following items will be considered part of the standard uniform, and Do Not require the umpire to seek approval from the Association/League:
  - (i) Head coverings - Head coverings must be all black or all white. Umpires must not wear anything that is dangerous to themselves or another competitor. This includes no jewellery and no sharp pins on head coverings (hijabs). If the head covering needs to be fastened, clips and non-sharp pins are to be used. Head coverings must be tight and non-flowing
  - (ii) Additional clothing options are for cultural/religious modifications only. Additional clothing must be all black, all white and must be worn with the existing umpire uniform

## **11.3 Representative Squad**

- (a) The Association/League representative squad uniform will be determined by the Association/League.

## **12. CLEARANCES**

**12.1** A clearance is required if a player wishes to transfer to another Club during a season.

**12.2** No player will be granted more than one (1) clearance per season.

**12.3** A clearance will not be granted after the halfway point of the relevant season has passed.

**12.4** Players who owe outstanding playing fees to the Association or are in possession of Club or Individual team property (uniform, equipment) are not eligible to be granted a clearance.

Penalty: Fine as determined by the Committee. Match points may also be lost by the receiving club in each instance the player takes the court without approved clearance as determined by the committee. (Refer to Appendix 1)

**12.5** To obtain a clearance, a player must submit a clearance application to the Association and must comply with all the requirements as outlined by the Association. The individual's existing Club or Individual team has seven (7) days from date of lodgement to complete the clearance upon receipt of approval from the Association or the Association will automatically clear the player to the new Club. If a clearance application is approved by the Association, the player and both Clubs will receive notification of such approval and the clearance will be approved in Netball Connect by both Clubs and Association.

**12.6** A clearance is not required if a player wishes to transfer to another Club in between seasons.

### **13. CONDUCT OF GAMES**

**13.1** The Association is subject to, and must always comply with, the “Official Rules of Netball” as amended or revised from time to time.

**13.2** The length of quarters for all matches governed by the Association will be determined by the Association prior to the start of the season.

**13.3** Timing will be operated centrally by the Game Day Supervisor.

**13.4** As games are centrally timed, there will be no injury time. However, matches may be stopped by the umpires at their discretion at any stage, as considered appropriate, to ensure the safety of players and maintain a safe playing area.

### **14. SCORING**

**14.1** The Association will provide an official tablet, and/or Scoresheet to score for all games.

**14.2** It is the responsibility of the first named Individual team or Club to score the game.

**14.3** Each Individual team or Club must provide a non-participating scorer for all games.

**14.4** The scorers must stand together for the duration of the game on the sideline level with the centre circle.

**14.5** One (1) official scoresheet/Live Scoring App will be used for each game. This scoresheet/Live Scoring App will list the complete names (both given and surname) of all players intending to participate as players in the game.

**14.6** One (1) premiership point will be deducted for teams with incorrect or incomplete score sheets or that have otherwise failed to comply with By-laws 14.1-14.7.

**14.7** If a scorer, Individual team or Club believes the score is incorrect they must:

- (a) notify the Committee.
- (b) lodge a dispute in writing with the Association's secretary within 48 hours of the game being played.

The Committee will advise the result of the dispute and this decision shall be final and binding on all parties.

## **15. COMPETITION LADDERS**

**15.1** Competition ladders will be made available by the Association during competition seasons.

**15.2** Premiership points are awarded during competition seasons as follows:

- (a) 4 points for a win or bye.
- (b) 2 points for a draw; and
- (c) 0 points for a loss, forfeit or abandonment.

**15.3** In the event of Individual teams or Clubs being equal on points, positions shall be determined by the percentage of goals scored for and against each Individual team or Club (with higher percentage from the relevant Individual teams or Clubs leading to higher position on the ladder).

In the event of Individual teams or Clubs being equal on percentage, positions shall be determined by the greater number of goals scored by those Individual teams or Clubs.

## **16. BORROWING PLAYERS**

**16.1** A player may play in a team other than the team in which that player is registered providing all the following criteria are met:

- (a) the second team is in the same Club as the team in which the player is registered.
- (b) the second team has more of their core players on court than fill-in players. (Minimum of four core players).
- (c) the second team is a higher grade of the same age division or an older age division than the team in which the player is registered.
- (d) the player plays no more than four matches in any one team in a higher grade of the same age division.

**16.2** Where there are two or more teams from the same Club graded in the same section, players can only play with their registered Team in that section.

**16.3** Where a player has played a fifth game for a team at a higher grade, the player will then belong to the team in the higher grade. It is up to the Club or Individual Team to keep track of fill in players and be aware.

**16.4** When filling in for another team, players must ensure they are recorded on the scoresheet/Live Scoring App.

**16.5** A player may play in a second team within the same Club they are registered, as long as the second team is in an older Age Division.

**16.6** A player may not fill in for a team in a lower Age Division. Even if they are eligible by age. E.g. If a 15 year old player has played more than 4 games in 18&U (their first registered team), they are unable to then fill-in for a team playing in 15&U age division team.

**16.7** An Individual team or Club who does not comply with By-law 16 may be fined by the Association (with the amount of the fine to be determined by the Committee. (refer to Appendix 1)

## **17. FINALS**

**17.1** Finals will be played at the conclusion of the regular rounds of a season.

**17.2** The format for finals is as follows:

*Semi-Final – First round of finals*

Semi-Final 1            Ladder Position 1 versus Ladder Position 2

Semi-Final 2            Ladder Position 3 versus Ladder Position 4

*Elimination Finals - Second round of finals*

Elimination Final        Loser of Semi-Final 1 versus Winner of Semi-Final 2

*Grand Final*

Winner of Semi-Final 1 versus Winner of Elimination Final

**17.3** The ladder position of Individual teams and Clubs at the conclusion of the regular rounds of the season shall determine the Individual teams and Clubs which qualify to participate in the finals. Ladder positions are to be calculated in accordance with By-law 15.

**17.4** Sections with 10 teams or less will play a four-team final series between Ladders Positions 1-4.

**17.5** Sections with more than 11 teams or more will have a four-team final series between Ladder Position 1-4 and an additional finals series between Ladder Positions 5-8.

**17.6** Players must play a minimum of four games in a team throughout the season to be eligible to participate in that teams' finals series.

**17.7** Players that have played four games for a team throughout the season is eligible to play for any other team (within the same Club) competing in Finals. As long as the team is in a higher section or age division and the Finals are not being played at the same time.

**17.8** Penalty: If the individual does not play the number of games as stipulated above, the player will be ineligible to participate in finals for that section. (Refer to Appendix 1)

Individual teams or Clubs found playing an ineligible player during finals will be deemed to have lost that game. (Refer to Appendix 1)

**17.9** By-law 13 applies to finals matches in the same manner as regular season matches.

**17.10** If a final does not reach half time, it must be re-scheduled.

**17.11** Drawn games where a winner is required will be conducted as follows:

(a) The durations of extra time shall be as follows:

(i) There is a one (1) minute time allowance to enable teams to change ends and scores to be verified on the Official Scoresheet / tablet.

(ii) Extra time will consist of 2 x 5-minute halves, with an interval of one minute at half time. Teams shall change ends at half time. The Centre pass is taken by the team entitled to the next Centre Pass.

(iii) Positional changes and substitutions may be made at the commencement of extra time and at half time interval.



- (iv) During extra time, normal injury or illness procedures shall apply.
- (v) Should there still be a draw at the end of the second half of extra time, play will continue until one team has scored two goals consecutively (2 goal advantage).
- (vi) A SDNA official will oversee the scoring duties during extra time.

**17.12** 10&U Under Teams will not participate in finals. They will be play additional rounds during Finals rounds.

**17.13** The Committee will determine awards for premiers and runners-up in competitions.

## **18. FORFEITS**

**18.1** In the event that an Individual team or Club forfeits prior to the game clock starting, only players of the non-offending Individual team or Club will be deemed to have participated in that game. Players of the offending Individual team or Club will not be deemed to have participated in that game.

**18.2** A forfeit fine determined by the Committee will be imposed on any Individual team or Club that forfeits a match and must be paid before that Individual team or Club's next game.

**18.3** If an Individual team or Club notifies the Association Secretary by 6pm on the day prior to competition of its intent to forfeit, no penalty will be imposed. (Refer to Appendix 1)

**18.4** A forfeit may result in that Club or Individual team's exclusion from entry into future competitions.

**18.5** When only one (1) team has five (5) or more players ready to play at the start of the match, the Umpire will award them one (1) goal for each completed minute (maximum of five (5) minutes) before a walkover is declared.

**18.6** If neither team has five (5) or more members in position on the court and ready to play at the start of the match, walkover fees apply to both teams and teams receive no points and have a zero (0) to zero (0) score recorded. No player will be credited with playing.

**18.7** When a game is in progress with a team fielding five (5) players; should a player from that team be injured and unable to continue playing a walkover shall be declared. Four (4) points and ten (10) goals to zero (0) will be awarded to the opposing team. Walkover fees do not apply in this situation. After half time the score will stand.

## **19. CANCELLATIONS**

**19.1** When games are cancelled on account of a factor beyond the control of the relevant Individual teams or Clubs (e.g. power outage, or other extenuating circumstances, weather or some other cause) the match will be deemed a draw, both Individual teams or Clubs will be credited with two (2) points and five (5) goals each and the competition will continue as per the fixture.

**19.2** Four (4) points can only be awarded to a Individual team or Club for winning a fully completed game.

**19.3** In the event that a game is cancelled due to weather a maximum of twelve players for each Individual team or Club can be deemed to have participated in the game.

- 19.4** Should circumstances occur which require successive rounds to be cancelled, the Committee will consider the position and determine a suitable course of action.
- 19.5** (a) If a match is cancelled prior to the ½ time siren, each team will be awarded 2 points.  
(b) If a match is cancelled after the ½ time siren, the current score will stand.
- 19.6** Unless the cancellation of matches is communicated well in advance through email, text and / or on the SDNA Facebook page, all teams are expected to report to the courts for their scheduled matches. Teams are required to have 5 players sighted by their match appointed umpires and recorded.

## **20. SELECTION OF REPRESENTATIVE TEAMS**

- 20.1** The Association will develop a team selection policy.
- 20.2** Nominated Association selections will complete the 'Select for Success' online learning program or equivalent as appropriate.
- 20.3** The Association will organise the representative squad selection trials.
- 20.4** Selection trials will be conducted under the following conditions:
- (a) All players who have submitted a player registration form shall be informed of the date, time and place where selection trials are to be held.
- (b) Notice of selection trials will be provided at least ten (10) days prior to the date of the selection trials.
- 20.5** Team Selection Panels
- (a) Team Selectors will be appointed for each team and may be made up of the Team Coach and other nominated selectors.
- (b) Team Selectors may be appointed to more than one panel.
- 20.6** Players shall be notified of the outcome of selection trials within the timeframe nominated by the Association.
- 20.7** Players may request feedback from the Team Selectors.
- 20.8** The Team Selector's decision shall be final and no appeals regarding selections made under this By-law are available.

## **21. TEAM OFFICIALS**

**21.1** The Team Officials shall consist of the following roles:

- (a) Coaches
- (b) Team Managers
  - (i) A team manager shall be appointed for each selected Team or Club.
- (c) Scorer and Timekeeper – as outlined in By-Law 14.
- (e) Umpires
  - (i) An umpire shall be appointed for each match.
  - (ii) An individual must, at a minimum, have completed the online theory exam to be eligible to be appointed as an umpire.
- (f) Captain
- (g) Each Team and Club selects a team bench position along the side of the court where Team Officials and bench players are located during play.

## **22. AWARDS**

**22.1** All 10&U participants will receive a participation award as deemed appropriate by the Association.

**22.2** All players who participate in a grand final will receive an award to be determined by the Association.

## **23. PRESENTATION NIGHT**

**23.1** A presentation night shall be held by the Association.

**23.2** The date and format shall be determined annually by the Committee.

**23.3** Presentation of all Association awards shall be made on the presentation night.

**23.4** Recognition of achievements shall be made on presentation night.

## **24. FUNDRAISING**

**24.1** The Association shall conduct fundraising activities during each year.

**24.2** The Committee shall determine the specific fundraising activities to be conducted.

**24.3** Individual representative Teams or Clubs must seek approval from the Committee for any individual fundraising activities they wish to conduct. Individual teams or Clubs 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.

**24.4** All members are required to support the fundraising activities of the Association.

## **25. COURSES, SEMINARS & OTHER OPPORTUNITIES**

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

## **26. RISK MANAGEMENT**

### **26.1** Injury Reporting

- (a) All Individual teams and Clubs are responsible for recording all injuries of the injured player (or players' guardian for players under 18). Incidents can be reported via the Association Injury Report Form (located at the office) or via the Live scoring tablet by recording an incident via Netball Connect.
- (b) All players in SDNA representative teams (or players' guardian for players under 18) are responsible for reporting all injuries to their Coach or Team Manager.

### **26.2** Child Safety in Netball

- (a) The Association and all Individual teams and Clubs are responsible for the observance, promotion, enforcement and monitoring of the Child Safety in Netball Policy and Code of Conduct.
- (b) The Association and all Individual teams and Clubs are responsible for the management and administration of the application of the Netball Victoria Working with Children Check Regulation.
- (c) The Association and all Individual teams and Clubs are responsible for the management and administration of complying with the 11 Child Safe Standards

### **26.3** Game Day Checklist

- (a) A Game Day Checklist must be completed prior to all Association and Individual team and Club competitions, tournaments, games, programs, and training.
- (b) Any hazards identified will be:
  - (i) Documented.
  - (ii) Rectified if possible; and
  - (ii) Reported to the appropriate agency (local council, reserve committee) if major repair is required.

#### **26.4** First Aid

- (a) The Association will provide a first aid kit for competitions played at the Association's venues.
- (b) The first aid kit will be stored in the First Aid Room located inside the Clubhouse and all appropriate personnel (including court supervisors, umpires, and coaches) will have access to it.
- (d) The SDNA Committee and First Aid Officer will maintain the first aid kit supplies.
- (e) The Association has a designated First Aid Room for the treatment of injuries. This is located within the Clubhouse. The room or area should be always kept clean and accessible.
- (f) The Association will ensure that a qualified first aider is present at all competitions.

#### **26.5** Emergency procedures

Emergency phone numbers - ambulance, police and an emergency procedure plan are to be displayed at the Association venue.

#### **26.6** Weather

In the case of extreme weather conditions, the Association shall refer to the Association's weather policy. (See Appendix 2)

#### **26.7** Smoke Free

The Association adopts a smoke free policy.

Smoking and vaping is banned within 10 metres of an outdoor public sporting venue during organised underage sporting events and training sessions.

#### **26.8** Sun Protection

The Association will adopt a sun smart policy. (See Appendix 3)

#### **26.9** Codes of Conduct Policies

The Association has created their own Codes of Conduct policies which are in line with the Netball Australia and Netball Victoria policies and may be amended from time to time. All Clubs and Individual Teams are bound by these codes. (Available from the SDNA website)

#### **26.10** Netball Australia and Netball Victoria Policies

The Association will adopt all codes, policies, procedures and regulations from Netball Australia and Netball Victoria as amended from time to time.

## **27. DISPUTE RESOLUTION**

- 27.1** Where a member breaches a By-law, and that Bylaw prescribes a penalty for such breach, then the Committee may impose such penalty. For any other breach of the By-laws, the Committee will impose any other penalty it sees fit in accordance with these By-laws and the Constitution.
- 27.2** Any member who does not agree with a penalty or action of the Committee made under this By-law, may advise the Committee in writing within a timely manner following the penalty or decision being made. The Committee may then:
- (a) Discuss the issue with the relevant party and then make a decision regarding the matter. The Committee shall inform the party/s involved of their decision either verbally or in writing; or
  - (b) Have an informal meeting with the relevant party/s in order to discuss and resolve the dispute.
- 27.3** Any penalty imposed under By-law 27 is final.
- 27.4** If a member wishes to lodge an official complaint to the Association, they may do so provided the following essential criteria are met:
- (a) It is received within a maximum of three (3) working days
  - (b) It is lodged directly with the Association
  - (c) it is lodged on the official form (available from the SDNA website)
  - (d) Where possible, it is received from the President or Secretary of a Club or Coach / Team Manager of an Individual team and not an individual member of SDNA
- 27.5** SDNA will handle each complaint using the guidelines set forth in Netball Victoria's Competition Complaints Handling Regulation and SDNA Grievance Policy.

## **28. SET UP / PACK UP DUTIES**

By registering a club or Individual team to compete in the Association's competitions, the Club or Individual Team acknowledges the requirement to assist with set up / pack up duties if they are fixtured on the first or last round of the day.

The Court Supervisor will assist with the necessary duties. Clubs or Individual Teams that fail to perform these duties may be subject to a fine as determined by the Association.

(Refer Appendix 1)

## **29. DOGS**

Dogs are not allowed on the netball court surfaces. Dogs are allowed on leash on the surrounding grass areas.

**30. SPECTATORS**

All Spectators are to stay along the sidelines of the court. No person/s is to be located on the court behind the goal lines. The Association expects all spectators to always abide by the Code of Conduct – Spectator policy. (Available from the SDNA website) and penalties may be given if they are breached. (Refer Appendix 1)

**31. COACHING / TEAM BENCHES**

All coaches must be located with their team bench at each end of the court. Both team benches are not to be located at the same end of the court. Coaches and assistant coaches must remain at their own end of the court for the duration of the match and may only walk as far as the transverse line at their end. This may be extended to half way for the 11&U. This may be extended to the full length of the court for 10&U competitions. (Refer to further information on the SDNA website)

**32. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE**

Where these By-laws are silent on a particular matter, a decision can be made by the Committee. In exceptional or extenuating circumstances, the Committee may, acting reasonably, alter, vary, or waive the requirements set out in these By-laws relating to the Association.

**33. INDEMNITY**

Except where provided or required by law and such cannot be excluded, the Association and its respective directors, officers, members, servants, or agents are absolved from all liability however arising from injury or damage, however caused, arising whilst participating in the Association's activities as a member.

## **APPENDIX 1 - SDNA PENALTY POLICY**

### **Section 1.3 By Law – Failure to attend Club Delegate Meetings**

- Club - \$50 fine

### **Section 3.1 By-Law – Finances**

- Clubs' teams or Individual teams will not be permitted to take the court until payment has been made.

### **Section 5.2.G By-Law – Non registered / Ineligible players**

- 10&U Age Group - \$50 Fine
- 11&U – 18&U Age Groups - Loss of 4 competition points and potential sanction of individual player

### **Section 6.2 By-Law – Netball Victoria membership –Unregistered players**

- 10&U Age Group - \$50 Fine
- 11&U – 18&U Age Groups - Loss of 4 competition points and potential sanction of individual player

### **Section 6.3 By-Law – Improper use of single game vouchers**

- 10&U Age Group - \$50 Fine
- 11&U – 18&U Age Groups - Loss of 4 competition points and potential sanction of individual player

### **Section 8 By-Law – Age requirements – ineligible players**

- 10&U Age Group - \$50 Fine
- 11&U – 18&U Age Groups - Loss of 4 competition points and potential sanction of individual player

### **Section 11.1 By-Law – Dress code violations**

- Players will receive a warning from the umpire before a penalty is applied for incorrect uniform. If the incorrect uniform is not corrected prior to the offending player taking the court, then penalty will be applied immediately.
- Penalty: Two goals for each incorrectly uniformed player to the non-offending club or individual team and will be recorded by the umpire.



#### Section 12 By Law – Clearances

- Fine as determined by the Committee.
- Match points may also be lost by the receiving club in each instance the player takes the court without approved clearance as determined by the committee.

#### Section 14 By-Law – Scoring – Incorrect recording of all players on court

- One (1) premiership point will be deducted for teams with incorrect or incomplete score sheets or that have otherwise failed to comply with By-laws 14.1-14.7.

#### Section 16 By-Law – Borrowing Players – ineligible players

- 10&U Age Group - \$50 Fine
- 11&U – 18&U Age Groups - Loss of 4 competition points and potential sanction of individual player

#### Section 17.8 By-Law – Finals - ineligible player

- Individual teams or Clubs found playing an ineligible player during finals will be deemed to have lost that game.

#### Section 18 – Forfeits – late notification

- 18.2 – No advisement of Forfeit game
  - All Age Groups - \$100 fine
- 18.3 – Late advisement of Forfeit game
  - All Age Groups - \$50 fine

#### Section 28 – Set up / Pack up duties

- Failing to complete set up/pack up duty as allocated by SDNA Committee
  - Clubs / Individual team - \$50 fine

## APPENDIX 2 - SDNA WEATHER POLICY

The SDNA weather policy has been adopted in accordance with the guidelines set down by Netball Victoria. Netball is traditionally a winter, outdoor sport and SDNA's preference is to NOT cancel games. However, SDNA has a duty of care to protect the health, safety, and wellbeing of all participants, during extreme weather. When there is a risk of exertional heat illness, severe rainfall, or dangerous weather, SDNA is committed to acting in the best interest of all participants by implementing the following mitigation strategies. Courts or conditions are deemed to be unsafe by the SDNA (Committee, Competition Supervisor, Umpire Manager and Umpire Supervisors), and they will make the decision to cancel matches.

### EXTREME HEAT

In the case of extreme heat, prior to each match commencing, readings will be recorded from Bureau of Meteorology – Moorabbin Airport station and the Wet Bulb Globe Temperature (WBGT) Chart will be consulted to incorporate the humidity and determine the relative temperature.

If the WBGT reaches:

- 32°C - Quarters will be reduced by 1 minute and a 30 second drink break will be incorporated at  $\frac{1}{4}$  time and  $\frac{3}{4}$  time.
- 38°C - Current matches will be cancelled until the WBGT temperature reduces.

Preventative measures can be undertaken to minimise heat injuries.

- Examples include the provision of appropriate sun protective hats, appropriate sunscreen, spray bottles and drinking water.
- Players should hydrate 24 hours in advance of their scheduled match time.

### WET WEATHER

Netball is traditionally a winter, outdoor sport and SDNA therefore will play if there is rain. If the rain or the residual water on the courts is deemed to be too heavy or dangerous, the match may be delayed, postponed, or cancelled.

### LIGHTNING

In Australia, statistics show that lightning accounts for 5-10 deaths and 100+ injuries annually and that approximately 25% of people killed by lightning are playing sport. Should thunderstorms present on match day, SDNA will adopt the "30-30" rule to determine whether a game should be cancelled or suspended.

- When lightning is sighted, count the seconds until thunder is heard.
- If that time is more than 30 seconds, remain vigilant and observant.
- If that time is 30 seconds or less, the thunderstorm is within 10km and is dangerous and all activity is to cease immediately.
- Activities may not be resumed until 30 minutes after the last detection of thunder or lightning.

## SDNA GUIDELINES

- Matches will be cancelled in the event of HEAVY rain, hail and/or lightning.
- Games will not be cancelled because it is cold.
- The decisions to cancel matches in advance are done with as much knowledge, information and notice as possible.
- The decisions to cancel matches on competition days are made round by round.
- Match cancellations will not be based on player/umpire/spectators' comfort – only safety.
- If players/coaches wish to forfeit their match they are free to do so. If both teams agree, no points will be given. If only one team wishes to forfeit, then the other team will receive the points for the game.
- If parents do not want their children to play for whatever reason, they have the option to remove their child.

At no stage will the spectators, parents, players or team officials approach the Court or Umpire Supervisors regarding the weather. An announcement will be made by the Court Supervisor over the PA system and, if possible, a communication will be posted on the SDNA website and social media channels.

When playing any sport, you are voluntarily exposing yourself to a variety of risks for the sake of fun. YOU must decide whether the risks you choose to take are ACCEPTABLE risks for you/your child.

Please do not question SDNA's legal and moral responsibilities OR our "insurance cover". SDNA's decision will always be a balance between the enthusiasm of players who generally want to play and their health and safety, which is paramount.

## AWARDING POINTS

Please note that unless the cancellation of matches is communicated to clubs / teams directly, posted in the news feed on SDNA's website or posted on SDNA's social media channels, all teams are expected to report to the courts for their scheduled matches. Teams are required to have 5 players sighted by their match appointed umpires and recorded on the scoresheet.

- If a match is cancelled prior to the ½ time siren, each team will be awarded 2 points.
- If a match is cancelled after the ½ time siren, then the current score will stand.

## POLICY REVIEW

This policy will be reviewed annually by SDNA.

## APPENDIX 3 – SDNA CODE OF CONDUCT – COACH

You must ensure the standards of the Fair Play Code are applied by demonstrating the five core values that will lead to fair play for all:

- Integrity
- Respect
- Responsibility
- Fairness
- Safety

In addition to Netball Victoria's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Netball Victoria, and SDNA and in your role as a coach of a SDNA Club.

1. Fully comply with the Child Safety in Netball Code of Conduct.
2. Treat players with respect always. Be honest and consistent with them. Honour all promises and commitments, both verbal and written.
3. Encourage players to take responsibility for their own behaviour, performance, decisions, and actions.
4. Promote an environment of mutual support and respect among your players, regardless of their level of play.
5. Involve the players in decisions that affect them.
6. Establish, in consultation with players, what information is confidential and respect that confidentiality.
7. Provide feedback to players in a caring sensitive manner to their needs.
8. Refrain from any form of personal abuse towards your players including verbal, physical and emotional abuse. Be alert to any form of abuse directed toward your players from other sources while they are in your care. (Abide by Netball Victoria Member Protection Regulation).
9. Refrain from any form of harassment towards your players, treating all players fairly within the context of their netball activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status. (Abide by Netball Victoria Member Protection Regulation).
10. Do not argue with or dispute the decision of an official.
11. Never publicly criticise officials and instead raise personal concerns via the appropriate channels.
12. Do not engage in physical and/or verbal intimidation, abuse or conduct toward any player, official, umpire or supporter.

13. Be acutely aware of the power, as a coach, develops with your players ensuring an environment free of sexual harassment, bullying, discrimination, or victimisation.
14. Avoid situations with your players that could be constructed as compromising.
15. Ensure that training tasks, training equipment and facilities are safe and suitable for age, experience, ability, and physical and psychological conditions of the players.
16. Ensure the players time spent with you is a positive experience. All players are deserving of equal attention and opportunities. Provide opportunities that ensure everyone has a reasonable chance to succeed and improve/acquire skills and develop confidence.
17. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance. (Abide by the Netball Australia Anti-Doping Policy).
18. Recognise individual differences in players and always think of the player's long- term best interests.
19. Set challenges for each player which are both achievable and motivating.
20. Aim for excellence based upon realistic goals and due consideration for the participant's growth and development.
21. As a coach, present yourself as a role model that promotes the positive aspects of netball by maintaining the highest standards of personal conduct.
22. Recognise your player's rights to consult with other coaches and advisers.
23. Do not exploit any coaching relationship or information gained through Netball Victoria Programs, to further personal, political, or business interests.
24. Be honest and ensure that coaching accreditations/qualifications are not misrepresented.
25. Make a commitment to provide training programs that are planned and sequential.
26. Maintain or improve your current NCAS accreditation, seek continual improvement through performance appraisal and ongoing coaching education and be open to other people's opinion.

## APPENDIX 4 – SDNA CODE OF CONDUCT – PLAYER

You must ensure the standards of the Fair Play Code are applied by demonstrating the five core values that will lead to fair play for all:

- Integrity
- Respect
- Responsibility
- Fairness
- Safety

In addition to Netball Victoria's General Code of Conduct, as a player in any activity held by or under the auspices of Netball Victoria, SDNA and your relevant SDNA Club, you must meet the following requirements during any such activity or event.

1. Fully comply with the Child Safety in Netball Code of Conduct.
2. Participate because you enjoy it, not just to please parents and coaches.
3. Play by the rules.
4. Know the rules.
5. Participate fairly and safely.
6. Abide by decisions, without argument or bad temper.
7. Captains have the right to approach an umpire during an interval or after the game for clarification of any rule.
8. Approach the umpire in a courteous and polite way.
9. Cooperate with your coach, and other players, deliberately fouling or provoking an opponent and throwing / damaging equipment is not acceptable or permitted.
10. Cooperate with your coach, and other players.
11. Treat all players as you would like to be treated.
12. Always ensure that your behaviour is fair.
13. Be a patient and enthusiastic, supporter of fellow players.
14. Applaud all good play, by your own team and opponents.
15. Be a responsible team member.
16. Always be on time.
17. Encourage and assist all players.
18. Attend all training sessions.
19. Ensure you always bring the appropriate uniform and equipment to training and/or games.

20. Do not engage in practices that affect sporting performance (alcohol, tobacco, and drug use).
21. Respect and acknowledge the contribution of those who create the opportunity for you to play (volunteers, scorers, coaches, timekeepers, administrators, and umpires).

## **APPENDIX 5 – SDNA CODE OF CONDUCT – SPECTATOR**

You must ensure the standards of the Fair Play Code are applied by demonstrating the five core values that will lead to fair play for all:

- Integrity
- Respect
- Responsibility
- Fairness
- Safety

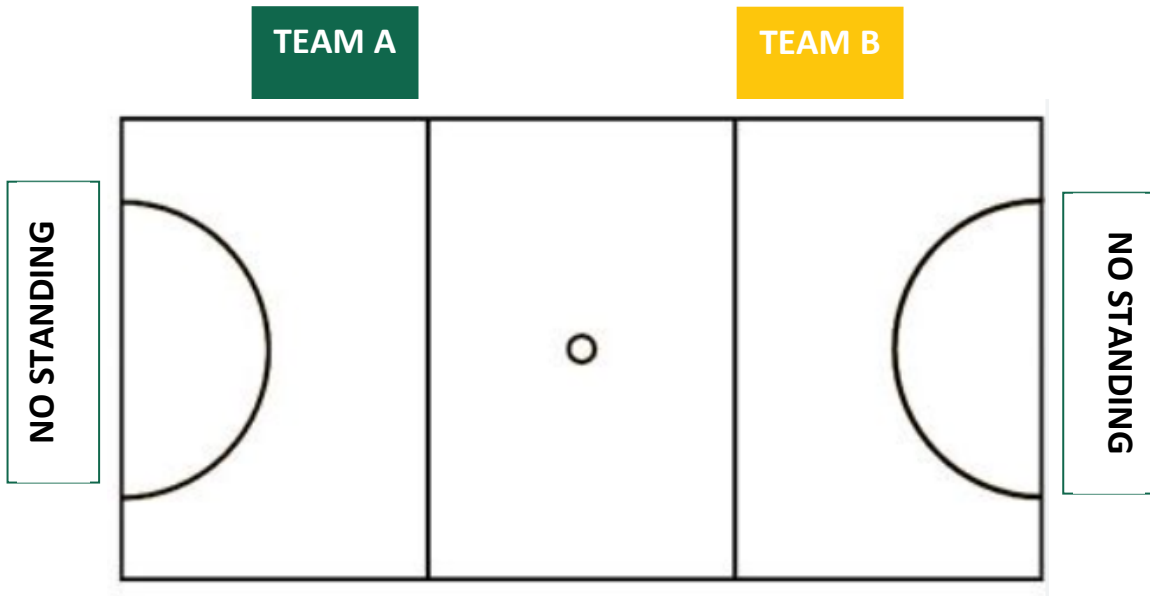
In addition to Netball Victoria's General Code of Conduct, as a spectator in any activity held by or under the auspices of Netball Victoria, and SDNA and your relevant Club, you must meet the following requirements during any such activity or event.

1. Fully comply with the Child Safety in Netball Code of Conduct.
2. Most players (in particular children) participate in netball activities for fun. They are not participating for entertainment of spectators only.
3. Applaud good performance and efforts by all players. When watching a game congratulate both teams upon their performance regardless of the game's outcome.
4. Respect the umpires and coach's decisions. If there is a disagreement, follow the appropriate procedure to question the decision and teach children to do likewise.
5. Never ridicule or scold a player for making a mistake during a competition. Positive comments are motivational.
6. Condemn the use of violence in any form, be it by administrators, coaches, players, umpires, or parents/guardians.
7. Demonstrate appropriate social behaviour by not using foul language, and not harassing administrators, coaches, players, or umpires.
8. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying or victimisation.
9. Encourage players to play according to the rules and official decisions and develop your own knowledge of the rules.
10. Support the use of age-appropriate development activities and modified rules.



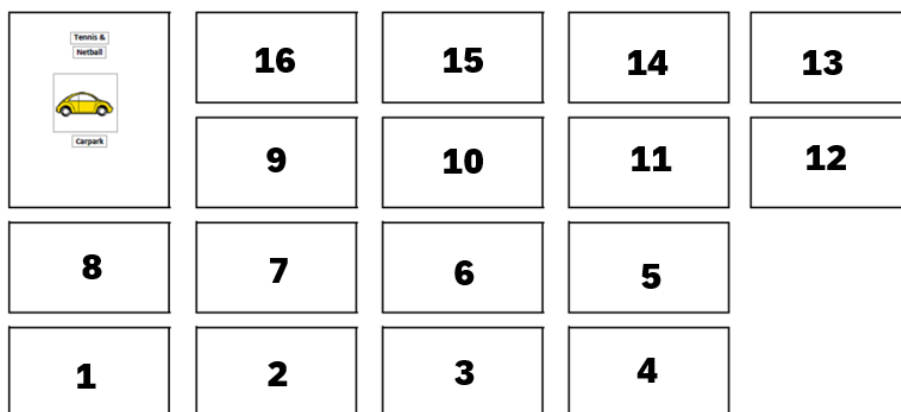
## APPENDIX 6 – SDNA VENUE MAP / COURT BENCH OUTLINED

### TEAM BENCHES



### COURT LOCATIONS

**TENNIS CLUB**



**APPENDIX 7 – SDNA IMPORTANT PHONE NUMBERS**

<b>EMERGENCY – Ambulance / Police/ Fire</b>	<b>000</b>
<b>POLICE – Non-Emergency</b>	<b>131 444</b>
<b>NEAREST DOCTOR – Interhealth Medical</b> 110 Centre Dandenong Road, Dingley	<b>9558 2155</b>
<b>NEAREST CHEMIST – Direct Chemist Outlet</b> 97 Centre Dandenong Road, Dingley	<b>9551 4222</b>
<b>HOSPITALS</b>	
Monash Hospital – 246 Clayton Rd, Clayton	<b>9594 6666</b>
Sandringham Hospital – 193 Bluff Rd, Sandringham	<b>9076 1000</b>
Dandenong Hospital 135 David Street, Dandenong	<b>9554 1000</b>
Holmesglen Private Hospital 490 South Road, Moorabbin	<b>9567 9000</b>
<b>SPRINGVALE POLICE STATION</b>	<b>8558 8600</b>
<b>SPRINGVALE CFA – FIRE</b>	<b>9546 9598</b>
<b>CRIME STOPPERS</b>	<b>1800 333 000</b>

## **APPENDIX 8 – GRIEVANCE POLICY**

The purpose of the Grievance Policy is to outline SDNA’s complaint resolution process to implement when handling and resolving any breaches of SDNA policies and associated Codes of Conduct /behaviour. It is to make all relevant parties aware of their responsibilities and the expectations when a grievance is raised, and to send a message to the SDNA Community that all grievances are taken seriously.

This policy operates directly with the Netball Victoria Competition Complaints Handling Regulations and Netball Australia Member Protection Policy, Netball Australia – Integrity Policy Framework and Conduct and Disciplinary Policy and only functions separately to clearly specify SDNA’s own purpose and specific protocols.

### **CONTEXT**

SDNA acknowledges that issues and/or concerns may arise and grievances may occur within the Association regarding needs, values, and expectations of all our members. Any grievances or feedback are welcomed, valued, and taken very seriously, as it is better to be aware of any issues so they can be discussed, resolved, and evolve into a learning opportunity for continuous development.

SDNA have professional and moral obligations to keep the Association respectful, available, safe, fair and enjoyable for everyone and to therefore prevent any future conflict, hence committing to effective and efficient resolution of all grievances.

SDNA Members can be assured that our Association protects all of its members and promotes working together to achieve a positive and enjoyable environment for everybody.

### **SCOPE**

This Policy applies to all members, employees, volunteers, spectators, players and team officials of SDNA.

### **PROCESS**

#### **Self-management**

For mild or accidental issues – SDNA encourages members to attempt to resolve the situation directly with people involved, if possible.

- Captains only may approach the umpires at ½ time for rule clarification, not for disputes
- Members are encouraged to consider if there is an opportunity to cool off before taking further action

## Obtaining information and support

If the issue is minor and members are not sure how to proceed or cannot solve it themselves with self-management:

- Have a conversation with a Team / Club representative coach/TM/President) to determine more information and support for further options.
- Have a representative locate a SDNA Court Supervisor and request their attendance to the court immediately to observe or assist if necessary. This must be done DURING the game (if applicable), not afterwards where no observations can be made.

## Informal process

If the issue has not yet been resolved satisfactorily, members may informally seek more information or resolution through:

- Conversing with the Competition Supervisor at the courts (Game Day Office) on the day to informally discuss the grievance, clarify by-laws, policies, codes of behaviour etc and to determine any more possible resolutions or courses of action in conjunction with this Policy.
- Contacting SDNA via email to [info@sdna.net.au](mailto:info@sdna.net.au) (within a maximum of three (3) working days) to informally discuss the grievance, clarify by-laws, policies, codes of behaviour etc and to determine any more possible resolutions or courses of action in conjunction with this Policy.

## Formal process

If the issue is of a more serious nature or has not yet been resolved satisfactorily, members may submit a formal grievance in writing.

- SDNA request all grievances (where possible) to come directly through the official club Committee delegate.
- All grievances must be submitted as soon as possible, but within a maximum of three (3) working days.
- All grievances must be submitted on the official SDNA Complaint Form (available on the SDNA website and emailed to [president@sdna.net.au](mailto:president@sdna.net.au)).
- Complaint Forms must contain a factual, concise outline of the applicable issues, with sufficient details to enable appropriate assessment and follow-up.
- Complaint Forms should contain accurate contact details. Forms may be submitted anonymously, but this makes the issue harder to investigate.
- All official Complaint Form submissions will be acknowledged in writing within three (3) working days.

**\*\* PLEASE NOTE:** Any incident of illegal activity or child abuse should be referred directly to the police immediately \*\*

Following receipt of the official Complaints Form:

- The respondent will be notified and forwarded a copy of the grievance and requested to respond via the Complaints form.
- Respondent is then given a maximum of four (4) days to respond.
- SDNA President will determine whether further investigation is required or make a finding as to whether the grievance is substantiated or not. This decision may be extended to SDNA Committee members.

Based on the findings of the SDNA President /Committee:

- The grievance may be dismissed.
- An appropriate penalty may be imposed.
- The matter may be referred to an official Hearing.

### **Appeals**

If a member is not satisfied with the final decision, they have the right to appeal.

- Appeals must be received in writing to [president@sdna.net.au](mailto:president@sdna.net.au).
- Appeals must be received within 14 days of receiving the original decision.

### **Responsibilities**

- All grievances will be addressed promptly and in a professional manner, contained to the relevant people only.
- SDNA will maintain all members' confidentiality.
- A person making a complaint or airing a grievance will not be disadvantaged within SDNA in anyway as a direct result.

### **Record Keeping**

- Formal records of grievances, their progress and outcomes will be kept on file and will remain secure and strictly confidential, accessible only by the SDNA Committee members.
- Informal grievances will not be extensively documented, with only a brief summary recorded.
- Formal grievances will have thorough and detailed information documented.
- These documented Complaints will be continually monitored to enable detection of any recurring incidences of inappropriate behaviour. This will also allow for statistical information and recommendations for future planning.

## **WHAT PENALTIES MAY BE IMPOSED?**

Disputing the decision(s) of an umpire - *Up to 2 weeks*

Abuse of an umpire - *Up to 4 weeks*

Unsportsmanlike behaviour - *Up to 4 weeks*

Breach(es) of Code(s) of Conduct - *Up to 3 weeks*

Gross Breach(es) of Code(s) of Conduct - *Up to 6 weeks*

Online breach of Code of Conduct as per the Netball Victoria Cybersafe Policy - *Up to 10 weeks*

Attempting to trip, strike, elbow, or kick - *Up to 4 weeks*

Tripping, striking, elbowing, or kicking - *Up to 8 weeks*

Obscene gestures - *Up to 2 weeks*

Offensive language (which may include abusive, obscene, or insulting language)- *Up to 2 weeks*

Fighting - *Up to 8 weeks*

Spitting - *Up to 4 weeks*

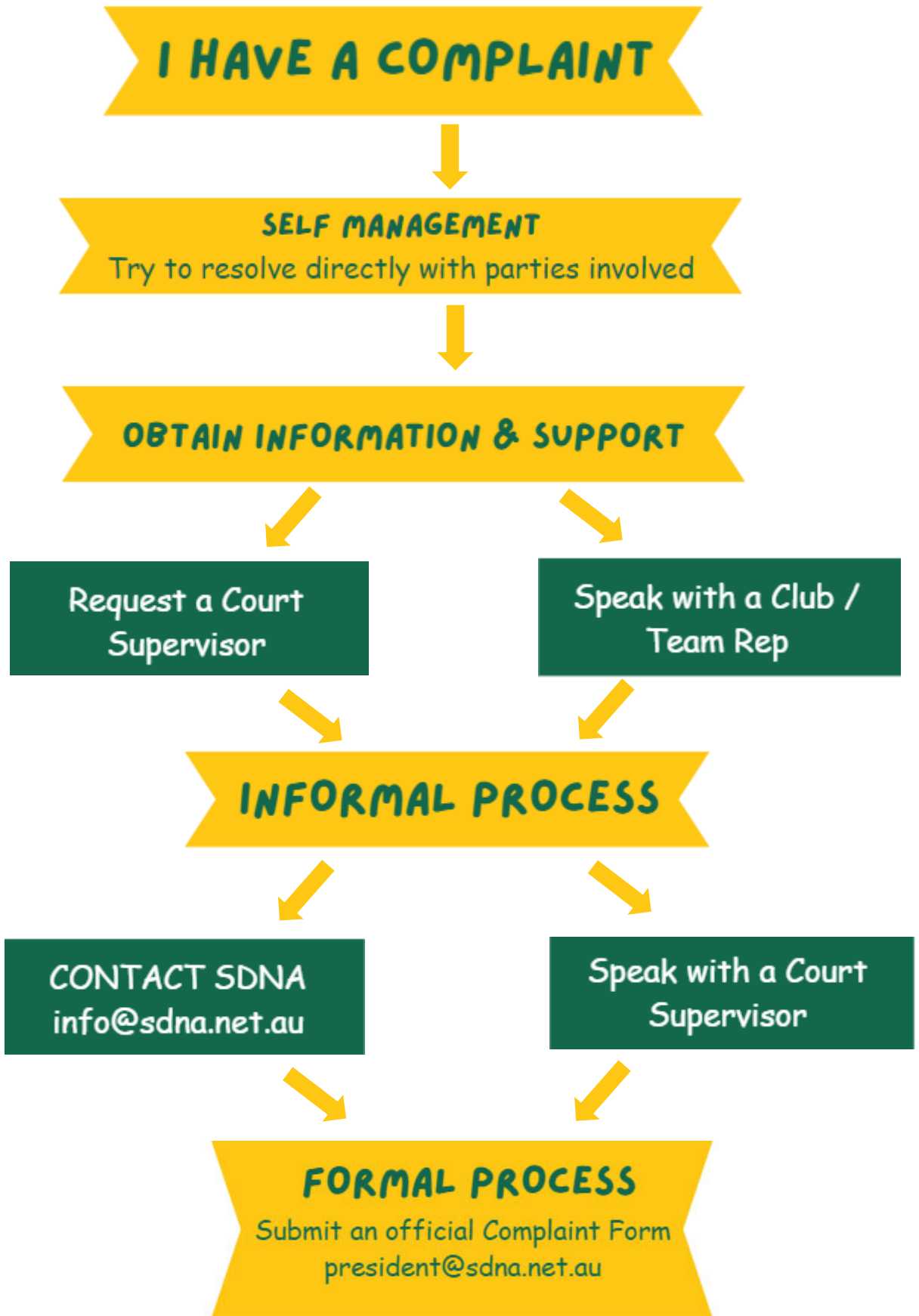
Threatening a person - *Up to 6 weeks*

Deliberately endangering the health & safety of any player, spectator or official (incidents involving blood/body fluids) - *Up to 10 weeks*

Failure to co-operate in, or hindering an investigation under this Regulation – *Up to 4 weeks*

Coaching, umpiring, playing or engaging in score bench duties while under suspension - *Up to 6 weeks*

Failure to undertake all requirements of a penalty decision by the set date - *Up to 3 weeks*



This policy will be reviewed annually by SDNA.