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# **Maitland District Netball Association Inc**

## **Administrative Regulations**

<b>Review Dates</b>	
<b>Adopted</b>	
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<b>Current</b>	<b>22<sup>nd</sup> June 2023</b>

### Preamble

The Maitland District Netball Association (MDNA) is a not-for-profit organisation and is administered by volunteers. MDNA is incorporated under the 1984 Associations Incorporation Act.

The MDNA is committed to the creation of a positive sporting environment that supports, encourages and provides opportunities for all members to achieve their sporting potential.

We acknowledge the need to embrace change and continuous improvement within our Association.

We are committed to developing a sporting culture that is based on integrity, equity, diversity, trust, and respect for one another.

### **Purpose**

The Maitland District Netball Association Management Committee is established to:

- Control and manage the affairs of the Association
- Uphold the rules and policy of MDNA and Netball NSW (NNSW)

### **Reports to:**

- MDNA Management Committee Members
- MDNA Council Members

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## **1. DRESS CODE**

The MDNA Dress Code is as set out in the MDNA Competition Rules.

## **2. AFFILIATION**

The Club Information and Delegate Forms must be fully completed and submitted to the MDNA before, or at the time of club registration. Club registration will not be accepted without completion of these forms.

## **3. MEMBER REGISTRATION**

Clubs will receive a registration package prior to registration, including either forms or links to e-forms for the following:

- Team & Contact List Form
- Registration Breakdown Sheet
- Club Information Form
- Delegate Registration Form
- Non-Player Registration Form
- Schedule of membership fees as determined annually by the Management Committee

### **3a. Team Nominations**

All team nominations must be completed in full with each players' name and ID number, and their last 2 year's playing history including team name and grade played. This may be completed within the online registration system, with printed copies provided to the MDNA upon registration. Where data is not available in the online registration system, the Club is responsible for including the relevant information. Each Club is responsible for ensuring that all team nomination forms are completed in full.

No team nomination will be accepted without a minimum of 7 registered players.

Team nominations must be provided to, or viewable online for the Grading Convenor prior to MDNA grading day.

### **3b. Non-Players**

Registration of all non-players is compulsory; this includes all coaches, managers, umpires and club officials. MDNA will not be held liable for any person that is not registered. A list of non-player registrations is to be provided to the MDNA at Club registration.

### 3c. Registration Breakdown Sheet

Clubs must complete the Registration Breakdown Sheet with the following information and costing:

- Net Set Go up to 10 years (non-competition)
- Junior Players aged 10 - 17 years (competition grades)
- Senior Players aged 18 years & over
- Non-Players
- Life Members

### 3d. Late Registrations

#### Player Members

Any player registering after the initial registration day will require a Late Registration Form to be completed in full and submitted for approval. No player is to be registered without the written consent of the Grading Convenor, or appointed delegate, once grading is complete. Upon receipt of approval, the player must complete their online registration prior to participating in any game.

#### Non-Player Members

Non-player members are to submit a Late Registration Form for approval. Upon receipt of approval, the online registration is to be completed.

#### Fees

All late registrations will incur a fee of \$10 per member payable in addition to the annual MDNA registration fee. Net Set Go skills program and non-players are exempt from this.

### 3e. Day Players

- Day players are permitted to play in the MDNA competition in accordance with the MDNA Competition rules.
- A day player form must be completed and approved by the Grading Convenor or Grading Committee Member prior to the commencement of the game.
- The day player fee is determined annually by the Management Committee and is payable at the time of the day player registration.

### 3f. De-Registration

De-registrations will be accepted by MDNA at any time throughout the season.

#### Netball NSW fees

Registration fees payable to NNSW will only be refunded in accordance with the NNSW membership and affiliation policy. This is sought by the member directly with NNSW.

## **MDNA Fees**

- Refund of the MDNA fee will be provided up until the scheduled date for commencement of the competition each year.
- All de-registrations submitted after the scheduled competition start date will receive no portion of the Maitland registration fee.

## **4. PLAYER TRANSFERS**

### **Prior to MDNA Grading**

- Transfer is permitted between teams provided the teams involved retain the minimum seven (7) players required for registration.

### **After MDNA Grading**

- A player may submit a written request for transfer with the signed approval of both clubs.
- The MDNA Grading Convenor, or delegate, must approve the transfer prior to the player playing in the new team.
- No player will be permitted to transfer if transferring will leave the original team with less than seven (7) registered players.
- After week twelve (12), transfers will only be permitted if the original team is to be disbanded. A maximum of two (2) players may be transferred to any one team, subject to the approval process.

## **5. GRADING**

- Each club shall recommend a grade for each competition team registered. This recommendation shall represent the fact that the club has assessed that team's potential and is aware of the players' skill level.
- Clubs are required to submit each Team Nomination on the day of registration.
- All grading shall be done on paper except for those teams the committee may seek to view at a date set within ten (10) days of registration.
- Grading will be done as soon as practicable after registration day. At completion, the Grading Convenor will provide the Secretary with the final grading for publication on the Maitland District Netball Association website. A copy will also be provided to each club.
- Up until grading, late registrations are to be submitted on a Late Registration Form.

Any player who registers or transfers after grading has been completed will be subject to grading rules as listed in the Competition Rules.



## Grading Appeals

- Clubs may appeal the grading by completing and submitting the Grading Appeal Form to the MDNA Secretary in accordance with the MDNA Grading Policy.
- Appeals will be reviewed by the Grading Convenor and a decision issued, or a meeting convened, with the grading committee.
- Clubs will receive notification from the MDNA Secretary as to the outcome of the appeal.

## 6. DISBANDED TEAMS

In the event of a team disbanding, notification from a club official is required in writing to MDNA.

Transfer applications will be considered to another team in the same or higher grade, in accordance with 4 – Player Transfers (above).

## 7. UMPIRING

- The Umpires Convenor is not eligible to be considered for the Barry Ling award by Maitland Umpires Sub-Committee.
- All umpiring will be set down by the Umpires Convenor or delegate at their discretion.
- All umpires are required to:
  - be NNSW registered members
  - wear club uniform or white shirt
- Net Set Go rules will be distributed annually for umpiring.

### Net Set Go

- Each team named is required to provide one (1) umpire for each game during the season.
- The grades where the coach/manager is to umpire will be specified annually by the MDNA.
- The umpire may enter the court to speak to the players about rulings.
- The coach of the team may direct play for their team from the sideline only and is not permitted on the goal line or the court with the exception of the grades identified where they are to be the umpire.
- Net Set Go competition is a modified game (see Competition Rules).

### Net Set Go 9 years

- The grades where scores, for grading purposes only, for the following year will be notified annually by the MDNA.

## **Other Grades**

- Umpires for A Grade games will be allocated by the Umpires Convenor.
- All other umpiring will be set down in teams or clubs. Both teams and clubs are responsible for ensuring these duties are fulfilled. Umpires are not permitted to umpire higher than their playing grade without prior consent from the Umpires Convenor.
- All teams involved in a forfeit game must fulfil their umpiring obligations.
- Teams may be required to umpire or reserve on time slots before or after they play.

## **8. TEAM PERSONNEL**

All coaches and managers are required to:

- be registered with NNSW
- adhere to the rules of MDNA and NNSW

## **9. REGISTERING OF NEW CLUBS**

New Clubs seeking registration with MDNA must provide:

- a Club Constitution
- Uniform for approval prior to registration being accepted
- Club Information and Delegate Forms
- Delegate/s to attend MDNA Council meetings

All new clubs will be required to fulfil MDNA requirements including canteen and umpiring duties.

## **10. GAMES**

- Requests for changes to the games must be submitted in writing
- Game times will be reviewed annually and set by the Management Committee

## **11. CANTEEN and COMPETITION DUTIES**

- Clubs must fulfil all canteen and competition set-up duties as scheduled throughout the season by the MDNA. This will require 6 people to be allocated by the club.
- Clubs are to provide three (3) people for canteen duties during finals, or as determined by Canteen Supervisor.
- Clubs/teams that do not fulfil canteen and competition duties will be fined \$50.00 per hour.

## 12. AGE OF ADMISSION TO OFFICES AND CANTEEN

- Children 15 years and older only, allowed in the canteen area.
- Entry in the office areas are permitted under the permission of a MC member.

## 13. FINES and LOSS of POINTS

- All fines are due for payment within fourteen (14) days of invoice date.
- All fines not paid within fourteen (14) days will be considered outstanding and the club will be considered un-financial, rendering all teams ineligible to compete.
- Points loss will be reflected in the points system.

### Appeals

- Fines and loss of competition points can be subject to appeal and will be considered by the Management Committee or a Management Committee appointed Sub-Committee.
- Clubs are required to complete and submit the Appeals Form to the MDNA Secretary within 7 days of notice issued. Payment (for fines) must accompany the appeal or appeal will not be considered.
- Appeals may be upheld or dismissed. Where appeal is upheld, fines will be reimbursed to the club or competition points reinstated on the points system.
- Clubs will receive notification from the MDNA Secretary as to the outcome of the appeal.

## 14. FINANCE

Refer also to Finance Policy

### Non-Payment of Team and Club Accounts

- Payment of account is due 14 days from date of MDNA invoice. Non-payment of account by due date will cause the member/s to become un-financial.
- Non-payment of accounts will see the club un-financial and their team's ineligible to compete in the competition until payment or proof of payment is received.
- No member may charge the cost of attending a NNSW organised or other netball related course to MDNA without prior Management Committee approval.
- Any member who subsequently withdraws from said course/s with insufficient notice and incurring late cancellation fee/s, will be responsible for all such costs.

### Representative Accounts

- Secondary registrations for rep players are to be charged the Maitland fee payable for that registration type. Players must be registered through an Affiliated Club.

- In the event a representative team withdraws or fails to attend a NNSW hosted event, the responsibility for the fine, if issued by NNSW, may become that of the team members. Should this be the case, if the fine is not paid to MDNA, then members will be considered un-financial.
- Where MDNA withdraws any representative team from a NNSW hosted event, any fine issued will be the responsibility of the MDNA.
- For terms associated with individual representative accounts – see Representative and Selection Policy.

## **15. VENDORS**

- Vendors who trade at any MDNA competition are required to pay a fee of \$100 per day.
- Vendors are required to sign the vendor contract annually at the commencement of the competition agreeing to pay the contracted fee.

## **16. USE OF THE CLUBROOMS**

- All persons requesting the use of the clubroom must submit their request to the Secretary.
- Applications that are sport based, such as a courses and meetings, will be considered by the MC and may be subject to a hire fee and a bond (bond - refundable after use). Applications for personal use, such as social gatherings will not be considered.
- In all instances, preference will be given to MDNA hosted events and approval for use is subject to the availability of facilities and MDNA MC personnel.
- Clubroom facilities and/or access may be restricted.
- Clubroom to be left clean and tidy and appliances if used, switched off.

## **17. COMPLAINT AND DISCIPLINARY PROCEDURES**

- Clubs are to be familiar with current complaint and disciplinary procedures and advise their members accordingly.
- Clubs, as affiliates are expected to manage all matters of complaint or incident in accordance with the relevant NNSW policies.
- Clubs are encouraged to have their own Member Protection Officer (MPIO) or be able to provide their member with details of an MPIO before lodgement of a complaint or incident.

### **17a. Complaints and Complaint Handling**

- A 'complaint' in this context is considered to include grievances, disputes and member protection issues.

- All complaints will be reviewed and managed in accordance with the relevant NNSW policy and procedure.
- All complaints are to be submitted to the MDNA Secretary using the designated form.
- All complaints will be treated as confidential; this includes correspondence and the process in which the complaint is handled.
- The Secretary, or delegate will assess the complaint before determining appropriate action to be taken.
- In instances where a complaint is lodged to register incident/s but no action requested or warranted, the club will be asked to take the appropriate steps toward resolution in accordance with NNSW policies. It will be the clubs' responsibility to follow up this type of complaint.
- The club will provide a report to the MDNA Secretary of the actions taken and outcome.
- Non-members are not permitted to submit complaints for review by the MDNA using the NNSW policies and procedures.

### **17b. Disciplinary Procedure**

- Disciplinary procedures are considered those in context to on-court conduct and offences.
- Incidents must be reported using the designated form and in accordance with the NNSW Policy.
- Members are to submit an incident report, completed in full, to the MDNA Secretary.
- Incidents will be reviewed and managed in accordance with the relevant NNSW Policy. This may include no action by the MDNA, a directive for the Club to manage or progress to tribunal.
- Clubs are to be familiar with the procedures and advise their members on appropriate actions and requests and possible outcomes.
- The club will provide a report to the MDNA Secretary of the actions taken and outcome.
- Non-members are not permitted to submit incident reports for review by the MDNA using the NNSW policies and procedures. They may at times be requested to provide statements.

### **Appeals**

All appeals to complaints procedures will be managed in accordance with the NNSW policies and procedures.

## **18. ASSOCIATION PROPERTY**

- New MC members will receive Rules, Regulations & Policy information upon joining. MC members are responsible for keeping current and up to date.

- All other equipment, stationary, electronics, including e-storage devices, and any other property of the Association must be returned to the MDNA Secretary when the MC member vacates their position.

## **19. MONTHLY REPORT FOR MANAGEMENT COMMITTEE**

In the absence of a Management Committee member from any MDNA meeting, their submitted report, including business and notice of motions are to be read and actioned.

## **20. MDNA POLICIES**

The following policies form part of the Administrative Regulations:

- MDNA Communications Policy
- MDNA Finance Policy
- MDNA Grading Policy
- MDNA Management Charter
- MDNA MC Roles and Responsibilities
- MDNA Representative & Selection Policy
- MDNA Covid Safe Plan & Policy