



# By-Laws

Adopted February 23<sup>rd</sup>, 2026

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## **1. Association Rules**

- 1.1. Grafton Netball Association (herein known as GNA) is guided by the policies of its Governing Body - Netball NSW and upholds these policies and the current Rules of Netball by World Netball.
- 1.2. GNA grounds are a non-smoking and alcohol-free zone. Smoking and alcohol are NOT permitted within 15 metres of, or within the fenced area of the courts, club house or surrounding grounds.
- 1.3. Animals including dogs on/off a leash are not permitted within 15 metres of, or within the fenced area of the courts, club house or surrounding grounds on competition and training days.
- 1.4. Bikes/scooters/skates are not permitted on the courts or within the fenced area of the courts and club house.

## **2. Affiliated Clubs**

- 2.1. Affiliated Clubs (herein known as Clubs), their office bearers and Club Delegates must support and align with all rules, policies and procedures of GNA.
- 2.2. Clubs must nominate a President, Secretary and Treasurer and must inform GNA in writing as they change.
- 2.3. Clubs should promote GNA and GNA Competitions via their social media platforms.
- 2.4. Clubs must mutually agree on a set fee for players playing in the winter competition and propose to the GNA Council at the January general meeting.
- 2.5. Clubs must submit a quarterly report to GNA including meeting minutes and a financial report.
- 2.6. Keep a register of their uniforms and equipment.
- 2.7. Clubs must not publicly, including via social media; disparage GNA, GNA Executive or committee or GNA Competitions.

## **WINTER COMPETITION**

## **3. Registration**

- 3.1. Only players with a current registration may play in GNA competitions.
- 3.2. All teams are limited to 10 registered players at any one time. To register new/substitute players, the team may de-register existing player/s as required to remain at 10 players or less. Once de-registered, a player cannot retake the court for the remainder of the season. Players who dual register are included in the 10 player limit of both teams.
- 3.3. Late player registrations (meaning registrations after the final grading meeting) must be approved by the Grading Committee before any such player can be added to an already graded team. Club delegates and the Registrar are responsible for notifying the Grading Committee of these registrations.
- 3.4. Player transfers from one club to another must occur prior to the start of the competition
- 3.5. Junior teams are allowed a maximum of 3 representatives players (Development Squad is not included).
- 3.6. Registration fees contain 4 components – Netball AU, Netball NSW, GNA, and Club. All GNA refund requests must be put in writing by the Club Delegate to the Executive Committee. For information regarding refunds of the Netball NSW component, please see the Netball NSW Affiliation and Membership Policy. For information regarding refunds of the Club component, please see the Club Delegate.
- 3.7. Players turning 11 years of age or older in the year of competition, may dually register in a team in the grade directly above. Dual registration requests must be put in writing by the Club Delegate and submitted to the Grading Committee. In the circumstance where your club does not have a team in the grade directly above, dual registrations to the next available grade may be considered.

- 3.8. Dual registrations will incur an additional GNA and Club Fee.
- 3.9. Male players up to 10 years of age are to play in their appropriate age divisions.
- 3.10. Male players 11 to 14 years of age are to play in their appropriate age divisions. Teams are limited to 2 males per team.
- 3.11. Male players aged 14 years and older may register in the highest senior grade available that season (Division 1, A Grade etc). Teams are limited to 1 male player per team.

#### **4. Grading**

- 4.1. The Grading Committee will consist of the Club Delegates, the Registrar, and the President. If the President is unavailable, the position will be filled by an Executive member, nominated by the President.
- 4.2. Grading meetings will be held prior to the commencement of the competition and on a future date set by the grading committee.
- 4.3. Grading meetings may be called mid-season if necessary.
- 4.4. Clubs are required to attend grading meetings with the most up to date team lists. A team will only be considered if there are a minimum of 5 players.
- 4.5. Competition draws for each division will be generated by the automated Play HQ system.

#### **5. Uniform**

- 5.1. All players registered in a team must wear one of the approved club uniform options to take the court. Any exception to this rule must be approved by the Executive Committee.
- 5.2. The only hats permitted on court are soft brimmed hats approved by GNA.
- 5.3. Appropriate undergarments must be worn under team uniforms. Undergarments must provide full coverage and be non-revealing. Players will not be permitted to take the court if appropriate undergarments are not worn.
- 5.4. Club delegates are required to enforce their appropriate uniforms.

#### **6. Scoring**

- 6.1. Scoring each game is the responsibility of the teams playing. Each team should nominate a scorer to sit side-by-side and keep score. The GNA provided scoresheet is the official record, no other score will be considered.
- 6.2. Prior to taking the court players are responsible for signing the Score Sheet. Only players who have signed the scoresheet are deemed to have played that game. Players in the 7-10 year old divisions can have their name ticked off by the coach or team manager.
- 6.3. Players who are substituting from another team must print and sign their name on the scoresheet below the teams' registered players and indicate the team in which they are registered.
- 6.4. Game Points will be awarded as follows:
  - 6.4.1. 4 for a win or forfeit against
  - 6.4.2. 3 for a draw
  - 6.4.3. 2 for a bye
  - 6.4.4. 1 for a loss
  - 6.4.5. 0 for a forfeit
- 6.5. If a team enters or leaves a grade, all competition points in the affected grades will reset to 0.

## **7. Adverse Weather**

- 7.1. The decision to abandon play shall be made by the Executive Committee.
  - 7.1.1. The decision to abandon a round should be made by 10.00am for Junior games and 12.00pm for senior games.
  - 7.1.2. Immediately following the decision, notification of abandoned games should be made to all Club Delegates and published on GNA media platforms.
  - 7.1.3. An abandoned round will not accrue competition points.
  - 7.1.4. There will be no 'make up' games for wet weather.
  - 7.1.5. All weather decisions will be made by the Executive Committee in accordance with the Netball NSW Adverse Weather Conditions Policy.
- 7.2. If play commences and the match is abandoned because of the weather, the results shall be as follows:
  - 7.2.1. If play ceased before half time, the match shall be considered a draw.
  - 7.2.2. If play ceased at or after half time, the result of the match shall be decided based on the score at the time the match was abandoned.
- 7.3. Where a round commences but not all games in a division are completed due to adverse weather, a 'Partial Round' will be declared. Any game in the Partial Round where play did not begin, or they did not play to half time per clause 7.2. will be awarded points as follows:
  - 7.3.1. The game is classed as a draw
  - 7.3.2. For and against points will be determined by the average of the completed games in the respective divisions for that round.
- 7.4. The Executive Committee reserves the right to reduce the playing time of matches during adverse weather.

## **8. Umpiring**

- 8.1. Umpire Conduct
  - 8.1.1. All GNA Umpires are expected to:
    - 8.1.1.1. Sign on at control no later than 10 minutes prior to game time.
    - 8.1.1.2. Umpire in accordance with the Official Rules of the Game.
    - 8.1.1.3. Treat all players, coaches, match officials and other umpires with respect.
    - 8.1.1.4. Place the safety and welfare of players above all else.
    - 8.1.1.5. Take appropriate action to manage dangerous play.
    - 8.1.1.6. Maintain a high standard of personal behaviour.
    - 8.1.1.7. Notify the Umpire Convenor and/or update their Umpire Details Form if their details or availability changes.
    - 8.1.1.8. Arrive at games prepared with appropriate uniform and working whistle.
    - 8.1.1.9. Complete an Umpire Details form at the beginning of each season.
    - 8.1.1.10. Have completed and passed the Rules of Netball Exam within the past 3yrs and provide a certificate of completion to the Umpire Convenor if 'Unbadged'.
- 8.2. Umpire Uniform
  - 8.2.1. Winter Competition Uniform
    - 8.2.1.1. Umpires are required to wear a white shirt.
    - 8.2.1.2. Black or white bottoms are preferred.
    - 8.2.1.3. If necessary, a white shirt may be worn over playing uniform.
    - 8.2.1.4. Appropriate footwear
  - 8.2.2. Winter Finals Uniform

- 8.2.2.1. Umpires are required to wear a white shirt.
  - 8.2.2.2. Umpires are required to wear Black or white bottoms.
  - 8.2.2.3. No playing uniforms or club merchandise may be worn, excluding club umpire shirts.
  - 8.2.2.4. Appropriate footwear
- 8.3. Umpire Payment
- 8.3.1. GNA will invoice Clubs a Team Umpire Fee for each registered team, at the beginning of each season.
  - 8.3.2. The amount of the Team Umpire Fee should be set by Council on or before the general meeting in February each year.
  - 8.3.3. GNA will make payment to individual umpires at least once per month, except where an umpire has elected an alternate payment schedule on their Umpire Details Form.
  - 8.3.4. The amount of the Umpire Fee per game should be set by Council on or before the general meeting in February each year.
  - 8.3.5. GNA will cover all costs incurred for umpires during finals.
  - 8.3.6. Umpires cannot change during a game without the consent of the Umpire Coordinator.
- 8.4. Beginner and Junior umpires will transition through GNA's Umpire Levels Program. Appendix A.
- 8.5. Clubs are required to provide the Umpire Convenor with a list of umpires for the competition, including their level of experience / badge (minimum 1 per registered team).
- 8.6. All Umpires should familiarise themselves with Netball NSW Umpire Code of Behaviour.

## 9. Coaching

- 9.1. All Coaches will be required to complete one of the following two options if they are inexperienced in Coaching:
  - 9.1.1. A minimum of two Coach the Coach Sessions with GNA's Coaching Coordinator
  - 9.1.2. Agree to a mentoring program, where the New Coach will be assigned a Mentor Coach by GNA's Coaching Coordinator, the Mentor Coach will assist and oversee as required
- 9.2. All Coaches should familiarise themselves with Netball NSW Coach Code of Behaviour.

## 10. Game Rules

- 10.1. GNA adopts all rules included in the Australian Netball Rule Book.
- 10.2. GNA adopts the Rules for Rolling Substitutions as per Netball NSW Memo dated 30.1.2024.
- 10.3. GNA adopts the rules for Substitutes and Team Changes as per Rules of Netball – World Netball 2024 when making substitutions and/or team changes during an interval or when play is stopped for injury/illness of a player or blood.
- 10.4. Games will run from a central timer, for 4 x 12 minute quarters, 2 minute break at  $\frac{1}{4}$  and  $\frac{3}{4}$  time and a 3 minute break at  $\frac{1}{2}$  time.
- 10.5. Play must start within five minutes of the bell by Control commencing the game. Any team not fielding five registered players at that time must forfeit.
- 10.6. If at least five registered team players are present, up to 2 substitute players may be used from a lower division in the same club. The total number of registered and substitute players in the team must not exceed seven.

- 10.7. When seven or more registered team players are present and able to play, substitution of other registered players is not allowed. If substitutes are used when seven registered team players are present and able to play, the game will be classed as a forfeit against the infringing team.
- 10.8. A player may play in two matches only for each day of competition. Players who are dual registered and play in both their regular games, may not substitute for another team on the same day.
- 10.9. Players turning 12 years of age or older are permitted to substitute for a senior team
- 10.10. Players can only substitute for the same team twice. If a player substitutes for a team a third time, they will be deemed part of that team and continue the rest of the season with them.
- 10.11. A player must have played at least five matches in their registered team/s to be eligible for Semi-Finals, Finals and Grand Finals.
- 10.12. Where in extenuating circumstances, a team is unable to play their game as set down, a team can request an alternate day and time to play the game set. The alternate game time must be prior to the original game schedule. Permission must be obtained through respective Club Delegates and submitted to the Executive Committee for approval. For an alternate game time to be accepted, both teams must mutually agree and at least one member of Executive committee must be present.

## **11. Club Duties**

- 11.1. GNA delegates to Clubs, duties that must be completed throughout the competition. Duties will be rostered fairly and include:
  - 11.1.1. Canteen -  
Assist Canteen Manager and Executive Committee with canteen operations on game day as instructed. This may be covered by Delegates, parents or players over 14 years.
  - 11.1.2. Set Up -  
Set up the courts on game day as required including install post covers, lower posts as required, set out canteen, GNA and sponsor signage. Set up should be completed at least 30 minutes prior to the commencement of the first game.
  - 11.1.3. Pack Up -  
Pack up the courts on game day as required including bringing in post covers, extending and locking posts as required, packing away canteen, GNA and sponsor signage, picking up all rubbish and lost property from grounds, ensuring game balls and clip boards have been returned to control.
- 11.2. The structure of the roster will be determined by the Grading Committee each season.
- 11.3. Once the roster has been finalised, it will be at the discretion of the Clubs to allocate duties to teams as required.

## **12. Finals**

- 12.1. Minor Premiers shall be the winners of the Point Score total.
- 12.2. Major Premiers shall be the winners of Grand Final.
- 12.3. At the end of the season:
  - 12.3.1. Semi Finals shall be played between position 1 and 2 and position 3 and 4 on the point score tally.
  - 12.3.2. Finals shall be played between the loser of the 1 v 2 Semi Final, and the winner of the 3 v 4 Semi Final.
  - 12.3.3. Grand Finals shall be played between the winner of the 1 v 2 Semi Final and the winner of the final.

- 12.3.4. Semi Finals, Finals and Grand Finals will be played on a day as set down by the Executive Committee.
- 12.3.5. In the event of a draw in the Finals series an extra five minutes each way will be played with a 2 minute break prior to commencement of the extra time.
- 12.3.6. At the end of the first five minutes of extra time, there will be a change of ends.
- 12.3.7. Substitutions may be made during this change of ends taking no more than 20 seconds.
- 12.3.8. If at the end of extra time, it is still a draw; play will continue until one team leads by 2 goals.
- 12.4. The Executive Committee have the power to alter the finals' structure if required.

### **13. Junior Competition**

- 13.1. Junior divisions include but are not limited to:
  - 13.1.1. Net; Players aged 5-6 years of age
  - 13.1.2. Set; Players aged 7-8 years of age
    - 13.1.2.1. Modified game, where on court instruction is provided by coaches.
    - 13.1.2.2. Games are umpired by coaches with emphasis on teaching game structure and rules. Game sense should be encouraged, explained and demonstrated.
    - 13.1.2.3. Possession is not taken from the infringing player.
    - 13.1.2.4. Non-scoring division.
  - 13.1.3. Go; Players aged 9-10 years of age
    - 13.1.3.1. Full rules are enforced during these games.
    - 13.1.3.2. Umpires to give feedback and explain the rule being enforced when an infringement occurs.
    - 13.1.3.3. Games are scored but no ladders produced.
    - 13.1.3.4. No finals series.
  - 13.1.4. Under 12's: Players aged 11-12 years of age
  - 13.1.5. Under 15's: Players aged 12-15 years of age
- 13.2. Junior players should register in their appropriate age division. Ages are determined by the age a player is turning that calendar year.
- 13.3. Male players should refer to clause 3.9., 3.10, and 3.11.
- 13.4. Divisions can be altered by the Executive Committee at the beginning of the competition based on participant numbers.

### **14. Senior Competition**

- 14.1. Senior divisions include but are not limited to:
  - 14.1.1. Division 1 / A Grade
  - 14.1.2. Division 2 / B Grade
  - 14.1.3. Ladies Social Competition – 18 years +
  - 14.1.4. Walking netball
- 14.2. Divisions can be altered by the Executive Committee at the beginning of the competition based on participant numbers.

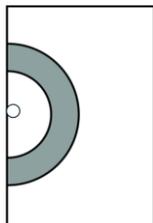
## SOCIAL COMPETITION

### 15. Registration

- 15.1. Only players with a current registration may play in GNA competitions.
- 15.2. All teams are limited to 10 registered players at any one time.
- 15.3. Registration cost may vary per player.
  - 15.3.1. Players with current Netball AU and Netball NSW registrations at the time of Social Competition registrations will only incur the GNA Fee Component.
  - 15.3.2. Players who are not currently registered at the time of Social Competition registrations, will pay Netball AU and Netball NSW and GNA fee components.
  - 15.3.3. Walking Netball may have a standalone fee structure.
- 15.4. Where numbers permit both mixed and female divisions, female players may register in one female and one mixed team.
- 15.5. Male players 14 years and older can register in senior divisions only.
- 15.6. When registering a team's interest, teams must:
  - 15.6.1. Nominate a Team manager including contact details
  - 15.6.2. Supply names and DOB of players (Junior Division only)
  - 15.6.3. Nominate an umpire and / or accept teams' umpiring requirements.
  - 15.6.4.

### 16. Competition Rules

- 16.1. GNAs Social Competition will run for a set number of weeks, as set down by GNA.
- 16.2. Scoring each game is the responsibility of the teams playing.
- 16.3. No Ladder or competition points are recorded. There are no finals in the Social Competition.
- 16.4. Where mixed divisions occur, the following rules apply
  - 16.4.1. Teams may have a maximum of 3 male players on the court at any time.
  - 16.4.2. Only one male player can play in each third. (GS or GA, WA or C or WD, GD or GK)
- 16.5. Games will run from a central timer, for 4 x 12 minute quarters, 2 minute break at  $\frac{1}{4}$  and  $\frac{3}{4}$  time and a 3 minute break at  $\frac{1}{2}$  time.
- 16.6. Teams must have a minimum of 5 players on court.
- 16.7. Players registered in the Social Competition may substitute for another team as required.
  - 16.7.1. Male players may only substitute for other teams in mixed divisions.
- 16.8. Super Shots are in play.
  - 16.8.1. Super Shots are taken from the outer area of the goal circle (Grey shaded area on diagram 16.8.5).
  - 16.8.2. Both feet must be inside the Super Shot area
  - 16.8.3. Super Shots count for 2 points
  - 16.8.4. Super Shots can only be taken by GA and GS
  - 16.8.5.



## **17. Grading and Divisions**

- 17.1. GNA will endeavour to make the divisions as fair as possible. However, due to the nature of Social Netball it is always anticipated that teams will have a wide variety of skill levels included. Teams registering into the Social Competition should take this into consideration.
- 17.2. GNA reserves the right to add, combine or abandon divisions, as required.
- 17.3. Competition draws for each division will be randomly generated.
- 17.4. Where numbers permit, the divisions will be but aren't limited to:
  - 17.4.1. Junior 10 – 14 years
  - 17.4.2. Mixed Junior 10 – 14 years
  - 17.4.3. Senior Ladies
  - 17.4.4. Senior Mixed
  - 17.4.5. Walking

## **18. Uniform**

- 18.1. Players should wear appropriate clothing and footwear.
- 18.2. Teams must wear the same colour shirt.
- 18.3. GNAs Piercings and Adornments rules should be followed.
- 18.4. Overhead bibs will be supplied.

## **19. Scoring**

- 19.1. Scoring each game is the responsibility of the teams playing.
- 19.2. Super Shots will count for 2 points per 16.8.

## **20. Umpiring**

- 20.1. Each team must provide an umpire for every round of the Social Competition. This does not have to be the same person each week.
- 20.2. The nominated umpire will umpire in a time slot before or after your team's game that week.
- 20.3. The umpire must have a whistle and appropriate footwear.

## **21. Adverse Weather**

- 21.1. The decision to abandon play shall be made by the Executive Committee.
- 21.2. The decision to abandon a round should be made by;
  - 21.2.1. 3:30pm for Junior games
  - 21.2.2. 5:00pm for Senior games
- 21.3. Immediately following the decision, notification of abandoned games should be made to all Team Managers and published on GNA media platforms.
- 21.4. There will be no 'make up' games for wet weather.
- 21.5. All weather decisions will be made by the Executive Committee in accordance with the Netball NSW Adverse Weather Conditions Policy.
- 21.6. The Executive Committee reserves the right to reduce the playing time of matches during adverse weather.

## **22. Committee Duties**

- 22.1. Where possible members of the Committee, including Executive Committee, General Committee and Club Delegates should:
  - 22.1.1. Assist in distribution and promotion of information regarding the Social Competition.
  - 22.1.2. Assist with team registrations.
  - 22.1.3. Assist with control, canteen, set up, pack up and cleaning as required.
- 22.2. Committee members who are not available to help with the Social Competition should advise the Committee as early as practical.
- 22.3. One Executive Officer is required on site every night of competition.
- 22.4. Draws for each division should be created for all rounds prior to game 1 and be scheduled in advance for distribution on GNAs media platforms at least 3 days prior to each game day.
- 22.5. Interested volunteers should work together under the guidance of the Committee to cover tasks required for the organisation and running of the Social Competition.
- 22.6. A task traditionally covered by an Executive Role in the Winter Competition may be delegated to another Committee member for the Social Competition. The committee should be notified of any delegations.
- 22.7. A roster should be made to ensure workloads are spread among interested volunteers to reduce volunteer burnout.

## **REPRESENTATIVE PROGRAM**

### **23. Program Structure**

- 23.1. GNAs Representative Program runs separately to the Winter and Social Competitions.
- 23.2. Junior players in the Representative Program must participate in GNAs Winter Competition.
- 23.3. Senior players are highly encouraged to participate in GNAs Winter and Social Competitions where possible.
- 23.4. The Representative Program is led by the Representative Liaison Officer with the Representative Committee, under the supervision of the Executive Committee.
- 23.5. The Representative Program runs in line with Netball NSW State Titles. The players participate in the Junior State Titles, Senior State Titles and Regional League competitions, along with select Representative Carnivals as decided by the Representative Committee.
- 23.6. The Representative Program requires a player's commitment and availability to travel to competitions and carnivals on the date and location set down. A player's ability to meet these requirements should be considered prior to trialling.
- 23.7. Representative Players must pay fees to participate as set down for that year's program.
- 23.8. GNA makes all efforts to support the Representative Program in sponsorship and fundraising to keep the program affordable.
- 23.9. All Representative Program fees and Representative Carnival fees should be considered income of the Representative Program and used by the Program as required.
- 23.10. The net profit generated in the canteen on Grafton Representative Carnival days will be donated to that year's Representative Program. A report should be submitted to Council at the general meeting following the Grafton Representative Carnival detailing gross sales, cost of goods sold and net profit. GNA Treasurer will make payment between accounts once the net profit amount is finalised. All team fees for the GNA Representative Carnival will be donated to the Representative program for that year.
- 23.11. No team or individual player will be permitted to do their own external fundraising.

### **24. Policies and Procedures**

- 24.1. GNA Representative Program policies and procedures can be found on GNAs Website or at the following links:
  - 24.1.1. Representative Player Policy
  - 24.1.2. Representative Officials Policy
  - 24.1.3. Player Information Handbook
- 24.2. All GNA Policies apply where relevant.

## FIRST AID

### 25. General First Aid

- 25.1. GNA together with our affiliated clubs are committed to ensuring the health, safety and welfare of our community including players, coaches, umpires, spectators, and volunteers. Together we commit to:
  - 25.1.1. Minimise or eliminate hazards to maintain safe competition conditions at all times.
  - 25.1.2. Ensure at least one person at each GNA game day or carnival holds a valid Basic First Aid Certificate. GNA representatives providing first aid do not replace professional medical care and are not liable for outcomes related to the first aid given.
  - 25.1.3. Call emergency services where it is deemed necessary, the injury is outside the qualification of the first aid providers present or the injured person requests it.
  - 25.1.4. Make immediate contact with the registered emergency contact for any injured minor.
  - 25.1.5. Have 2 adults present any time a minor is receiving first aid from a GNA representative.
  - 25.1.6. Have a supply of ice / suitable ice packs available on all competition days.
  - 25.1.7. Provide and maintain an adequate first aid kit and working defibrillator to be stored in control. GNA will check and restock the kit regularly. An inventory register will be kept including dates of checks as well as expiration dates for any medication including- epi-pen, inhalers etc, and defibrillator battery checks.
  - 25.1.8. Ensure current emergency management plans are displayed in the designated first aid area including but not limited to Asthma, Anaphylaxis, RICERS, CPR.
  - 25.1.9. Display a list of members' disclosed conditions including but not limited to: Diabetes, Asthma, Anaphylaxis in control for GNA Committee members to be aware of. (Photos should be included where possible)
  - 25.1.10. Complete and maintain incident reports for any injury reported to control, witnessed by GNA representative or where any GNA representative provides first aid or other assistance.

### 26. Blood Rule

- 26.1. GNA adopts in full, the Netball NSW Infectious Diseases Policy. In short, a stoppage should be provided for blood during a game and the rules require that:
  - 26.1.1. A player who is bleeding or has blood on their clothing must immediately leave the court and seek medical attention.
  - 26.1.2. The bleeding must be stopped, the wound dressed and blood on the player's body or clothing cleaned off before they return to the game.
  - 26.1.3. Play must cease until all blood on the ground or equipment is cleaned up.
  - 26.1.4. All blood and body fluids should be treated as though they are potentially infectious. When spills of blood or other body fluids happen:
    - 26.1.4.1. Avoid direct contact with blood or body fluids;
    - 26.1.4.2. Cover any cuts with a wound cover; and
    - 26.1.4.3. Wear gloves.
  - 26.1.5. If blood or other body fluids spill onto any person or if contact has been made with an open wound, broken skin or mucous membranes, Members should:
    - 26.1.5.1. Wash the area of contact thoroughly with soap and warm water;

- 26.1.5.2. If the blood contacted any person's mouth or eyes, rinse very well with water; and
- 26.1.5.3. Seek medical advice as soon as possible.
- 26.1.6. Once bleeding has stopped, and any blood or body fluids which found their way onto any Member has been thoroughly cleaned, it's important to disinfect the area where the spill occurred. When doing this:
  - 26.1.6.1. Wear gloves;
  - 26.1.6.2. Place a paper towel over the spill and carefully mop it up;
  - 26.1.6.3. Clean the surface with warm water and detergent or soap;
  - 26.1.6.4. Disinfect the area by wiping with bleach (use a bleach containing 5.25% sodium hypochlorite) and dry with a clean paper towel; and
  - 26.1.6.5. When finished, remove gloves and put them along with the used paper towels in a sealed plastic bag and place in rubbish bin.

## **27. Pregnancy**

- 27.1. GNA adopts in full, the Netball NSW Pregnancy Policy

## **28. Individual Responsibility**

- 28.1. All individuals are responsible for making informed decisions regarding their own medical care. When participating in any GNA competition individuals / and or their parents should:
  - 28.1.1. Communicate accurate and current medical information on their registration forms as well as to their coach or team manager for juniors, and/or team manager or teammates for seniors to ensure someone is aware of existing conditions and treatment
  - 28.1.2. Always have required prescription medication including but not limited to, asthma puffers, spacers, insulin, Epipens /Anapens in a clearly labelled bag on your person or on the sideline.
  - 28.1.3. Notify control or GNA representatives of any injuries.
  - 28.1.4. Contact GNA, or approach control for Insurance Claim forms and / or information.

## PIERCINGS & ADORNMENTS

### 29. Piercings

- 29.1. All facial and body piercings that are not concealed in full by your uniform including sleepers, studs, spacers or other piercing jewellery including those made of plastic, rubber or metal must be removed prior to taking the court.
- 29.2. No exceptions will be considered because of healing times for new piercings.  
GNA encourages players and parents to consider our season dates prior to getting new piercings to avoid any disappointment as a result of you or your child missing court time for piercings that cannot be removed.
- 29.3. Exceptions may be considered for medical reasons if:
  - 29.3.1. Documentation eg. Doctors certificate is provided with evidence the piercing is for medical purposes, and that it cannot be temporarily removed.
- 29.4. Any player that meets the medical exception requirements will:
  - 29.4.1. Be identified on their respective sign on sheets, so umpires are aware.
  - 29.4.2. Be required to tape the piercing prior to taking the court.

### 30. Jewellery

- 30.1. All other jewellery including but not limited to necklaces, rings, bracelets, anklets, watches, fitness trackers e.g. Fitbit etc must be removed prior to taking the court. Exceptions include:
  - 30.1.1. Medic Alert Bracelets. Must be taped.
  - 30.1.2. Plain flat wedding band. Must be taped.

### 31. Nails

- 31.1. Nails must be kept short and smooth. Generally accepted guidelines are that nails should not be visible over fingertips while looking at your palm.
- 31.2. Players must follow umpires' direction and trim / file nails that are deemed too long, and present to the umpire for secondary check prior to taking the court.
- 31.3. Fake / enhanced nails including but not limited to gel or acrylic must meet the same requirement as natural nails and be short and smooth.
- 31.4. Fake / enhanced nails must not include any sharp, or hanging adornments including but not limited to sharp edge gems, rhinestones, spikes, chains etc.

### 32. Hair and Other Adornments

- 32.1. Hair must be tied back for play where length allows.
- 32.2. No hard hair accessories may be worn including but not limited to claw clips, hard core head bands, decorative hair clips with raised components etc.
- 32.3. Prescription glasses may be worn as required. Players are encouraged to use a soft strap to keep glasses on and prevent damage to glasses.
- 32.4. Sunglasses may be worn; players are encouraged to wear close fitting wraparound glasses where possible and use a soft strap to keep glasses on.

### 33. Enforcement

- 33.1. Umpires will check for all jewellery and adornments as listed above in regular pre-game checks. Players should respect and obey any umpire instructions to remove / rectify issues.

## VOLUNTEER ROLES

### 34. Executive Committee Positions

#### 34.1. President

- 34.1.1. Preside at all meetings – Council and Committees (Excluding Representative and Umpire Committees)
- 34.1.2. Arbitrator on constitutional matters
- 34.1.3. Liaise with Clarence Valley Council
- 34.1.4. Represent GNA at regional meetings
- 34.1.5. Highly encouraged to attend Senior / Junior State Titles I
- 34.1.6. Liaise with Representative and Umpires' Committees
- 34.1.7. Organisation of trophies and presentations
- 34.1.8. Represent GNA at state meetings where necessary
- 34.1.9. Oversee available grants and delegate accordingly
- 34.1.10. Work with the Vice President to confirm court bookings per 34.2.5.
- 34.1.11. Assist with running control on Saturdays as a member of the executive
- 34.1.12. Assist at all GNA carnivals
- 34.1.13. Manage and liaise with all GNA sponsors
- 34.1.14. Must hold current Working with Children Check

#### 34.2. Vice President

- 34.2.1. Assist the President in all areas
- 34.2.2. Stand in for President when she/he cannot attend
- 34.2.3. Oversee all GNA carnival draws
- 34.2.4. Liaise with grounds person and cleaner to ensure grounds/courts/clubhouse are maintained and cleaned as required
- 34.2.5. Work with the President to ensure bookings are made with Clarence Valley Council for all dates and times required including but not limited to
  - 34.2.5.1. Winter Competition days
  - 34.2.5.2. Representative training times
  - 34.2.5.3. All Age Carnival day
  - 34.2.5.4. Representative Carnival day
  - 34.2.5.5. Social Competition nights
- 34.2.6. Manage stock levels and orders of all GNA uniforms in conjunction with Representative Liaison Officer.
- 34.2.7. Assist with running control on Saturdays as a member of the executive
- 34.2.8. Assist at all GNA carnivals.
- 34.2.9. Attend general meetings & executive meetings
- 34.2.10. Must hold current Working with Children Check

#### 34.3. Secretary

- 34.3.1. Collect and distribute mail & emails (including any accounts to Treasurer)
- 34.3.2. Organise and liaise with President on all incoming and outgoing correspondence/emails.
- 34.3.3. Organise incoming and outgoing correspondence/emails for council meeting
- 34.3.4. Attend general meetings & executive meetings

- 34.3.5. Complete and send forms and information to Netball NSW as required prior to their due dates.
  - 34.3.6. Update ABR / ABN registration within 30 days following the AGM, and / or 30 days following any changes to the relevant office bearer positions.
    - 34.3.6.1. Office Bearer to be held by the President
    - 34.3.6.2. Public Officer to be held by the Secretary
    - 34.3.6.3. Director to be held by the Treasurer.
  - 34.3.7. Maintain register of volunteers Working with Children Checks
  - 34.3.8. Maintain register of Life Members
  - 34.3.9. Update phone / email contact list for all executive & delegates
  - 34.3.10. Maintain GNA By-Laws and GNA Constitution in conjunction with the Governance Committee.
  - 34.3.11. Send out carnival invitations.
  - 34.3.12. Assist with running control on Saturdays as a member of the executive.
  - 34.3.13. Assist at all GNA carnivals.
  - 34.3.14. Assist Registrar to record the number of games played by each player.
  - 34.3.15. Must hold current Working with Children Check
  - 34.3.16. AGM (held in October)
    - 34.3.16.1. Preparation and distribution of the annual report prior to the AGM
    - 34.3.16.2. Open Nomination Box and check all forms have been completed correctly.
    - 34.3.16.3. Prepare and collate nominations for executive and representative positions for AGM
    - 34.3.16.4. Provide a list of all nominations to members, a minimum of three weeks prior to the AGM.
- 34.4. Treasurer
- 34.4.1. Collect and receipt all money and bank into appropriate accounts
  - 34.4.2. Maintain accounting program, and ensure entries are current and accurate
  - 34.4.3. Conduct annual review of banking & financial products
  - 34.4.4. Manage and maintain required insurance policies
  - 34.4.5. Pay umpires as required per 8.3.
  - 34.4.6. Compile and submit monthly financial reports for inclusion on each months agenda
    - 34.4.6.1. Reports should run from the first to the last day of the month prior to the meeting.
    - 34.4.6.2. Balances should be as at the last day of the month prior to the meeting.
    - 34.4.6.3. A monthly Balance Sheet and Profit and Loss should be submitted
    - 34.4.6.4. A year to date Profit and Loss should be submitted.
  - 34.4.7. Compile and submit quarterly year to date budget report
    - 34.4.7.1. Report should run from the first to the last day of the quarter
      - 34.4.7.1.1. Q1 – October - December, Due February general meeting
      - 34.4.7.1.2. Q2 – January – March, Due April general meeting
      - 34.4.7.1.3. Q3 – April – June, Due July general meeting
      - 34.4.7.1.4. Q4 – July – September, Due October general meeting
    - 34.4.7.2. Report should show Budget vs Actual
  - 34.4.8. Compile and submit a Representative Program donation report with Canteen Supervisor at the general meeting following the Grafton Representative Carnival per 23.8.

- 34.4.9. Liaise with President and Accounting firm as required
  - 34.4.10. Liaise with President and Representative Liaison Office for all Representative Program financial requirements
  - 34.4.11. Organise audit for annual report.
  - 34.4.12. Assist with running control on Saturdays as a member of the executive.
  - 34.4.13. Assist at all GNA carnivals.
  - 34.4.14. Attend general meetings & executive meetings.
  - 34.4.15. Must hold current Working with Children Check
- 34.5. Minute Secretary
- 34.5.1. Attend General Committee and Executive Committee meetings and record minutes.
  - 34.5.2. Set and distribute monthly agenda
  - 34.5.3. Prepare and distribute meeting minutes within 10 days of the meeting date
  - 34.5.4. Stand in for Secretary if he/she cannot attend.
  - 34.5.5. Assist the Secretary as required
  - 34.5.6. Assist with running control on Saturdays as a member of the executive.
  - 34.5.7. Assist at all GNA carnivals.
  - 34.5.8. Ensure a printed copy of minutes is filed in filing cabinet in control.
  - 34.5.9. Must hold current Working with Children Check
- 34.6. Registrar
- 34.6.1. Maintain all functions on Play HQ including but not limited to:
    - 34.6.1.1. Set up all competitions – Winter, Social, Representative Program, gala day
    - 34.6.1.2. Set up fees for all competitions
    - 34.6.1.3. Generate draw as required for each competition, and adjust timeslots as required to reduce volunteer conflict (coach / umpire etc)
    - 34.6.1.4. Enter game scores in Play HQ weekly, and ensure points and ladders have updated correctly
    - 34.6.1.5. Ensure all GNA Executive, Coaches & Managers are registered with Netball NSW
    - 34.6.1.6. Ensure all GNA Representative players are registered with Netball NSW
    - 34.6.1.7. Confirm all GNA players/non-players (including Net Set Go) are registered with Netball NSW
    - 34.6.1.8. Record the number of games played by each player with assistance of Secretary.
  - 34.6.2. Compile and print weekly score sheets, including identifying any players with medical piercing exemptions per 29.4.1.
  - 34.6.3. Chairs Grading Committee, sets grading meetings and allocates a team member to take notes from these meetings to be presented at the Monthly meetings of council as required
  - 34.6.4. Monitor registrations and report to Grading Committee per 3.3.
  - 34.6.5. Monitor results at the beginning of the season and call additional grading meetings if required.
  - 34.6.6. Assist with running control on Saturdays as a member of the executive.
  - 34.6.7. Assist at all GNA carnivals.
  - 34.6.8. Attend general meetings, executive meetings and grading meetings.

- 34.6.9. Must hold current Working with Children Check
- 34.7. Umpires Convener
- 34.7.1. Organise umpiring commitments on weekly draw and assist in recording weekly umpire allocations for payment.
  - 34.7.2. Assist GNA Umpires to improve their umpiring ability including
    - 34.7.3. Organise umpire coaching clinics
    - 34.7.4. Implement GNA Umpire Levels Program
    - 34.7.5. Allocate mentors to beginner umpires as required
  - 34.7.6. Coach Umpires in preparation for and arrange testing for badging.
  - 34.7.7. Preside over Umpires Committee.
  - 34.7.8. Organise umpires for Representative Carnivals, Regional League and State Titles.
  - 34.7.9. Assist with running control on Saturdays as a member of the executive.
  - 34.7.10. Chairs Umpiring Committee for the mentoring of new umpires and reports back to the council at the monthly meetings.
  - 34.7.11. Assist at all GNA carnivals.
  - 34.7.12. Attend general meetings & executive meetings.
  - 34.7.13. Must hold current Working with Children Check
- 34.8. Coaching Co-ordinator
- 34.8.1. Have a current Development Coaching Accreditation as a minimum.
  - 34.8.2. Assist GNA coaches to improve their coaching ability including
    - 34.8.2.1. Helping with ideas, constructive feedback and coaching plans.
    - 34.8.2.2. Organise coaching clinics.
    - 34.8.2.3. Arrange Coach the Coach sessions as required per 9.1.1.
    - 34.8.2.4. Allocate Coaching Mentors as required per 9.1.2.
    - 34.8.2.5. Attend coaching clinics to gain ideas for local coaches.
  - 34.8.3. Assist with running control on Saturdays as a member of the executive.
  - 34.8.4. Assist at all GNA carnivals.
  - 34.8.5. Attend general meetings & executive meetings.
  - 34.8.6. Must hold current Working with Children Check
- 34.9. Representative Liaison Officer
- 34.9.1. Organise regular Representative Committee meetings with coaches and managers
  - 34.9.2. Calculate cost per player to attend Senior / Junior State Titles, liaising with President
  - 34.9.3. Liaise with Treasurer and keep a record of all monies paid / owed
  - 34.9.4. Assist and co-ordinate Representative Fundraising Committee
  - 34.9.5. Organise team and group photos
  - 34.9.6. All correspondence to Representative players/managers
  - 34.9.7. Order uniforms and requirements for Representative teams
  - 34.9.8. Attend all carnivals, if possible, to assist coaches & managers
  - 34.9.9. Organise buses for carnivals if required
  - 34.9.10. Liaise with Umpire Convenor on the selection and appointment of umpires for Carnivals, Regional League, and State Titles.
  - 34.9.11. Senior & Junior State Titles

- 34.9.11.1. Book and organise accommodation and buses for the following year
- 34.9.11.2. Attend State Titles, if possible, to assist coaches & managers
- 34.9.11.3. Organise food, lunches, breakfast, dinner as required
- 34.9.11.4. Liaise with Treasurer to ensure all accounts are paid prior to going away
- 34.9.11.5. Daily organisation while away with the teams
- 34.9.12. Assist with running control on Saturdays as a member of the executive
- 34.9.13. Assist at all GNA Carnivals
- 34.9.14. Attend general meetings & executive meetings
- 34.9.15. Must hold current Working with Children Check

#### 34.10. Media Officer

- 34.10.1. Manage and update the GNA website.
- 34.10.2. Maintain an appealing and engaging presence on GNAs Facebook page.
- 34.10.3. Collect news from meetings and clubs for Facebook and website.
- 34.10.4. Make required updates / posts within 7 days of any meeting, except where dates are specified.
- 34.10.5. Organise photos and confirm names in photos for publication.
- 34.10.6. Notify local media and manage advertising of any upcoming events.
- 34.10.7. Promote netball in the local community as required.
- 34.10.8. Organise, take and post photos of Grand final day teams and GNA award presentations.
- 34.10.9. Assist with running control on Saturdays as a member of the executive.
- 34.10.10. Assist at all GNA carnivals.
- 34.10.11. Attend general meetings & executive meetings.
- 34.10.12. Must hold current Working with Children Check.

#### 34.11. Canteen Supervisor

- 34.11.1. Run the canteen during the netball season.
- 34.11.2. Manage volunteers and on the day helpers.
- 34.11.3. Maintain current register for Cost of Goods Sold per item
- 34.11.4. Manage canteen stock
  - 34.11.4.1. Order stock for canteen
  - 34.11.4.2. Ensure someone is available for stock deliveries.
  - 34.11.4.3. Manage expiration dates and maintain FIFO system.
- 34.11.5. Maintain float & weekly takings.
- 34.11.6. Compile and submit a Representative Program donation report with Treasurer at the general meeting following the Grafton Representative Carnival per 23.8.
- 34.11.7. Run the canteen for netball carnivals.
- 34.11.8. Attend general meetings & executive meetings.
- 34.11.9. Must hold current Working with Children Check.

### 35. Non-Executive Office Bearer Positions

#### 35.1. Complaints Officer

- 35.1.1. Provide confidential, partial, and timely information and support to GNA members.
- 35.1.2. Ensure policies that focus on member protection are being implemented.
- 35.1.3. Provide information about discrimination, harassment, and child abuse.

- 35.1.4. Provide information about the Netball NSW's Member Protection Policy and the options available to resolve any complaint.
  - 35.1.5. Provide information about relevant laws and the right to complain externally.
  - 35.1.6. Discuss the possible strategies the individual can use to deal directly with the other person.
  - 35.1.7. Provide contact details for counselling or other referrals as appropriate or as requested.
  - 35.1.8. Attend general meetings.
  - 35.1.9. Must hold current Working with Children Check
- 35.2. Indigenous Liaison Officer
- 35.2.1. Must identify as an Indigenous person (allowed under Division 2, Section 14d of the Anti-Discrimination Act 1977 No. 48).
  - 35.2.2. Organise Indigenous activities.
  - 35.2.3. Liaise with the Indigenous community as required.
  - 35.2.4. Be a contact person for Indigenous players as required.
  - 35.2.5. Attend general meetings.
  - 35.2.6. Must hold current Working with Children Check
- 35.3. Net Set Go Co-ordinator
- 35.3.1. Run GNAs Net Set Go program.
  - 35.3.2. Liaise with Netball NSW on changes to program.
  - 35.3.3. Liaise with Clubs and the Executive Committee on issues relating to the Net Set Go Program
  - 35.3.4. Attend general meetings.
  - 35.3.5. Must hold current Working with Children Check.
- 35.4. Club Delegates
- 35.4.1. Ensure club duties are met including but not limited to
    - 35.4.1.1. Affiliated Club requirements per 2.
    - 35.4.1.2. Winter Competition Grading Committee requirements per 4.
    - 35.4.1.3. Winter Competition Club Duties per 11.
    - 35.4.1.4. Social Competition Committee Duties per 22.
  - 35.4.2. Collect and record fees from all players.
  - 35.4.3. Pay GNA Umpire Team Fee by the due date.
  - 35.4.4. Record registration of all players / teams on Play HQ
  - 35.4.5. Ensure all teams nominate umpires with team registration as required per 8.3.
  - 35.4.6. Attend general meetings.
  - 35.4.7. Must hold current Working with Children Check
- 35.5 Fundraising Co-ordinator
- 35.5.1 Organise fundraising Committee for both Representative teams Winter / Social competitions
  - 35.5.2 Liaise with Rep Liaison Officer to organise fundraising activities
    - 35.5.2.1 Not limited to raffles, Trivia Night, BBQs etc

## **36. Representative Official Positions**

- 36.1. Representative Team Coach
  - 36.1.1. Select team along with Representative Selection Panel

- 36.1.2. Train team twice a week
  - 36.1.3. Be prepared for all training sessions
  - 36.1.4. Attend Representative Committee meetings
  - 36.1.5. Ensure coaching qualifications are kept up to date
  - 36.1.6. Be prepared to use an assistant coach when required
  - 36.1.7. Work together with coaches of other rep teams and managers as required
  - 36.1.8. Attend all carnivals before State Titles
  - 36.1.9. Must hold current Working with Children Check
  - 36.1.10. State Titles
  - 36.1.11. Travel and stay with Association (including players if required)
- 36.2. Representative Team Manager
- 36.2.1. Attend Representative Committee meetings
  - 36.2.2. Attend training sessions as required by coach
  - 36.2.3. Inform players and parents about rep matters, carnivals, player requirements and fundraising
  - 36.2.4. Look after representative gear and take to training and carnivals
  - 36.2.5. Wash patches and make sure they are ready for carnivals
  - 36.2.6. Check first aid requirements and take kit to training and carnivals if primary carer is absent
  - 36.2.7. Must hold current Working with Children Check
  - 36.2.8. Carnivals
    - 36.2.8.1. Ensure players are appropriately dressed and prepared for play at carnivals
    - 36.2.8.2. Score games and record stats at carnivals if required by coach
    - 36.2.8.3. Travel with players and coach to carnival if required
    - 36.2.8.4. Attend to first aid if primary carer is absent
    - 36.2.8.5. Ensure you know where players are at all times
    - 36.2.8.6. Instruct players on appropriate behaviour when representing Grafton
  - 36.2.9. State Titles
    - 36.2.9.1. Travel and stay with Association (including players if required)
    - 36.2.9.2. Score games as required/organise suitable and responsible official scorers
    - 36.2.9.3. Ensure players are prepared for play each day
    - 36.2.9.4. Set up daily team area
    - 36.2.9.5. Ensure score sheet is returned to control (if won)
    - 36.2.9.6. Complete the percentage sheet (if required) and return to control at the end of each day.
    - 36.2.9.7. Make sure all gear is on the bus and is unloaded each day.
    - 36.2.9.8. Supervise players at accommodation (if required) and carnival.
    - 36.2.9.9. Ensure all players are well hydrated and check on their health and wellbeing while away.
    - 36.2.9.10. Assist / manage any medication for players while away.
    - 36.2.9.11. Wash uniforms each night for play the next day (if required)
    - 36.2.9.12. Collect from players all uniforms hired out from GNA, at the end of the competition

### 36.3. Representative Assistant Coach

- 36.3.1. Select team along with Representative Selection Panel
- 36.3.2. Assist Team Coach training team as required
- 36.3.3. Train team if Team Coach is unavailable
- 36.3.4. Attend Representative Committee meetings
- 36.3.5. Ensure coaching qualifications are kept up to date
- 36.3.6. Work with coaches of other rep teams as required
- 36.3.7. Attend all carnivals before State Titles
- 36.3.8. Must hold current Working with Children Check
- 36.3.9. State Titles
  - 36.3.9.1. Travel and stay with Association (including players if required)
  - 36.3.9.2. Work together with other coaches and managers

### 36.4. Representative Primary Carer

- 36.4.1. Ensure the welfare and safety of players is maintained at all times
- 36.4.2. Stay on the bench for the entirety of all games, and be clearly identified to umpires
- 36.4.3. Familiarise yourself with all players existing medical conditions eg. Asthma and treatment plans where provided.
- 36.4.4. Manage all injury stoppages including time management in conjunction with umpires and be present on court during stoppages including: injury, illness and blood
- 36.4.5. Maintain first aid equipment and supplies, and ensure they are easily accessible during all games
- 36.4.6. Coordinate with event officials or others wherever further assistance is required eg. Ambulance.
- 36.4.7. Work with coaches of other rep teams as required
- 36.4.8. Attend all carnivals before State Titles
- 36.4.9. Must hold current Working with Children Check
- 36.4.10. Must hold current Basic First Aid Certificate
- 36.4.11. State Titles
  - 36.4.11.1. Travel and stay with Association (including players if required)
  - 36.4.11.2. Work together with other coaches and managers

## 37. Committees

### 37.1. Grading Committee

- 37.1.1. The Grading Committee will consist of the Club Delegates, the Registrar, and the President. If the President is unavailable, the position will be filled by an Executive member, nominated by the President.
- 37.1.2. The Grading Committee is responsible for all matters relating to grading of teams for the Winter Competition

### 37.2. Umpire Committee

- 37.2.1. The Umpire Committee will consist of the Umpires Convenor, select senior umpires, and umpire mentors.
- 37.2.2. The Umpire Committee is responsible for all matters relating to umpires in all GNA competitions and for GNAs Representative Program.

- 37.2.3. Including but not limited to
  - 37.2.3.1. Mentoring less experienced umpires
  - 37.2.3.2. Working with the Umpire Convenor to assess umpires against the criteria to progress through GNA Umpire Levels Program
  - 37.2.3.3. Attend and assist at umpire clinics, if available
  - 37.2.3.4. Assist the Umpire Coordinator wherever needed
  
- 37.3. Governance Committee
  - 37.3.1. The Governance Committee will consist of 1 nominated Delegate from each current Affiliated Club and an equal number of nominated Executive Members e.g 3 affiliated clubs - 3 Executive Members.
  - 37.3.2. The Governance Committee is responsible for ensuring all GNA documents, policies, procedures and roles are maintained. And that they meet the requirements set down by Netball NSW and reflect the values and current operational structure of GNA.
  - 37.3.3. The Governance Committee must meet no less than once per year.
  - 37.3.4. Governance Committee recommendations should be submitted to GNAs Minute Secretary for inclusion in the following months general meeting agenda for Council review. A motion to accept the recommendations should be tabled at the meeting for a yes or no vote.
  
- 37.4. Representative Committee
  - 37.4.1. The Representative Committee will consist of the Representative Liaison Officer, GNA President, Representative Team Coaches, Representative Assistant Coaches and Representative Team Managers
  - 37.4.2. The Representative Committee is responsible for the organisation of all matters involving Grafton Netball Associations Representative program.
  - 37.4.3. Further committee details per section 9. of Representative Officials Policy.
  
- 37.5. All sub-committees must take minutes and / or provide a written report of any meetings held including date, time, attendees, topics and any decisions made. The report should be submitted to GNAs Minute Secretary for inclusion in the following months general meeting agenda for Council review.

## CODE OF CONDUCT

### 38. Purpose

- 38.1. GNA adopts Netball Australia's Code of Conduct for Community Netball (Feb 2026) in full and highlights the following standards of behaviour to assist in providing a safe, fair, and inclusive environment for everyone involved in Netball in Grafton.

### 39. Expected Standards of Behaviour

#### 39.1. General Behaviour

- 39.1.1. This Code aims to help shape the culture of Netball in Australia and across all Affiliates, positively influencing the entire Australian Netball community and fostering a safe, inclusive and respectful environment for everyone involved.
- 39.1.2. When taking part in a Netball Activity, Relevant Persons, Affiliates, and Member Organisations must:
- 39.1.2.1. Act and operate within the rules and spirit of Netball and all Netball related Activities;
  - 39.1.2.2. Act ethically and be fair, honest, objective and accountable in all dealings with other people and organisations;
  - 39.1.2.3. Respect the rights and dignity of every person and treat everyone equally, regardless of any Protected Characteristic;
  - 39.1.2.4. Maintain appropriate, professional relationships with other Relevant Persons and Affiliates at all times;
  - 39.1.2.5. Accept and respect the authority and decisions of all Officials;
  - 39.1.2.6. Not intimidate (or attempt to intimidate) any other Relevant Person, Affiliate, Netball Organisation or NA, or any representative of an Affiliate, Netball Organisation or NA;
  - 39.1.2.7. Act with care and diligence to safeguard the health and safety of themselves and others, ensuring all decisions and actions contribute to ensuring a safe environment for everyone;
  - 39.1.2.8. Immediately notify the appropriate Relevant Organisation if charged with a criminal offence;
  - 39.1.2.9. Respect and protect all personal information of Relevant Persons and all other confidential information obtained by reason of, or otherwise for the purposes of, any Activity; and
  - 39.1.2.10. Respect the privacy of all Relevant Persons and Affiliates.

#### 39.2. Verbal Abuse

- 39.2.1. A Relevant Person or Affiliate must not at any time, directly or indirectly, engage in any form of verbal abuse of another person. Verbal abuse includes, without limitation:
- 39.2.1.1. making a statement that implies dishonesty or is derogatory, insulting, aggressive or otherwise abusive;
  - 39.2.1.2. language that is offensive, intimidating, humiliating, obscene or threatening; and
  - 39.2.1.3. language that shows unnecessary dissension, displeasure or disapproval towards an Official, Umpire, coach or player at any time.

39.3. Physical Abuse and Contact

- 39.3.1. A Relevant Person or Affiliate must not at any time engage in any form of Physical Abuse of another person. See Appendix 1 of the Member Protection Policy for further information on Physical Abuse.
- 39.3.2. All physical contact must be objectively appropriate to the situation. Relevant Persons and Affiliates must not engage in physical contact that is reasonably likely to negatively affect the experience, safety or wellbeing of any person. This includes, but is not limited to, unwelcome or uninvited physical contact.

39.4. Harmful Behaviours

- 39.4.1. Relevant Persons and Affiliates must not engage in any conduct (including on Social Media) that would be reasonably likely to negatively affect the experience, safety or wellbeing of another person or group of people, including but not limited to:
  - 39.4.1.1. Provocation or incitement of violence;
  - 39.4.1.2. Aggressive, abusive or threatening behaviour;
  - 39.4.1.3. Offensive behaviour including behaviour that is unreasonably critical, obscene, provocative, indecent or insulting; or
  - 39.4.1.4. Intimidating behaviour or creating a hostile or unsafe environment

39.5. Behaviour at any Activity or venue

- 39.5.1. Any Relevant Person or Affiliate in attendance or present at an Activity must not engage in any of the following:
  - 39.5.1.1. Behaviour prohibited by a venue's ticketing or entry conditions;
  - 39.5.1.2. Acts of violence, aggression or intimidation including but not limited to such acts in the changing rooms, warm-up areas or directed towards any Relevant Person at the venue;
  - 39.5.1.3. Drunk or disorderly behaviour that would be reasonably likely to negatively affect the experience, safety or wellbeing of another person or group of people;
  - 39.5.1.4. Possession of, or being under the influence of, an illegal drug at or in proximity to a venue where an Activity is taking or has recently taken place;
  - 39.5.1.5. Continued or unreasonable disruption of an Activity, including matches, or interference with any Relevant Person or representative of an Affiliate performing their duties;
  - 39.5.1.6. Behaviour that creates a public nuisance within or around a venue where an Activity is taking or has recently taken place; or
  - 39.5.1.7. Deliberately damage the property of an Relevant Person or Affiliate or any other property in connection with an Activity.

39.6. Bringing Netball or others into disrepute

- 39.6.1. Relevant Person and Affiliates must not engage in any conduct (including on Social Media) that:
  - 39.6.1.1. Could damage the image or reputation of Netball or any Relevant Person or Relevant Organisation;

- 39.6.1.2. Has the effect or potential to prejudice or be detrimental to the interests of the sport of Netball or any Relevant Person or Relevant Organisation;
- 39.6.1.3. Has the effect or potential to bring the sport of Netball or any Relevant Person or Relevant Organisation into disrepute;
- 39.6.1.4. Is disparaging, derogatory or unreasonably critical of an Official, Relevant Organisation or Relevant Person (including without limitation employees, administrators and volunteers); or
- 39.6.1.5. Is disparaging, derogatory or critical of an Investigator, Complaints Manager, Decision Maker, mediator or conciliator during an ADR process, Hearing Tribunal, or their findings or decision made under or in relation to the Complaints & Disciplinary Policy or another Netball Integrity Policy, without reasonable basis or justification.

#### 39.7. Confidential information

- 39.7.1. Relevant Persons and Affiliates must not misuse or unlawfully disclose confidential information obtained as a result of their position or through an Activity, this includes disclosing information related to a complaint, report or other disciplinary process.

#### 39.8. Criminal Conduct

- 39.8.1. Relevant Persons and Affiliates must not commit a criminal offence (whether or not a conviction has been recorded).

### **40. Expected Standards of Behaviour - Social Media**

#### 40.1. What is Social Media?

- 40.1.1. Social Media includes, but is not limited to:
  - 40.1.1.1. External and internal social networking sites (for example, Facebook, LinkedIn, WhatsApp and Tinder);
  - 40.1.1.2. Instant messaging (for example, SMS and Facebook Messenger);
  - 40.1.1.3. Video and photo sharing platforms (for example, Instagram, Snapchat, TikTok and YouTube);
  - 40.1.1.4. Micro-blogging platforms (for example, X (formerly Twitter));
  - 40.1.1.5. Podcasting;
  - 40.1.1.6. Forums and discussion boards (for example, Yahoo! Whirlpool or Google Groups);
  - 40.1.1.7. Online encyclopedias (for example, Wikipedia); and
  - 40.1.1.8. Weblogs, for personal or business use (includes any weblog allowing a user to provide commentary).

#### 40.2. Expected Behaviours when using Social Media

- 40.2.1. All Relevant Persons must accept responsibility for the content they place on Social Media and acknowledge their information can be made public or further distributed across Social Media platforms.
- 40.2.2. The use of Social Media by a Relevant Person should be appropriate, responsible and ethical, whether it is in an official or authorised capacity on behalf of an Affiliate or Netball Organisation, or in a personal capacity.

- 40.2.3. Relevant Persons should not represent themselves as an authorised spokesperson of an Affiliate or Netball Organisation, if they are not.
- 40.2.4. Use of social networking by adults must be in accordance with the NA Safeguarding Children and Young People Policy and Child Safe Practices.
- 40.2.5. When using Social Media, a Relevant Person must:
  - 40.2.5.1. Ensure the content shared is factually accurate and not misleading;
  - 40.2.5.2. Respect the privacy of others;
  - 40.2.5.3. Be polite and respectful when engaging or sharing material with others;
  - 40.2.5.4. Adhere to this Code and the NA Integrity Policies; and
  - 40.2.5.5. Adhere to any relevant and applicable laws.
- 40.2.6. When using Social Media, a Relevant Person must not:
  - 40.2.7. Post or engage with (e.g., like, comment on, share or forward) any material that is, or may be considered offensive, aggressive, disparaging, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist, or otherwise inappropriate;
  - 40.2.8. Post or share a personal view as that of NA, a Netball Organisation or an Affiliate;
  - 40.2.9. Post or share any material that is inaccurate, misleading or fraudulent;
  - 40.2.10. Post or engage with any material that is in breach of the NA Integrity Policies and this Code;
  - 40.2.11. Post, share or engage with any material that is in contravention of laws, court orders, undertakings or contracts;
  - 40.2.12. Post, share or engage with any material that breaches the privacy or confidentiality of others;
  - 40.2.13. Use or disclose the intellectual property or confidential information of NA, a Netball Organisation or an Affiliate; or
  - 40.2.14. Post or engage with any material that has the potential to derogate from or negatively affect the image, goodwill, name or reputation of NA, a Netball Organisation or an Affiliate.

#### 40.3. Relevant Legislation

- 40.3.1. All individuals involved with the sport of Netball should be cognisant that outside of the Netball Integrity Policies and this Code, online communications are subject to legislation. More information on relevant laws and potential avenues for recourse can be found at: The Australian Government Office of the Australian Information Commissioner website; and The eSafety Commissioner website.

## 41. Prohibited Conduct

- 41.1. A Relevant Person or Affiliate, in the circumstances contemplated by section B of this Code, breaches this Code by failing to comply with the Expected Standards of Behaviour in the circumstances outlined in clauses 39 and 40.2.1. to 40.2.6. (inclusive).
- 41.2. A breach occurs whether the Prohibited Conduct is engaged in individually or collectively, and whether done deliberately or negligently (except where intent is a specific element of the Prohibited Conduct).
- 41.3. A Relevant Person or Affiliate also breaches this Code if they:
  - 41.3.1. Attempt to engage in Prohibited Conduct; or
  - 41.3.2. Are complicit in, aid, encourage, sanction, cover up or authorise another person to engage in Prohibited Conduct; or
  - 41.3.3. Agree with others to engage in Prohibited Conduct.
- 41.4. For a breach of this Code pursuant to clause 41.3.3. a Relevant Person or Affiliate may be treated for the purpose of this Code as if a breach has occurred (even if a breach did not actually result) and as if they committed the breach themselves (event if the breach was carried out by another). This discretion will be exercised on a case-by-case basis, considering all relevant factors, including the nature and severity of the alleged breach, the extend of the involvement (if any) of the Relevant Person or Affiliate, and any mitigating or aggravating circumstances.
- 41.5. An Affiliate is bound to address Prohibited Conduct within their jurisdiction to uphold the discipline, control, honesty and mutual respect fundamental to the image and integrity of Netball.

## **DISCIPLINARY POLICY**

### **42. Scope**

- 42.1. This policy outlines the framework for dealing with any breach of rules, policies or codes of behaviour established by GNA, Netball NSW, or any other governing bodies at all GNA facilities, events, competitions, training, and while representing GNA.
- 42.2. This policy applies to all members, players, coaches and team officials, umpires, volunteers, administrators, spectators, parents, and any other person participating in GNA activities or competitions
- 42.3. GNA formally adopts and is bound by the following Netball NSW documents:
  - 42.3.1. Netball NSW Disciplinary Policy
  - 42.3.2. Netball NSW Member Protection Policy
  - 42.3.3. Netball NSW Complaints Handling Procedure
  - 42.3.4. Netball NSW Codes of Behaviour
  - 42.3.5. Netball Australia Integrity Framework
- 42.4. Where there is any inconsistency, the Netball NSW Disciplinary Policy takes precedence.
- 42.5. Where an incident involves violence or criminal behaviour the police should be called immediately. Following police involvement this policy should be followed for sanctions when applicable.

### **43. Types of Misconduct**

- 43.1. Breaches covered by this policy include but are not limited to
  - 43.1.1. Member behaviour, on and off court
    - 43.1.1.1. Deliberate dangerous conduct
    - 43.1.1.2. Players ordered off
    - 43.1.1.3. Encouraging dangerous or unsportsmanlike play
    - 43.1.1.4. Opposition of an Umpires decision
    - 43.1.1.5. Refusing to follow umpire instruction.
    - 43.1.1.6. Verbal or physical abuse of another person, member or official
    - 43.1.1.7. Unacceptable or foul language
    - 43.1.1.8. Threatening or intimidating players, officials, or spectators
    - 43.1.1.9. Breaching Codes of Behaviour
    - 43.1.1.10. Behaviour that reflects poorly on GNA or GNA Competitions
  - 43.1.2. Spectator Behaviour
    - 43.1.2.1. Verbal or physical abuse of another person, member or official
    - 43.1.2.2. Inappropriate or ridicule of members or officials
    - 43.1.2.3. Inappropriate or foul language
    - 43.1.2.4. Behaviour that reflects poorly on GNA or GNA Competitions

### **44. Reporting an incident**

- 44.1. Any person who witnesses or is affected by an incident may submit an incident report for any incident they believe breaches a GNA or other governing bodies policy.
- 44.2. The reporter must complete a GNA Incident Report form attached at Appendix B and submit to Control or by email within 48 hours of the alleged incident unless exceptional circumstance apply.
- 44.3. Serious incidents should be reported immediately following the incident.
- 44.4. Where possible incident reports should be completed by all direct witnesses of any serious incident.

44.5. The GNA Incident Report form is available via GNAs Website.

#### 45. Initial Review

- 45.1. GNA will provide a written confirmation of receipt for any Incident Reports received by email.
- 45.2. The Executive will nominate a 3 person Disciplinary Panel consisting of members of the Executive Committee, General Committee or Club Delegates to handle the review, response and sanctions where necessary.
  - 45.2.1. Where possible any members of the Executive Committee, General Committee or Club Delegates with an actual or perceived connection to the person/s involved and / or the victim/s (where applicable) should recuse themselves from participating on the Disciplinary Panel.
  - 45.2.2. Where it is not possible to recuse all members of the Executive Committee, General Committee or Club Delegates with actual or perceived connection, the person/s involved and / or the victim/s (where applicable) should be notified of the conflict.
- 45.3. The Disciplinary Panel must conduct a review of the incident including:
  - 45.3.1. Gathering and reviewing all relevant reports, footage or witness statements
  - 45.3.2. Speak with involved parties and ensure they have an opportunity to provide their own accounts and any other relevant information they'd like to submit.
    - 45.3.2.1. The relevant Club Delegates should be present
    - 45.3.2.2. Where the person/s involved and / or the victim/s are under 16 years of age their parents or a suitable adult nominated by their parents should be present.
    - 45.3.2.3. A support person may be present if requested.
  - 45.3.3. Assess if this is a first or subsequent breach by the person/s involved.
  - 45.3.4. Assess the severity of the offence
    - 45.3.4.1. When determining the seriousness of an alleged offence involving deliberate physical contact regard should be had to the following considerations:
      - 45.3.4.1.1. Impact – Whether the Member was injured because of the physical contact and if so, the seriousness of the injury (i.e. superficial cuts or bruises would be considered less serious than broken bones or wounds requiring stitches).
      - 45.3.4.1.2. Contact – where on the body the physical contact occurred (i.e. a strike to the head/face should be treated more seriously than a strike to the body).
    - 45.3.4.2.

Offence Level	Rule No	Rule
1	1.1	Abuse netball equipment, ground equipment or fixtures and fittings
1	1.2	Show dissent at an umpire's decision by action or verbal abuse.
1	1.3	Use language that is obscene, offensive or insulting and/or the making of an obscene gesture.

1	1.4	Ordered Off in accordance with this Policy for multiple infringements of the rule
2	2.1	Show serious dissent at an umpire's decision by action or verbal abuse.
2	2.2	Engage in minor deliberate physical contact with other players, umpires, officials or spectators.
2	2.3	Charge or advance towards a player, umpire, official or spectator in an aggressive manner.
2	2.4	Throw the ball at or near a player, umpire, spectator or official in an inappropriate and/or dangerous manner.
3	3.1	Intimidate a player, umpire, spectator or official whether by language or conduct.
3	3.2	Threaten to assault another player, official, umpire or spectator.
3	3.3	Engage in deliberate physical contact with other players, umpires, officials or spectators.
4	4.1	Use language or gestures that offends, insults, humiliates, intimidates, threatens, disparages or vilifies another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.
4	4.2	Engage in deliberate physical contact of a more serious nature with other players, umpires, officials or spectators.
5	5.1	Engage in serious deliberate physical contact with other players, umpires, officials or spectators during the course of play.

\*This is a summary of Appendix A in the Netball NSW Disciplinary Policy.

- 45.3.5. Assess the appropriate disciplinary action where required. One or more of the following may be applied.
- 45.3.5.1. First time or minor breach
    - 45.3.5.1.1. Issue a written warning
    - 45.3.5.1.2. Remove a person from the venue
    - 45.3.5.1.3. Apply a short suspension (training, matches, or both)
  - 45.3.5.2. Subsequent or serious breach
    - 45.3.5.2.1. Issue a written warning
    - 45.3.5.2.2. Remove a person from the venue
    - 45.3.5.2.3. Apply a suspension per Netball NSW Disciplinary Policy, Schedule of Minimum Sanctions.
- 45.3.6. If an incident exceeds GNA's Disciplinary Authority as set out in Netball NSW Disciplinary Policy including but not limited assault, discrimination, child-related matters, the

Disciplinary Panel must immediately notify the President, who will escalate it to Netball NSW.

- 45.3.7. Adhere to the following principles throughout all stages of their review and evaluations:
  - 45.3.7.1. Ensures that the person/s involved have the right to be heard and that they are provided with and have the right to respond to, any information presented or considered in reaching a decision
  - 45.3.7.2. Ensure that any decision made is free from bias, and
  - 45.3.7.3. Ensure that any decision is made after a reasonable investigation into the issue has been conducted and relevant evidence considered
- 45.3.8. Keep thorough records of all steps of the review to be filed at control with all other relevant documents relating to the incident.
- 45.3.9. Ensure their review is completed timely manner.

#### **46. Outcome**

- 46.1. After the review, the Disciplinary Panel must provide a written response on behalf of GNA to the involved person/s and/or the victim respectively by email via GNA Secretary.

#### **47. Appeals**

- 47.1. Where a sanction is handed down, the sanctioned party may appeal the decision within 48 hours of the written response from GNA.
- 47.2. The sanctioned party should submit their appeal in writing via email, including any details or supporting evidence they feel is relevant.
- 47.3. The Appeal will be read at a special meeting held by the Council. The meeting should be held within 7 days of the receipt of the appeal.
- 47.4. The Council, excluding any the members of the Disciplinary Panel, will vote as to the appropriateness of the sanction handed down by the Disciplinary Panel and will have the power to increase or decrease the penalty as appropriate.
- 47.5. If a penalty for a first or minor breach is appealed and the appeal cannot be heard before the next game day, that person may continue to participate until the appeal is resolved. If they commit another offense during this time, their penalty will be increased.
- 47.6. If a penalty for a subsequent or serious breach is appealed, the sanction, including suspensions, starts immediately. Any suspension served before the appeal decision is finalised, counts toward the total penalty.

#### **48. Confidentiality**

- 48.1. All information relating to an incident, Disciplinary Panel Review or appeal must be treated as confidential by all parties involved.
- 48.2. Incident reports, witness statements, evidence, and panel deliberations must only be shared with members of the Disciplinary Panel and the parties involved.
- 48.3. The Disciplinary Panel, Council members or GNA officials, must not discuss the incident publicly, including on social media.
- 48.4. GNA will store all records securely and will only disclose information where required by law, or Netball NSW.
- 48.5. Breaches of confidentiality may themselves be treated as misconduct under this policy.

## Appendix A – GNA Umpire Levels Program



### GNA UMPIRE LEVELS PROGRAM

As a pre-requisite to umpiring at GNA, and Beginning the Umpire Levels Program beginner umpires must:

- Attend two umpire workshops
- Complete and pass the online Rules of Netball Exam

#### LEVEL 1

Umpires on Level 1 will have a vested side-by-side Mentor for every game and are deemed competent to umpire select Junior Divisions (divisions with modified rules are not recommended). The Mentor along with the Umpire Committee will decide what divisions are best suited to the umpires' skills. The umpire Must wear an orange vest; the Mentor must wear a yellow vest.

Level 1 umpires are required to achieve the following before assessment for progression:

- Loud voice
- Clear whistle
- Basic positioning

#### LEVEL 2

Umpires on Level 2 are deemed competent to umpire select Junior Divisions without a side-by-side Mentor (divisions with modified rules are not recommended). The Mentor along with the Umpire Committee will decide what divisions are best suited to the umpires' skills. The umpire will still be monitored closely by members of the Umpire Committee. The umpire must wear an orange vest.

Level 2 umpires are required to achieve the following before assessment for progression:

- Loud voice
- Clear whistle
- Basic positioning
- Most footwork
- Basic contact
- Basic obstruction

#### LEVEL 3

Umpires on Level 3 are deemed competent to umpire all Junior Divisions and Ladies Social Competition.

Umpires on Level 3 will be required to wear an orange vest and have a side-by-side Mentor when umpiring Under 15s and Ladies, until a Mentor signs them off as competent to continue unsupervised. The umpire will be monitored closely by members of the Umpire Committee, and they will advise when the umpire can stop wearing the orange vest.

Level 3 umpires are required to achieve the following before assessment for progression:

- Loud voice
- Clear whistle
- Most contact
- Most Obstruction
- Good positioning
- All Footwork
- Offside

## Appendix A – GNA Umpire Levels Program

### LEVEL 4

Umpires on Level 4 are deemed competent to umpire all Junior and Senior Divisions. Umpires on Level 4 will be required to wear an orange vest and have a side-by-side Mentor when umpiring Senior Divisions 1 & 2, until a Mentor signs them off as competent to continue unsupervised. The umpire will be monitored closely by members of the Umpire Committee, and they will advise when the umpire can stop wearing the orange vest.

Level 4 umpires should be monitored and coached by the Umpire Committee as they hone their skills and prepare for badging.

Umpires at Level 4 should be capable of mentoring Level 1 and 2 umpires.

Level 4 umpires are required to be confident in the following:

- Loud voice
- Clear whistle
- Good positioning
- All contact
- All Obstruction
- All Footwork
- All Offside
- Use of advantage
- Knowledge of time rule
- Able to call stoppages, if required
- Able to warn a player, if required

### BADGING

The Umpire Convenor will work with Level 4 Umpires to prepare them for badging including expected competencies, requirements of testing and scheduling practical testing.

Umpires must meet the standards established by Netball NSW and Netball Australia as outlined in Netballs Australias [National Umpire Development Framework](#) and [Badge Competencies](#) documents.

### GENERAL

All GNA umpires should familiarise themselves with Clause 8 of Grafton Netball Association By-Laws.

Umpires should communicate with the Umpire Convenor if they have issues including

- Progression through the Levels Program
- Problems occurring on the court
- Questions regarding rules or expectations while umpiring
- Concerns regarding other umpires or Mentors
- Information regarding umpire payments

## Appendix B – GNA Incident Report Form



### INCIDENT REPORT FORM

Please use this form to provide a factual, chronological account of the incident you are reporting. Please include as much details as possible but avoid personal opinions and assumptions.

All reports of misconduct will be dealt with in accordance with GNAs Disciplinary Policy.

#### 1. REPORTING PERSON

DATE OF REPORT	
FULL NAME	
ROLE	
CLUB / TEAM	
CONTACT DETAILS	PHONE
	EMAIL
SIGNATURE	

#### 2. PERSON/S ALLEGED OF BREACH

PERSON 1	
FULL NAME	
ROLE AT TIME OF INCIDENT	Player   Coach   Team Official   Umpire   Volunteer   Spectator   Parent   Other :
TEAM / CLUB	
AGE (If Known)	

PERSON 2	
FULL NAME	
ROLE AT TIME OF INCIDENT	Player   Coach   Team Official   Umpire   Volunteer   Spectator   Parent   Other :
TEAM / CLUB	
AGE (If Known)	

\*Copy this section for additional people involved.

## Appendix B – GNA Incident Report Form

### 3. VICTIM OF INCIDENT (IF APPLICABLE)

VICTIM 1	
FULL NAME	
ROLE AT TIME OF INCIDENT	Player   Coach   Team Official   Umpire   Volunteer   Spectator   Parent   Other :
TEAM / CLUB	
AGE (If Known)	

VICTIM 2	
FULL NAME	
ROLE AT TIME OF INCIDENT	Player   Coach   Team Official   Umpire   Volunteer   Spectator   Parent   Other :
TEAM / CLUB	
AGE (If Known)	

\*Copy this section for additional victims involved.

### 4. INCIDENT DETAILS

DATE OF INCIDENT	
TIME OF INCIDENT	
DIVISION	
GAME / COURT NUMBER	
COMPETITION (Please circle)	GNA Winter Comp   GNA Social Comp   GNA All Age Carnival   GNA Rep Carnival   Rep Program
WEATHER / COURT CONDITIONS IF RELEVANT	
DESCRIPTION OF INCIDENT	
Include as relevant; actions & behaviours observed, exact words spoken, escalation or attempts of de-escalation, injuries or safety concerns, other relevant information.	

## Appendix B – GNA Incident Report Form

CONTINUED:

### 5. IMPACT / OUTCOME

WERE INJURIES SUSTAINED	Yes   No
WAS PROPERTY DAMAGED	Yes   No
IS DAMAGE CREATING AN ONGOING SAFETY CONCERN	Yes   No
WAS THE MATCH EFFECTED	Yes   No

If yes to above, please detail:

## Appendix B – GNA Incident Report Form

### 6. IMMEDIATE ACTIONS TAKEN

PLAY STOPPED	Yes   No
PERSON SPOKEN TO	Yes   No
PERSON REMOVED FROM COURT	Yes   No
PERSON REMOVED FROM VENUE	Yes   No
OTHER UMPIRE INTERVENTION	
CONTROL NOTIFIED	Yes   No
FIRST AID PROVIDED	Yes   No
FIRST AID PROVIDED BY	
AMBULANCE CALLED	Yes   No
POLICE CONTACTED	Yes   No

### 7. SUPPORTING EVIDENCE

WITNESS 1	
FULL NAME	
ROLE AT TIME OF INCIDENT	Player   Coach   Team Official   Umpire   Volunteer   Spectator   Parent   Other :
TEAM / CLUB	

WITNESS 2	
FULL NAME	
ROLE AT TIME OF INCIDENT	Player   Coach   Team Official   Umpire   Volunteer   Spectator   Parent   Other :
TEAM / CLUB	

PHOTOS	Yes   No
VIDEO FOOTAGE	Yes   No
UMPIRE NOTES	Yes   No
OTHER EVIDENCE	

Complete reports can be submitted to control or by email to [info@graftonnetball.com.au](mailto:info@graftonnetball.com.au)