

***Sunshine Coast
Secondary Schools'
Netball Competition Inc
2018***



***Standard Operating
Procedures (SOP)***

November 2017

1. MANAGEMENT COMMITTEE

1.1 The Annual General Meeting of the Competition will take place on the second Thursday of August or at another time as determined by the Executive Committee.

1.2 2018 Elected Committee

- President – Sue Glover, SCGS
- Vice President – Lyn Pugh, St Andrews
- Secretary – Leigh Finter, PLC
- Treasurer – Lauren Nourse, MFAC
- General Committee Member – Kylie Bilsen, Meridan SC

1.3 Paid Roles

- a) Competition Administrator – Bronwyn Thornburn
- b) Umpire Coordinator –

2. COMPETITION RULES

2.1 The Sunshine Coast Secondary Schools' Netball Competition will be played under *The Official Rules of Netball, 2016*, except for the rules and regulations as outlined in this booklet.

2.2 Teams are restricted to twelve female players.

2.3 All players must be full time bona-fide secondary school students.

- All Schools should complete their own Risk Assessment before participating in the competition
- A Risk Assessment must be completed by the organisers of the competition.
- The Sunshine Coast Secondary School Netball Competition does not have personal accident insurance for students.
- A \$500 bond is held by Sunshine Coast Netball Association for court hire for this competition

2.4 There will be three "Grades" in the competition:

a) Junior

Years 7 and 8 students enrolled in the relevant school. Older students are not allowed to play in this grade.

b) Intermediate

Years 9 and 10 students enrolled in the relevant school. Schools are allowed to play younger students up from the Junior grade to the Intermediate grade, but older students are not allowed to play in this grade. The relevant school will take full responsibility for the decision of playing younger students up and ensure they are capable of playing in this grade.

c) Senior

Open to all Years 11 and 12 students enrolled in the relevant school. Schools are allowed to play younger students up from either the Junior or Intermediate grades. The relevant school will take full responsibility for this decision and ensure younger players are capable of playing in this Senior grade.

2.5 In each Grade there will be A, A Reserve, B, and C Divisions. Additionally, B Reserve and C Reserve Division could be added at the discretion of the Executive Committee and where team numbers warrant it. Extra Divisions may be added or omitted should team numbers permit.

2.6 A student is allowed to be registered in one Grade / Division only.

2.7 From time to time, a team may be required to borrow players for a particular game. All borrowed players are to be listed on the game scorecard, stating team, school and division. Players can only be borrowed from a lower division.

2.8 Schools borrowing or changing players from team to team throughout the season must abide by the following:

Players changing teams cannot play up in a team of a higher division or grade more than three times. When a student plays four games in a higher team, they must remain in that team for the remainder of the season and cannot return to their original lower division team.

Five players from the original team must take the court in the first quarter for any game, otherwise the team will be deemed to have forfeited the game. With exception to special requests to the Executive Committee in advance for extenuating circumstance eg Injuries,

2.9 Names may be added to the Team Registration Form throughout the season, although a player must have played at least three competition games in their registered team to be eligible for Finals. With the exception of the Open A Divisions, any player who has played three games for their school is eligible to play in the Open A final with Executive permission.

2.10 All team lists must be submitted by the due date on the Nomination form any changes can only be made as per the 'borrowed players' rule.

3. GRADING

3.1 Schools are responsible for accurately grading their teams and entering them into the correct Division. Given the number of teams in this competition, schools must realise that the Executive Committee attempts to satisfy all grading /divisional requirements. **However, some teams will always be stronger or weaker than other teams in a particular grade or division.**

3.2 Ideally all divisions will have equal team numbers with all teams playing each other once. However, given the size of the competition, this will vary from division to division, depending on the number of teams.

3.3 All first teams will be in Division A or A Reserve of the particular grade. Second teams in B Division, third teams in C Division and so on. No school will have two teams in a division, except for the C Division or at schools own request. Any changes to this is at the discretion of the Executive Committee and each school must include a grading comment on their team nomination sheet to support this.

3.4 The School's Nomination, Team Lists and Umpiring Forms are due to the Competition Manager by the date set on the Nomination Form each year.

3.5 To assist with final/accurate team placement, a grading meeting will be held in which a member from each school is required to attend.

3.6 To assist with accurate grading of a team, the executive committee will take into consideration a schools team's ladder placement in the previous year, as well as representative players in a team.

4. GAME RULES

4.1 The Rules adopted shall be those as set out in *The Official Rules of Netball 2016* except for the rules and regulations as outlined in this booklet. It is recommended that schools provide coaches and teams with a copy for reference.

4.2 As this is a school competition, a teacher, staff member or responsible school designated representative must be present with teams during all games.

4.3 Coaches, scorers and team members are to remain in the one area for the duration of the match, according to the designated areas as outlined in the SCNA Sideline Policy (2013).

4.4 All matches will be of four quarters, each of ten minutes.

4.5 All breaks will be one minute, except Half Time, which shall be three minutes.

4.6 There will be a 5 minute break between all games.

4.7 No games will be rescheduled unless with the approval of the Competition Manager and or the Executive Committee.

4.8 Throughout the competition rounds, drawn matches will not go into extra time.

4.9 In the event of a drawn match during the Finals where a winner is required, there shall be a two minute interval at the end of full time. Substitutions and / or team changes are permitted. Extra time of two halves of five minutes each shall be played. There is an interval of one minute at half time with substitutions and/or team changes allowed during this time. In the event of a tie remaining at the end of extra time, a visual signal shall be used to indicate that play shall continue until one team has a two goal advantage.

4.10 Substitutions and team changes must be made as outlined in *The Official Rules of Netball 2016*.

4.11 Time lost for stoppages (Injury or Illness, Blood or Emergencies) is not added to the game except in Finals (last quarter only). Other rules governing stoppages in play are as outlined in *The Official Rules of Netball 2016*.

4.12 All players must wear the correct school sports uniform.

4.13 No item of jewellery, except a medical alert bracelet if necessary, shall be worn and if so this is to be taped.

4.14 Fingernails shall be short and smooth.

4.15a) Only the supplied official Scoresheet will be recognised for each game.

b) All players' names must be written on the scoresheet before taking the court for a game.

c) All scoresheets for the night's games on a particular court will be placed in the centre circle of the court.

d) Both umpires and scorers must sign the scoresheet at the end of the game.

e) The scoresheet must be returned to the Competition Office by the winning team immediately at the end of the game.

f) During the rounds each school must provide a scorer who is to be seated or standing beside the opposing team's scorer in the designated area according to the SCNA Sideline Policy.

g) An independent scorer will be provided for games in the Grand Final.

4.16 a) If a competition game is interrupted due to weather conditions, the game may be rescheduled if stopped before half time.

b) If half or more of the game has been completed, then it will be declared full time and the score at the time the game was stopped will only be recorded if all teams in the division have played games.

4.17 During any Finals, the whole game will be rescheduled if inclement weather prevents its completion.

4.18 a) First Aid will be provided at the venue, by a qualified provider, but individual teams are recommended to provide a First Aid Kit to use courtside for the control of blood, etc.

b) The procedure in relation to stoppages (Injury or Illness, Blood or Emergencies) is as outlined in *The Official Rules of Netball*.

c) A player leaving the court under the blood policy may be immediately substituted or return to the court (vacant position) at a Centre Pass, at another stoppage for injury or illness or immediately following an interval.

4.19 Competition points will be allocated as follows:

Win = 3 points

Draw = 2 points

Loss = 1 point

Win by Forfeit = 3 points

Loss by Forfeit = Zero points

Bye = Zero points for the first bye (assuming that all teams in a division have a bye in one of the rounds). If a team has a 2nd bye in a division, then this team cannot be penalized and will receive 2 points for the round.

4.20 a) When two or more teams finish with equal points, semi- final positions will be determined on goal average to be taken from games played in the preliminary rounds, provided that where, through no fault of the team involved in the draw, one of those teams has played a lesser number of games than the other, then the goals scored in the corresponding game by the other team shall be ignored.

b) The method used will be:

Goals for divided by goals against, multiplied by 100, and divided by the actual games played.

5. TEAM REGISTRATION

5.1 a) School Nomination forms, with finalised team lists including representative netball history, must be submitted to the Competition Administrator by the due date on the Nomination form for that year.

c) School Umpires must be registered online by the due date for that year. It is the responsibility of each Schools Netball Coordinator to ensure this has been completed before team nominations are accepted.

d) All schools must provide one umpire of a suitable standard for every TWO teams nominated in the competition. Team registration will depend on suitable umpires being provided by all schools.

5.2 Teams members' names must be finalised by Round 1.

5.3 Names may be added to this Registration Form throughout the season, up to a maximum of twelve players.

6. DRAW INFORMATION

6.1 The exact framework of the draw will depend on the number of teams in each division and the length of the competition. Exact dates will be decided at the Annual General Meeting held in August each year.

6.2 The times for the rounds will be as follows:

Round 1: 4.00

Round 2: 4.50

Round 3: 5.40

Round 4: 6.30

Round 5: 7.20

Games will be 4 x 10 min quarters with quarter time break 1 min, half time break 3 min and three quarter time break 1 min.

6.3 There will be differences between divisions, where some may be organised according to pools and others, a straight draw of all teams playing each other.

6.4 Differences will also occur between divisions with regard to finals, as a result of the number of teams in each division. The final organisation of rounds and finals cannot be made until all divisions are finalised.

6.5 The first week of the Competition Draw will be distributed by email as soon as possible after the Grading Meeting.

6.6 a) All schools are to provide two contact people with email addresses who will be notified throughout the season with regards to any changes in the draw due to unforeseen circumstances, such as forfeits or wet weather.

b) It is the responsibility of these school contact persons to make individual school arrangements for passing the information on to teams and coaches.

6.7 Schools are required to provide the committee with dates and times where teams are unavailable due to school finishing times, camps or other timetabled events. This information must be submitted with the school Registration Form for consideration to be given to the team in the season's draw. ***This information must be provided with the school Registration Form. The draw cannot be altered during the season for teams that do not provide this information on the appropriate form.***

6.8 All draw information including game times, game results and progressive ladders will be available for schools, coaches, students and parents on a Sunshine Coast Secondary Schools' Netball Competition website. Information with regard to this website will be provided to all school coordinators at the start of each year.

7. COSTS

7.1 The Registration Fee includes venue hire, First Aid, umpiring, trophies and administration.

7.2 Each school is responsible for the collection of this fee from all students.

7.3 Invoices based on a schools' number of teams will be sent to school coordinators by the end of Week 2 of the competition.

7.4 Team Registration Fees must be paid by the end of Week 4 of the competition.

7.5 a) The Registration Fee will be determined at the Annual General Meeting the previous year of competition.

b) This fee is the only cost for the season.

8. TROPHIES

8.1 Perpetual Trophies:

- a) A Perpetual Trophy will be presented to the winning team in all divisions. This trophy remains in the winning school until Week 7 of the following year's season. It is the responsibility of the winning school to engrave this trophy before returning it.
- b) A winner's flag will also be presented to the winning schools to be kept by the school.

8.2 Individual Trophies and Medallions:

- a) All members of the winning teams in all divisions will receive an individual trophy.
- b) All members of the runners-up teams in all divisions will receive an individual medal.

8.3 Champion School:

A Champion School Perpetual Shield (and accompanying flag to be kept by the school) is awarded to the most successful school in the competition based on the following criteria:

- At the end of the Rounds, each team within a "Grade" will be allocated points, capped at the number according to the "Grade" in the competition with the lowest numbers of teams. Teams will be awarded points based on their position on the ladder, 1st place awarded the highest amount descending to last place receiving one point. More than one team per "Grade" may receive one point. All teams in the competition will receive points.
- If two schools are tied at the end of this process, then a decision will be based on the highest A Division rankings.

8.4 The Maree Anning Percentage Trophy will also be awarded according to the following:

- Total awarded school points divided by the number of year 7 to year 12 female enrollments.

8.5 Shirley Matheson Shield

- a) This shield is awarded to an umpire who is considered to be the *Most Improved Umpire* over the course of the season.
- b) The Executive Committee is responsible for determining the *Most Improved Umpire*.
- c) This Shield is awarded to the recipient at the Grand Final Presentations.

8.6 The Executive will be responsible for retaining records of all divisional winners each year.

9. FORFEITS

- 9.1 a) In the case of a team forfeiting a game, it is the responsibility of the school to notify both the opposing school and the Administrator by no later than 2.00pm on the day of the game.
- b) The team forfeiting will be allocated zero points, while the opposing team will be allocated 3 points for a win by forfeit.

10. WET WEATHER

- 10.1 Where possible, all rounds will proceed on a given night.
- 10.2 a) In the case of inclement weather, the decision to play games will be decided on a round by round basis.
- b) If a decision about wet weather has to be made before, or during games, a decision will be made by members of the Executive Committee and School Coordinators in attendance at that time, in consultation with the Umpiring Coordinator.
- 10.3 a) In the case where severe weather prevents the competition from proceeding on a particular night, all schools will be notified by 2.00pm.
- b) A message will be left with the two school representatives whose responsibility will be to disseminate the information.
- c) The details will also be listed on the website, if possible.
- 10.4 If weather conditions prevent all teams in the division from completing their games, these division's games will be rescheduled, if possible, even during a later / earlier round one night.

11. APPEAL PROCESS

11.1 The game dispute must be in writing within 48 hours of the game to the Competition Administrator.

11.2 a) The Executive Committee will consult on all disputes.

b) If the Committee member's school is involved with the dispute, then she / he will not be involved with the decision making.

11.3 The Umpiring Coordinator will be part of the Disputes discussion, if an umpiring ruling decision or court safety issue is under discussion.

11.4 Schools involved in the dispute may be invited to provide additional information if warranted by the Executive Committee.

12. UMPIRES and ADMINISTRATIVE PAYMENTS

12.1 A designated appointed Umpire Coordinator will facilitate the organisation of the umpiring necessary for the competition.

12.2 School coordinators, team coaches or umpires MUST NOT interfere with the allocation of umpires to a particular game or change a game's umpire. This is the sole responsibility of the Umpire Coordinator.

12.3 Umpires will be paid per game according to the following levels:

Unbadged student Umpire	\$15.00
Unbadged senior Umpire	\$20.00
National C Badge	\$25.00
National B Badge	\$30.00
National A Badge	\$35.00
AA / IUA Umpire	\$40.00

12.4 The Umpire Coordinator is to allocate Time Keepers and Scorers for all Grand Final matches and they will be paid \$10 per game.

12.5 Two payments will be paid electronically throughout the season.

12.5 Schools must nominate at least one umpire per two teams registered to compete in the competition. All schools' team registration depends on this umpiring requirement.

12.6 Umpire names are to be supplied with Registration Forms and are to be supplied on the relevant form.

12.7 Other administrative payments include:

Competition Administrator \$8000

Umpire Coordinator \$2000

13. VENUE and GRAND FINAL

13.1 The venue for the competition will be the Sunshine Coast Netball Association Courts, Fisherman's Road, Maroochydore.

13.2 The Grand Final will be played in the Caloundra Indoor Stadium, North Street, Golden Beach or other appointed venue(s).

13.3 Grand Final rounds will be as follows:

Round 1: Junior Grade Grand Finals

Round 2: Intermediate Grade Grand Finals

Round 3: Senior Grade Grand Finals

13.4 Presentation of trophies will occur after each round and Umpires Awards after Round 3.

13.5 The National Anthem will be sung or played immediately before Round 3, the A Division finals. All players involved in the Open A final will be called onto court for this to occur, with 3 minutes warm up allocated at the completion of the Anthem.

14. SCHOOL RESPONSIBILITIES

14.1 Provide a school representative to attend meetings throughout the season on dates as outlined in the Nomination Form

14.2 Ensure that all Perpetual Trophies won the previous year are engraved before returning them to the Competition Coordinator. All trophies should be returned by the end of Round 7 in preparation for Grand Final night.

14.3 Ensure all players are insured.

14.4 Ensure all teams are accompanied by a teacher, staff member or responsible adult appointed by the school at all games.

14.5 Draw coaches', students', parents' and supporters' attention to all codes of conduct following in this document and as per the Netball Qld Website:

[Codes of behaviour](#)

[Child Protection Policy Working with Children Check Requirements](#)

[Anti Discrimination](#)

[Pregnancy policy](#)

[Cybersaftey Policy](#)

[Photography Policy](#)

14.6 Ensure all team Registration Forms and fees are in by the due date.

14.7 Provide a scorer for all games, except Grand Finals.

14.8 Ensure the scoresheet is returned to the central office by the winning team immediately after the game.

14.9 Ensure all players are in the correct school sports/netball uniform.

14.10 Ensure the opposing team and the Competition Draw's Coordinator are both notified of a forfeit by 2.00pm on the day of the game.

14.11 Ensure all players are in the correct age groups.

14.12 Ensure all teams are appropriately entered into the correct division, and abide by independent Grading decisions.

14.13 Ensure arrangements are in place at the school to receive notification of wet weather arrangements or cancellation of games.

14.14 Ensure that all coaches, managers, players and school representatives participate in the competition in the spirit of true sportsmanship so the competition will be a credit to the game of Netball on the Sunshine Coast.

14.15 a) Notify the Competition Administrator, negotiate with the opposing school and arrange Umpires for a change of date for a scheduled game.

b) All changes in scheduled game times must first meet with the approval of the Executive.

15. SUNSHINE COAST SECONDARY SCHOOLS' NETBALL

CODE OF CONDUCT

15.1 Introduction

This code is designed to:

- a) maintain the element of enjoyment and satisfaction in School Netball.
- b) make adults aware that young people play to satisfy themselves and not necessarily to satisfy adults or members of their own peer group.
- c) improve the physical fitness of youth by making it attractive, safe and enjoyable for all young people.
- d) constantly remind Committee Members, Coaches, Umpires and Parents that School Netball must be administered, taught and provided, for the good of those young people who wish to play the game.

15.2 Committee Member's Code

- a) Ensure that equal opportunities for participation in Netball are made available to all irrespective of ability.
- b) Do not allow the game to become primarily spectator entertainment.
- c) Equipment and facilities must be appropriate to the maturity level of the young players.
- d) Distribute the code of conduct to a school representative for appropriate dissemination to spectators, coaches, players, umpires, parents and teachers.
- e) Ensure that parents, coaches, First Aid personnel and participants understand their authority and their responsibility for fair play in Netball.
- f) Ensure adequate supervision is maintained at all games.
- g) Behave in a manner to set an example for all participants.

15.3 Coach's Code

- a) You have responsibility for the behaviour of your team and its supporters.
- b) Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and demands on their time.
- c) Teach your players that rules of the game are mutual agreements, which no one should evade or break.
- d) Ensure that all players get a game. The 'just average' players need and deserve equal time.

- e) Remember that young people play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing a game.
- f) The scheduling and length of practice times and games should take into consideration the maturity level of the players.
- g) Develop team respect for the ability of opponents, as well as, the judgment of umpires and opposing coaches.
- h) Follow appropriate medical advice in determining when an injured player is ready to play again.
- i) Remember that young people need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
- j) Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of young people.
- k) Encourage young people to develop basic skills and avoid over-specialisation in positional play during their formative years.
- l) Create opportunities to teach sportsmanship, just as you would in teaching the basic skills.
- m) Ensure that efforts for both skill improvement and good sportsmanship are rewarded by praise.
- n) Insist on fair play, do not tolerate foul play, back chatting or foul language. Be prepared to take off an offending player.
- o) Discourage excessive talk on the court.
- p) Insist on a disciplined approach by players and mean what you say.
- q) Set a good example by personal good behaviour.

15.4 Player's Code

- a) Play for the 'enjoyment', not just to please your parents or coach.
- b) Play by the rules of the game of Netball.
- c) Never argue with the Umpire's decisions. Let your Captain ask any necessary questions as per *The Rules of Netball*.
- d) Control your temper.
- e) Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- f) Be a good sport. Applaud all good play, whether by your team or by your opponent.
- g) Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.

- h) Remember that the goals of the game are to have fun, improve your skills and feel good.
- i) Co-operate with your coach, teammates, umpires and opponents, for without them you don't have a game.

15.5 Umpire's Code

- a) Umpire according to *The Rules of Netball*.
- b) Ensure that both on and off the court your behaviour is consistent with the principles of good sportsmanship.
- c) Be consistent, objective and courteous.
- d) Publicly encourage rule changes, which will reinforce the principles of participation for fun and enjoyment.
- e) Make a personal commitment to keep yourself informed on sound umpiring principles and the principles of growth and development of young people.

15.6 Parent's Code

- a) Do not force an unwilling youngster to participate in Netball.
- b) Remember, young people are involved in Netball for their enjoyment, not yours.
- c) Encourage your child to always play by the rules.
- d) Teach young people that honest effort is as important as victory so the result of each game is accepted without undue disappointment.
- e) Turn defeat into victory by helping young people work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a game.
- f) Remember that young people learn best by example. Applaud good play by your team and by members of the opposing team.
- g) Do not publicly question the umpire's judgment and never her/his honesty.
- h) Support all efforts to remove verbal (and physical) abuse from School Netball.
- i) Recognise the value and importance of volunteer coaches and committee members. They give of their time and resources to provide recreational activities for your children.
- j) Recognise the value and importance of umpires and the junior umpire training program conducted during the competition. Players are encouraged to train as umpires to develop their understanding of the game and to ensure quality in umpiring.
- k) Do not approach an Umpire at any stage during or immediately a game.

15.7 Spectator's Code

- a) Remember that young people play organized sports for their own enjoyment.
- b) Do not use offensive language, or harass players, coaches, umpires or other spectators.
- c) Applaud good play by your own team and the opposition team.
- d) Show respect for your team's opponents
- e) Never ridicule or scold a player for making a mistake during the game.
- f) Respect the umpires' decisions.
- g) Encourage all players to play according to *The Rules of Netball*.
- h) Do not approach an Umpire at any stage during or immediately after a game.

19. SCSSNC SHIELDS

See attached

20. SIDELINE POLICY

See attached