



Procedure Booklet

Alice Springs Netball Association

The Alice Springs Netball Association, as the governing body for the sport in Alice Springs will:

- Provide a safe enjoyable, inclusive, and competitive environment
- Deliver innovative options for participation in netball across one's lifespan
- Exemplify consistency, transparency, and integrity through strong governance
- Promote positive collaboration with clubs and the broader community

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1.0 Alice Springs Netball Association

1.1 Affiliation

The Alice Springs Netball Association (ASNA) will affiliate with Netball Northern Territory (NNT) and consequently with Netball Australia (NA) and the International Federation of Netball Associations (IFNA) and by so doing will:

- Abide by the rules and policies as set down by these bodies
- Abide by the official playing rules of IFNA and the interpretation there of as published by Netball Australia
- Pay to Netball Northern Territory such affiliation and capitation fees as necessary by 30th April each year
- Send delegates to Netball Northern Territory Council, Annual General Meetings and when required to other meetings arranged by Netball Northern Territory.
- Ensure the proper representation of ASNA in the annual Northern Territory Netball Championships and all other tournaments as may be arranged.
- As and when directed by Netball NT act as host association to any National Championships or other events as required.

The Alice Springs Netball Association will offer affiliation to all Netball clubs in the Alice Springs region. This affiliation may be extended to associations of neighbouring centres (Yulara/Tennant Creek). Such affiliation as this must be accomplished through negotiation with Netball NT.

Clubs and associations affiliated with ASNA will be required to:

- Abide by the Constitution, Policies and Competition By-Laws of ASNA
- Pay all fees as set by the due date
- Abide by the playing rules of IFNA and the interpretation of them as published by Netball Australia
- Have delegates in attendance at Annual General Meetings

1.2 Capitation

Capitation is the payment of fees by all affiliated associations to the parent body Netball NT. These fees are determined by the number of members (female/male/players and non-players –such as coaches, officials, and administrators) registered in the previous calendar year within the association. Refer to ASNA Committee Handbook page 2 for further details.

1.3 Committees

For detailed description of duties and responsibilities of the Executive Committee please refer to the ASNA Committee Handbook pages 3-10.

Executive Positions:

- President
- Vice President
- Treasurer
- Coaching coordinator
- Umpires Coordinator

- Registrar
- Committee members no less than 4 and up to 6
 - Executive members may not represent their club at Delegate's Meetings and should refrain from expressing their club's views at Executive Meetings unless asked to do so.

Nomination and Appointment of Executive Committee

- The Executive Committee will be elected by Association members at the Annual General Meeting of the Association.
- Executive members shall be elected as per the Constitution for a term of 2 years
- Executive members may stand for re-election at subsequent Annual General Meetings.
- The Administration Officer/ General Manager shall call for nominations for each position at least twenty-eight (28) days before the date of the Annual General Meeting.
- Written nominations for each position shall be moved and seconded and indicate that each nominee has agreed to be nominated.
- At the Annual General Meeting those positions at the end of their 2-year term shall be declared vacant and elections held.

Subcommittees

The Executive may authorise the setting up of a subcommittee to facilitate the implementation of ASNA policy on any subject. For further details refer to ASNA Committee Handbook page 10.

1.4 Employed Personnel

Please refer to ASNA Committee Handbook page 11.

1.5 Equalisation System

Please refer to ASNA Committee Handbook page 13-15.

1.6 Finances

The income of ASNA will be derived from:

- Club affiliation fees as set by the Executive
- Player registration fees as set by the Executive
- Donations, grants, and sponsorships
- Interest from deposits and investments
- Profits from authorised tournaments e.g.: Alice Springs Masters Games, exhibitions and other functions organised for that purpose
- Refunds from Netball NT following receipt of government grants, Netball Australia sponsorships in regard to equalisation payments
- Payments as required by ASNA Representative players and Officials toward travel, accommodation, and ground travel costs of attending Netball NT Championships
- Payment for umpiring, coaching & other courses run by the Association under the auspices of Netball NT
- Profits accrued from sale of publications
- Sale of used match balls to clubs

For further information around ASNA Expenditure refer to ASNA Committee Handbook page 15.

1.7 Sponsorship

- Sponsorship involves the raising of substantial amounts of money from a business or individual for use by the Association in a specific project to the betterment of netball in the Alice Springs area.
- Affiliated clubs should notify the Executive Committee of the firms with whom they are negotiating or have completed sponsorship agreements so that conflict of interest may be avoided.
- A written submission from the Association to the potential sponsor should outline the events / projects that the Executive require funding for, define the benefits the sponsor will receive from the undertaking and the means by which the Association will fulfil the conditions the sponsor may set.
- The Executive will not agree to any sponsorship offer if the Association cannot see fit to abide by the requirements of a proposed sponsor but will negotiate better conditions.
- The final decision to accept or refuse a sponsorship offer and its conditions rests with the Executive Committee.
- In accordance with Australia Netball's policy on drug abuse, ASNA will not accept sponsorship from any cigarette or liquor manufacturer. All affiliated clubs are bound to uphold this policy.
- The Association should be aware of the sponsorship gained by Netball NT and Netball Australia and should not enter into an agreement that might prejudice or conclude any sponsorship gained or being negotiated by these Associations

2.0 ASNA Club Responsibilities

2.1 Fundraising

Clubs must request permission, in writing, from the Executive Committee for approval for fundraising activities at the Pat Gallagher Netball Centre. ASNA will offer clubs fundraising opportunities throughout each season.

2.2 Training

Teams must only use the court(s) that are assigned to them for trainings. If a team needs an additional court, they must contact the club in which the court is allocated and negotiate the terms with them directly. Teams must also ensure they have key/code access to the courts in which they are training. This should be arranged with your club.

3.0 ASNA Run Events

The Association will run the following events:

- Winter Competition: a competition for affiliated clubs between the months of March and September each year. Refer to "Competition By-Laws" for rules governing this competition

A nightly competition for interstate / Territory teams affiliated with Netball Australia through their local associations as part of the Central Australian Masters Games in October of every even numbered year for the week of the Games as scheduled by the Games Organisers. Teams may enter in 'Social' or Competitive' grades and must supply one qualified umpire.

Mixed and social competitions

- Only a team registration fee is charged, and players may play for other teams as player registration records are only kept for insurance and ASTC Sports Participation Levy fee purposes.
- Teams are required to declare a team uniform to be worn by all players and this may include shorts.
- Bibs are supplied by the association
- The NT Link Championships
 - Northern Territory Netball Championships for U13, U15, U17 and U19 age groups

4.0 Game Day

Game Times

Division	Time
8 & Under, 10 & Under	9am
11 & Under	10am
13 & Under	11am
15 & Under	12pm
17 & Under, Seniors	1:30pm / 3pm / 4:30pm
Twilight Matches	6pm / 7:30pm / 9pm

NB: these times may vary for finals

4.1 Club/Team Duties

- Teams playing the first match of the day must take balls, playing equipment and set up their own court in time for the scheduled commencement of their match.
- At the completion of every match teams shall clear rubbish from around their court.
- Teams playing the Final match of the day are required to return balls and equipment to designated area.
- 11 & under teams, before the commencement of their match, are required to take the two x size 4 balls from their scheduled court, used in the previous match to the ASNA clubrooms to swap for two x size 5 balls.
- A club will be designated as the "duty club" for the day's matches. Duty club responsibilities are detailed in the ASNA Club Facility Club Duties 2022 Document

4.2 Team Captains

Before the match, captains shall:

- Ensure that their team has a responsible scorer/timekeeper and that if they are the home team the team manager has assigned a scorer to the match in the Netball Connect App, electronic scoring platform.
- Toss for first centre pass or choice of goal ends and advise the umpires of their decision.

- Have their team ready to take the court with positional bibs on, in time for the match to start at the scheduled time.

After the match, captains shall ensure that:

- Names of all players who took part in the match, including late arrivals and replacements for injury, have been included in the team list on the Netball Connect App Electronic scoring platform (Note: Names of late arrivals may be added to the scorecard after the commencement of the match, provided that the correct number of players allowed per team has not been exceeded).

4.3 Role of the Reserve Umpire

- The reserve umpire must report to the ASNA office at least 5 minutes prior to the scheduled duty
- Reserve umpires need to wait in ASNA office until all games have commenced with all umpires present. If they are not required, they then sign the book provided and are free to leave. If they are required, they sign the book as required and commence the umpiring duty.
- If a rostered umpire is delayed due to playing, coaching, or umpiring, they need to make an effort to notify the court where rostered.
- At the time the match is scheduled to start, if a rostered umpire has not arrived, the other umpire rostered on the match is to come to the clubhouse and call upon the reserve umpire.
- Once the reserve umpire has commenced umpiring a club/team cannot take over from the reserve umpire.
- Under no circumstance can the reserve umpire accept payment from the original duty team.
- ASNA will then pay the reserve umpire \$50 from the fine money recovered from the team that has failed to show for their rostered duty.
- If the reserve umpire fails to show for a reserve duty and was required to umpire a duty, both the reserve umpiring team and the original rostered team will be treated as no shows and penalties will apply to both.
- In the case of both the reserve umpire and one of the duty umpires not in attendance, the other umpire will speak to the manager or a committee member about another replacement umpire.

If required as the Reserve Umpire

- You must sign the Reserve umpire book prior to leaving the office.
- You **cannot** accept payment or agree to umpire for a club or team that has not reported for their rostered duty – **EVEN IF YOU ARE A MEMBER OF THE SAME CLUB / TEAM**
- You **cannot** start the game and then hand over to the rostered team if they then show up for their duty.
- You will be paid \$50 by ASNA at the end of the season for completing the duty, when the fine is collected from the rostered team.

If not required as Reserve Umpire

- You may leave the ASNA office once all games have commenced for that time slot or advised by the Manager or Committee Member.
- You must sign the reserve umpire book prior to leaving the office and leave your contact details with the Office Manager in case of an injury occurring to an officiating umpire throughout the schedule matches
- In the event of the Reserve Umpire being called upon and then the scheduled umpire arrives before the first whistle, the duty will start as rostered, and you will not be required.

4.4 Scoring

- Each team must supply a responsible scorer/timekeeper for their match, and these people must sit together at the scoring tables, and jointly carry out their responsibility of scoring and timekeeping.
- The responsibility of scoring the match will be assigned to the “Home” teams scorer who will score via the electronic scoring platform on the Netball Connect App.
- Timekeepers and scorers shall check on the Netball Connect App that scores are correct and both teams are in agreement.

5.0 Finals

All games must have a winner with no drawn matches during the Final series.

Drawn Matches

Procedure for extra time where a winner is required.

- There shall be a two (2) minute interval at the end of full time.
- Extra time shall consist of two (2) halves of seven (7) minutes each, with an interval of one (1) minute at half – time. Teams shall change ends at half – time. The Centre Pass is taken by the team entitled to the next Centre Pass.
- During both intervals, substitutions and team changes may be made.
- In the event of a tie at the end of extra time, play shall continue until one team has a two (2) goal advantage.

Semi Finals

Top four teams in each age group from 11 & under up will compete for finals. Ladder positions based on points then percentage.

1 VS 2 - Winner goes straight to grand Final. Loser to Preliminary Final

3 VS 4 - Winner to Preliminary Final. Loser is eliminated.

Preliminary Finals

Loser of 1 VS 2 plays winner of 3 VS 4.

Winner to Grand Final. Loser eliminated

Grand Finals

Grand Final Day will be held on the date set by the Executive Committee. Times may vary slightly from normal competition days.

Division 1

- The Division 1 Grand Final will not commence until all other games have been completed.
- The Australian National Anthem will be sung/played before the commencement of the game.
- Teams will be announced in positions plus reserves.
- Coin may be tossed by a VIP or an appointed delegate.

6.0 ASNA Life Membership

Life Membership of the Alice Springs Netball Association shall be considered for those people deemed to have worked in a voluntary capacity over and above the limits expected of ordinary members.

Life Membership of the Alice Springs Netball Association shall only be considered for people who have contributed in a voluntary capacity to the Association for a period of at least ten years in more than one area of Netball. This ten-year period must include at least three full terms (6 years) as a member of the Executive Committee.

The areas to be considered for this award include:

1. Time spent as a member of the Executive Committee
2. Membership of Organising Committees for special events
3. Time spent as a Registered Association Umpire
4. ASNA representation to Netball NT Council
5. ASNA Representation to Alice Springs Town Council and other local committees
6. ASNA Representation of Netball NT Championships as Coach, Manager, Umpire, or player
7. Selector of ASNA Representative Teams
8. Any other work considered appropriate

Membership of Netball NT Management Team, Netball NT Representation at National Championships as Coach, Manager, Umpire and Player may be considered as a supplement to the nomination, as this reflects favourably on ASNA but must not take precedence over any of the areas listed above.

Any member of the association may submit a recommendation to the Executive for a person to be considered for Life Membership.

Such recommendation shall be submitted to the Executive not less than ten weeks before the Annual General Meeting and should contain a well-documented history of the nominee. A nomination form can be found under the “forms and policies” tab on the ASNA website.

The Executive shall consider the recommendation using the guidelines as listed beforehand to determine if the nominee deserves the honour of Life Membership.

After approving the recommendation, the Executive shall present to the Clubs and Members, for their information, and prior to the Annual General Meeting, a written report outlining the history of the nominee, together with their recommendation of its suitability.

The Executive report shall be presented to the Annual General Meeting for voting upon, and the nominee shall be elected by those present and entitled to vote, by a simple majority in the affirmative.

The nominator shall be notified in writing of the Executive’s decision agreeing or refusing to present the nomination to the Annual General Meeting and the reasons for their decision.

7.0 ASNA Representative Teams

7.1 Player Selection Trials

- Nominations forms are to be completed and returned to ASNA by the set date. Nominations received after the due date may be refused by ASNA.
- Players can only trial for one playing age group.
- When nominating for an age division you must be that age or younger for all of this year.
- All players must nominate in their correct age division regardless of their playing age division in the ASNA competition.
- ASNA player representatives must have a current level 1 umpiring qualification.
- Players wishing to play above their current age group must apply in writing to ASNA, for approval at least 2 weeks prior to the selection trials listing playing experience and explaining why they should be allowed to play above their age group.
- Selection trial sessions must be attended or a written letter (if under 18, to be written by the parent or guardian) detailing the cause of the absence, must be provided to the Chairperson of Selectors before the trial date where possible or within 24 hours after the missed session.
- Squad of 14 players selected by selectors. Coach & Coaching coordinator to make final team selection of 10
- Money is to be received 6 weeks prior to championships
- Players must abide by Netball Australia rules at trials – i.e., remove all jewellery, short fingernails
- **If selected** – you will be required to attend all training sessions, complete a medical form, and assist with fundraising for your team.
- Selected players will be advised of selection via e-mail, the ASNA website, ASNA Facebook page and ASNA notice board.

7.2 Coach

See ASNA Representative Team Procedure (page 2)

7.3 Team Manager

See ASNA Representative Team Procedure (page 3)

7.4 Fundraising

Fundraising is not considered an integral requirement of an ASNA Representative Team.

It may be undertaken if all team members agree. Fundraising should be a team effort, but members should not be forced to achieve an individual total of funding. Targets may be set but if not reached, members are not to be held accountable. If fundraising is agreed to, all members should be encouraged to participate as funds raised will reduce the personal contribution required to attend the Championships.

Various fundraising activities may be undertaken by each team, but all money raised as a team must be pooled for the benefit of all team members. Fundraising money will be controlled by the Team Manager and records must be kept detailing receipt of funds and its

expenditure. Funds can be used for things such as purchase of food or fuel, team dinners, travel/accommodation, or uniform cost reduction.

ASNA encourages teams to use the facilities at the courts for fund raising activities and, to assist in this, prohibits club fundraising at the courts from team selection date to the conclusion of the Championships. Managers of all teams need to liaise re fundraising activities at the courts to ensure that each team gains fair and sufficient use of the facilities. Bookings for the BBQ and any other activities at the courts must be made via the ASNA Manager.

Donations from any business are not to entail any promise of logo or promotion on any part of the team's clothing during training or the Championships, naming rights to the team, or set conditions to be fulfilled by the team or ASNA unless permission has been sought from, and granted, by the Executive.

Team members should not be directed to approach businesses for specific sponsorship/donations unless prior approval has been gained and the nature of the sponsorship/donation has been ratified by the Executive.

Recognition of financial or other assistance should be acknowledged in writing by the Team Manager. ASNA letterhead can be obtained from the ASNA Manager for this purpose and copies of all correspondence must also be provided to ASNA for its records.

8.0 Trophies, Awards & Presentations

The Tony Smith Trophy is awarded to the winning A grade team. No other perpetual team trophies are awarded. The following will be displayed on Honour Boards in the stadium:

- Team names of Grand Final winners
- Cheryl Talbot Junior Development Award Recipient
- Ann Jacobs Umpire Encouragement Award Recipient

Grand Final Day

Individual medals shall be presented to players in Premier teams for each division and junior runner-up teams. Trophies shall be presented to the player selected as best on court of each Grand Final as well as Pat Gallagher Medals for Division 1 Umpires.

Presentation Night

Trophies shall be presented to the following Award Recipients.

- Cheryl Talbot Junior Development Award Winner
- Ann Jacobs Encouragement Award Winner
- Player selected by the umpires as the Best and Fairest of each Division
- Club Spirit Award Winner

Cheryl Talbot Junior Development Award

- Awarded annually at the Awards Night.

- Recipient of award to be chosen by Cheryl Talbot, committee may appoint a delegate to choose a recipient should Cheryl Talbot be unavailable.

Ann Jacobs Umpire Encouragement Award

- Awarded annually at the Awards Night.
- Recipient of award to be chosen by Ann Jacobs, committee may appoint a delegate to choose a recipient should Ann Jacobs be unavailable.

President's Award

- Awarded annually at the Award night at the President's discretion.
- Recipient of award to be chosen by ASNA President, committee may appoint a delegate to choose a recipient should the president be unavailable.
- Can be anyone the Presidents feels has contributed in a volunteer capacity to the season, competition, etc.

Rising Stars Award

- Awarded annually at the Awards Night.
- Up to 6 recipients to be nominated by the coaches via the nomination form sent by the Manager and returned by the required date. The final selections to be chosen by the Coaching Coordinator, committee may appoint a delegate to choose a recipient should the coaching coordinator be unavailable.
- Must ensure the recipients did not receive award in previous years.
- Recipients must be players that have/are to compete at the NT Championships and/or School Sports NT Rep. this year.
- Aged 13-17 years.
- Show good sportsmanlike conduct at all times (must not have any reported breaches of code of conduct for the current season).
- Volunteer at a club level, coach, umpire, help with Net Set Go, etc.

Team of the Year Award

- Awarded annually at the Awards Night.
- Recipients of award to be chosen by coaches with the final decision being made by an appointed committee member.
- Recipients receive a bib with the year and team of the year.
- 1 recipient for each position.

MVP/ Best & Fairest

Players Player voting criteria and attributes.

- Umpires complete voting based on a 3,2,1 points system at the end of each game played.
- Voting points system works as below
 - 3 points = best player
 - 2 points = 2nd best player
 - 1 point = 3rd best player
- The Player must have taken the court for a minimum of two full quarters to receive votes.
- The best and fairest must always show respect for all players and officials, while portraying good sportsmanship qualities on and off the court. The Player will show great encouragement to their fellow team members, while congratulating opponents on good play.
- The best and fairest must be a good role model and ambassador for the sport, always display

- The best and fairest is not necessarily the most skilled player on the court but a player with a great attitude towards the sport, the competition, its supporters, and its peers.
- The player with the most votes tallied at the end of the season will be awarded the Best and Fairest Winner in each division

Club Spirit Award

- ASNA Club Presidents will be asked to rank the clubs they believe best embody the ASNA values of Integrity, Respect, Enjoyment, Consistency, Fairness & Transparency.
- Voting will be performed via a 3,2,1 system (3 = club that best embodies ASNA values).
- The club with the highest number of points is declared the winner off the Club Spirit Award.
- In 2022, the Club Spirit Award was renamed the David Yeaman Club Spirit Award in memory of ASNA Life Member, David Yeaman

