



Aberdeen District Netball Association

Est. 1983

Aberdeennetball.co.uk

 **Aberdeen Netball**

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ABERDEEN AND DISTRICT NETBALL ASSOCIATION

Introduction

Aberdeen and District Netball Association (ADNA) is a voluntary organisation responsible for the organisation and management of competitive netball leagues for clubs in Aberdeen and Aberdeenshire. Leagues and tournaments are organised in age groups of adults, under 17, under 15 and under 13. These leagues run between September and May at venues across Aberdeen.

ADNA was established in 1983 with approximately six teams participating in the inaugural season.

ADNA and its members are affiliated to Netball Scotland (NS) which is responsible for promoting and developing the game of netball and is the controlling and governing body for the sport in Scotland. Netball Scotland is also affiliated to the International Netball Federation (INF).

ADNA CONSTITUTION

Name

The Association shall be called "**Aberdeen and District Netball Association**" (ADNA).

Aims

The aims of the Association shall be to foster and improve the game of netball in the area by arranging and encouraging participation in various matches, tournaments and competitions.

ADNA will:

- Support and encourage local coaches and umpires in their development
- Manage and support ADNA District squads at under 15 and under 17 age groups
- Encourage and celebrate excellence among our members by awarding grants of £50 each to those players who are selected to be included in the long squads for any national age group
- Support and encourage the development of all members and their clubs
- Organise and run the leagues and competitions according to the ADNA handbook

Constitution

Each affiliated club shall retain a copy of the Constitution. Any motion to alter the Constitution should be proposed to members in advance of the Annual General Meeting or Extraordinary General Meeting (AGM/EGM) for consideration.

Membership

Any club in the area playing to the rules set down by the International Netball Federation (INF) shall be eligible for membership upon affiliation with Netball Scotland and ADNA. Any player who fails to pay an affiliation fee shall cease to be a member of the Association.

Members of ADNA and other ordinary members of Netball Scotland residing within the district:

1. have the right to attend all ADNA meetings
2. shall be permitted access to view minutes of district meetings, league tables and any other news pertinent to ADNA
3. shall be kept informed of all official ADNA meetings and events

All members of the Association shall be deemed to accept the terms of this Constitution and any bye-laws published by the Association.

Management

The affairs of the Association shall be managed by an Executive Committee, which shall consist of the 4 main Office Bearers who are the Chairperson, Vice-Chair, Secretary and Treasurer. Each member of the Executive Committee will be elected annually at the AGM. A quorum of three members of the Executive Committee must be present for a decision to be made. The Chairperson, Vice-Chair, Secretary and Treasurer are the only Committee Members to each hold a vote at any ADNA Meeting. The Chairperson, Vice-Chair, Secretary and Treasurer are the only Committee Members not allowed to represent a club at any District Meeting.

If the post of any ADNA Committee member should fall vacant after election, the Executive Committee shall have the power to fill the vacancy.

The League Committee members (League Organisers) must be elected annually at the AGM as the committee has the authority to act as a disciplinary committee and exert penalties on teams in accordance with the rules of the Association. As far as possible, each League Organiser shall not belong to a club with a team playing in the division for which they are responsible. When a League Organiser belongs to a club, which is being disciplined, she must withdraw from any meetings relating to the matter concerned.

General meetings

The Annual General Meeting shall be held in the month of May to:

1. Approve the minutes of the previous year's AGM
2. Receive written reports from the Chairperson, Secretary and Treasurer, as well as reports from each ADNA subcommittee
3. Elect the Executive Committee and League Committee
4. Appoint volunteers to other ADNA Committees
5. Consider and vote on changes to the Handbook and Constitution
6. Deal with other relevant business

Notice convening the AGM together with an agenda, nomination forms and a copy of the minutes of the previous AGM shall be made available to ADNA members at least 6 weeks prior to the date of the AGM.

Nomination forms for the Office Bearers and other ADNA Committee Members, and any motions for change to the handbook, shall be returned to the Secretary 6 weeks prior to the AGM.

Motions to amend the constitution or rules of the Association must be proposed, seconded and passed by two thirds of those present and eligible to vote. Such motions should be sent to the Secretary in writing at least 6 weeks prior to the AGM to allow for collation and distribution prior to the meeting.

All Executive Committee members and each affiliated team shall be entitled to one vote at the AGM/EGM. No individual shall have more than one vote.

Extraordinary General Meetings

Extraordinary General Meetings may be called:

- To change the Constitution/Rules of the Association between AGM's
- When the opinion of the whole membership is required regarding a particular issue

Finance and Accounts

The financial year shall run from 1 May to the last day in April. The Treasurer shall be responsible for the preparation of ADNA's accounts. All cheques drawn against ADNA's funds shall be signed by two of the nominated signatories. All members of ADNA shall be considered to be jointly responsible for the financial liabilities of the Association.

Clubs will be invoiced for let fees 3 times during the year:

- at the start of the season for lets from the start of the season to October
- after the October break for lets from October to the end of January
- in January for lets from February to the end of the season

Clubs will be invoiced prior to games beginning based on fixtures produced. This will be adjusted throughout the duration of the season.

At the end of the season, adjustments will be made and thereafter refunds or further bills will be issued accordingly within 30 days of the end of the season.

Adult Fair Play Policy

It is the policy of ADNA to ensure that all participants, volunteers, coaches and parents promote fair play at all times during all league games and encourage an environment where every individual has the opportunity to participate in our sport. Players are expected to co-operate with and respect their team mates, opponents, coaches and officials at all times. The aim is for all players to enjoy the game and improve their skills.

Code of Conduct

Adult members are asked to abide by the following rules at all times:

1. Co-operate fully, respecting all requests and decisions made by the coaches, volunteers and officials
2. Treat all individuals with respect at all times (on and off court)
3. Be on time for all matches
4. Do not participate in any district activity whilst under the influence of alcohol or drugs
5. Take care of all property belonging to their squad, club, the district or any member
6. Do not leave sessions without permission of the person in charge
7. Be responsible for caring for your own equipment, clothing and property
8. Ensure the team area courtside is maintained as a safe environment
9. Treat all umpires with a high level of regard and respect decisions that are made during league games or tournaments. Clarification of rules must be done during match intervals via team captains
10. Umpires must treat all players with respect, always umpiring to the best of their ability, and answer any query of the rules fully
11. Do not engage in any behaviour that constitutes any forms of abuse (physical, emotional, bullying)

The code of conduct needs to be read, understood and signed by each member of the team, both adult and junior, and returned to the relevant ADNA Secretary. The signed team sheet should be sent to the League Organiser within seven days of their first match.

Discipline

The League and Executive Committees shall have the power of enforcement of discipline on or amongst ADNA members (individuals and/or teams). Penalties may be imposed for any breach of the rules or regulations of ADNA, or for any conduct considered by the Committee to be detrimental to the interests, welfare or the good name of the Association or the game of netball.

Any allegation of infringement of the rules, misconduct or umpiring grievances should be made in writing to the League and Executive Committees within 7 days of the event. Three or more ADNA committee members who are in no way attached to the clubs will investigate the complaint, one of whom will be a member of the Executive Committee. The Investigating Committee will then contact all

concerned during the process. The Investigating Committee will aim to have the grievance process complete within 28 days of receipt of the initial grievance.

If a complaint against a team/individual player is upheld, the Investigating Committee shall have the power to:

1. Issue written warning which shall be upheld for the duration of the season and where there is any repeat offence, the sanction will be elevated
2. Penalise the individual/team in a manner they deem appropriate for the severity of the complaint. This includes, but is not limited to:
 - Points deduction from the team
 - Suspension of an individual from an agreed number of games
 - Monitoring by appropriately qualified umpires for a period of time. If behaviour/play does not meet the standards of the Code of Conduct, then further action will be taken

The member/team, will be notified in writing of the decision and may be asked to meet with the committee. The member/team shall comply immediately with the penalty imposed, unless an appeal is submitted.

Where the complaint relates to an umpiring issue, the Umpiring Grievance form must be completed by the complaining team and returned to the Executive Committee/League Committee within 7 days of the match in question. In the first instance, teams should raise issues relating to the rules with umpires during the match at quarter, half or three quarter time, if appropriate.

On receipt of any complaint/grievance, the Investigating Committee will:

- Inform the individual/team that a grievance has been raised against them;
- Gather all details relating to the complaints from both teams, both umpires and any witnesses as appropriate e.g. scorers, coaches, spectators;
- Meet to consider the complaint and discuss appropriate action;
- Pass details and recommended course of action to any relevant ADNA Committee members;
- The Investigating Committee will notify the respondent individual/team of any penalties.

The League Committee also have the power to offer guidance, training and/or performance related reviews.

Appeals

Any individual/team on which a penalty has been imposed shall be entitled to appeal within 7 days of the notification of the penalty.

Notice of the appeal shall be sent in writing to the Secretary. An Appeal Committee shall then be formed. This should be three or more committee members not related to the clubs involved with the original grievance, and not the committee members originally involved in the investigation. The members of the Appeal Committee hearing the appeal shall not include more than one member of any club.

The Appeal Committee shall hear and settle any appeal within 14 days having regard for the principles of natural justice.

The decision of the Appeal Committee shall be final and binding on the Association and all concerned. Any penalty imposed by the investigating Committee shall only take effect pending the decision of the Appeal Committee.

Dissolution

If at any time the members of the Executive Committee consider that in their opinion ADNA can no longer function or meet the purposes for which it was established, the Association can be dissolved by placing a motion at an AGM or EGM. The motion would need to be approved by a majority of members via their Team Representatives.

On dissolution, the balance of funds after meeting all expenses shall be paid or transferred to another body or fund with similar objectives to ADNA. In the absence of such an organisation, a charity or charities shall be nominated at the said AGM or EGM to receive the funds.

ADNA COMMITTEE ROLES AND RESPONSIBILITIES

ADNA committee roles and responsibilities include, but are not restricted to, the following. Where appropriate, extra duties may include, taking part in the investigation of grievances, assist other committee members in their roles, and attend meetings to facilitate the running and improvement of netball in our area. For each ADNA committee role, a more comprehensive description of roles and responsibilities is kept in the chairperson's file, which should be made accessible to ADNA members should they wish to peruse them.

1. ADNA Executive Committee

The Executive Committee is made up of four members: Chairperson, Vice Chairperson, Secretary and Treasurer. Each member of the executive committee will be the direct contact for a specified sub-committee, which committee will be decided at the start of season meeting.

1.1. Chairperson

- In partnership with the other members of the Executive Committee oversee and promote the smooth running of ADNA's affairs by having a working knowledge of the ADNA constitution
- Promote the game of netball throughout the area
- Be familiar with the Constitution of, and maintain links with NS
- Represent ADNA at relevant NS meetings
- Attend District Forum meetings with other affiliated districts across Scotland to be an advocate for and promote ADNA
- In partnership with the other members of the Executive, support the voluntary members of other sub committees in ADNA
- Chair ADNA meetings which will be held no less than four times yearly
- As a member of the Executive, be one of the counter signatories for cheques drawn against ADNA's bank accounts
- Present a written report at the AGM
- Attend meetings of, and be the point of contact for their respective committee and as requested assist with other committees
- Liaise with other members of the Executive to receive and action feedback from meetings of other ADNA sub Committees
- Foster and maintain networks with representatives from other organisations e.g. Local authority Sports Development Officers, pertinent to the effective running of ADNA
- Facilitate the handover of ADNA email accounts by providing a list of the new ADNA committee members to the ADNA webmaster after the AGM
- Request league entries and together with the other executive committee members and the league committee, form the structure of the adult divisions between seasons
- Compile an up-to-date list of registered ADNA umpires from the league entry forms and pass this on to the ADNA technical committee for amending as appropriate throughout the season
- Retain the Chairperson's file

1.2. Vice Chairperson

- Work closely with and share in the Chair's duties
- In partnership with the other members of the Executive Committee oversee and promote the smooth running of ADNA's affairs by having a working knowledge of the ADNA constitution
- In partnership with the other members of the Executive, support the voluntary members of other sub committees in ADNA

- As a member of the Executive Committee, be one of the counter signatories for cheques drawn against ADNA's bank accounts
- Chair ADNA meetings and represent ADNA in the Chairperson's absence
- Organise the bookings for ADNA meetings before the season begins
- Attend meetings of, and be the point of contact for their respective committee and as requested assist with other committees
- Collect all trophies from previous winners within 4 weeks of notice being sent to ADNA members
- Order and collect trophies/medals in time for Annual Presentation and tournaments held throughout the year
- Cover the ADNA secretary role when required should the secretary be on holiday or indisposed
- Organise "pay and play" sessions over the summer holidays

1.3. Secretary

- In partnership with the other members of the Executive oversee and promote the smooth running of ADNA's affairs by having a working knowledge of the ADNA constitution
- In partnership with the other members of the Executive, support the voluntary members of other committees in ADNA
- As a member of the Executive, be one of the counter signatories for cheques drawn against ADNA's bank accounts
- Moderate the Online Sports Management System to ensure appropriate discussions are taking place and that the appropriate documents are filed
- Complete and return the NS paperwork informing them of incoming ADNA Office Bearers (Chair, Vice Chair, Secretary, and Treasurer) prior to the NS AGM
- At the Registration Meeting and in partnership with the ADNA Treasurer:
 - collect all ADNA affiliation fees for banking
 - collect all ADNA affiliation forms
- Receive and file all affiliated club details from the Chairperson and NS
- Inform the League Committee and Executive of an Appeal lodged by a member as a result of disciplinary action
- Where possible, issue minutes of ADNA meetings and AGM's within two weeks
- Attend meetings of, and be the point of contact for their respective committee and as requested assist with other committees
- Liaise with Netball Scotland
- Keep record of team attendance at meetings and inform League Organisers of any teams not represented to allow point deductions to be made
- Produce a written report for the AGM
- Retain the ADNA Secretary file
- **AGM duties**
 - Request any motions for changes to the handbook and nominations for committee positions prior to the AGM, deadline for these to be 6 weeks before the AGM
 - Allow 2 weeks to compile the list of motions and committee position nominees, hold a meeting with the Executive Committee to discuss these
 - Provide the motions and committee position nominees, along with a reminder about the AGM, 4 weeks in advance to Club Representatives

1.4. Treasurer

- Be responsible for the accounts of ADNA: General account and the District Squads account
- At the registration meeting and in partnership with the Secretary:
 - Collect all ADNA affiliation fees for banking

- In partnership with the other members of the Executive Committee oversee and promote the smooth running of ADNA's affairs by having a good working knowledge of the ADNA constitution
- In partnership with the other members of the Executive Committee, support the voluntary members of other ADNA committees
- As a member of the Executive Committee, be one of the counter signatories for cheques drawn against ADNA's bank accounts
- Dispatch a £50 grant to any player selected for a National long squad
- Ensure all cheques drawn are signed by two authorised signatories
- Attend meetings of, and be the point of contact for their respective committee and as requested, assist with other committees
- In consultation with the League Organisers (to confirm matches played), prepare invoices for payment of let fees from each club and pursue any late payment
- Send payment of all invoices received by ADNA in a timely manner
- Present a written report for the AGM and present the balances of the ADNA accounts at every meeting
- Prepare ADNA's annual accounts
- Pay the annual Lotteries License registration fee to the City Solicitor's Department in the event of holding a stand-alone raffle where tickets are to be sold over a period of time and not solely at a fundraising event
- Retain the treasurers file

2. Competitions and Events

2.1. League Committee

- Members are elected at the AGM as they have authority to exert penalties on teams in accordance with the rules of ADNA. The League Committee is made up of League Organisers, one for each of the adult leagues and two for the junior leagues (under 15 and under 17)
- One member will be the League Coordinator, who will act as the main point of contact
- One of the junior league organisers will also act as the Child Protection Officer for ADNA
- Have a full, working knowledge of all ADNA League rules and the Handbook
- Manage the Leagues according to the rules of the Association
- League Organisers will book lets for the coming season
- Have 1 designated organiser per division within the league
- Keep the Executive Committee informed of all disciplinary matters through their allocated Executive contact
- Maintain effective communication links with each other regarding league administration
- Be involved with the reorganisation of the Leagues prior to the start of each season
- Liaise with the Technical Committee as required e.g. when umpires are being allocated to the fixtures
- Liaise with the Tournaments Committee regarding tournament dates and lets during the season
- Receive team sheets, with members' signatures, from club secretaries at the start of the season and after the Christmas break. Team sheets may also be requested by the League Organiser throughout the season if required
- Receive score sheets and umpire score cards from the winning teams within 7 days of the match being played. Score sheets and score cards can be scanned and received via email. Receipt will be acknowledged by league organisers

- Compile and update the league table at least once a month throughout the season and upload to the Online Sports Management System, send to the Marketing & Promotions Committee/Webmaster for publication in the local press.
- Produce a written report for ADNA meetings

2.2. Tournament Organisers

- Liaise with the League Committee in order to arrange tournaments for junior (U15 and U17) and adult ADNA members. These include versatility, handicap and fastnet tournaments.
- Have a working knowledge of the rules of the Association regarding Tournaments
- Secure Lets to hold each Tournament, liaising with the League Committee as Central Venues may be available throughout the season
- Be responsible for organising all tournaments, including entries, fees (in liaison with the Treasurer), running order and umpiring allocations
- Advise Vice Chair of winners/runners up to allow trophies/medals to be purchased.
- Announce the format at the start of each tournament so all players are clear about the rules of the competition to facilitate the smooth running of the tournament
- If semi finals/finals are to be held, ensure umpires have been allocated
- Feedback to the Association as appropriate and provide reports at ADNA meetings

3. Technical Committee

The Technical Committee is responsible for the development of umpiring, bench official, statistician and coaching skills within ADNA taking into account national developments. The technical committee has two subgroups, the umpiring committee and the coaching committee. Netball Scotland trained Umpire Testers and umpire mentors can further develop umpires' skills through the provision of feedback and testing. All umpire testing is carried out through Netball Scotland.

3.1. Umpiring committee

- Work with the League Committee before the start of each season to allocate clubs umpiring commitments to fixtures
- Be the first point of contact for any umpiring issues that may arise and, in liaison with the League Committee deal with them in accordance with the rules
- Retain a comprehensive list of all active umpires within ADNA
- Produce a written report for ADNA meetings

3.2. Coaching committee

- Monitor and provide opportunities for coaching development within the Association
- Support coaches within ADNA
- Work with Netball Scotland to hold workshops and coaching courses and assessments in the area
- Produce a written report for ADNA meetings

4. Youth and Schools Committee

- Advise, monitor, support and manage the welfare and development of ADNA's junior clubs and players
- Liaise with the Junior League Organiser and the Tournament Organiser for U13's tournaments/festivals. The players in the U13 Festivals must be a minimum of Primary 6 and no older than 13 years on the 31st December during the current season
- Produce a written report for ADNA meetings

5. Marketing and Promotions Committee

- Develop and implement fundraising ideas for ADNA, including the organisation of raffles and donations
- Organise an annual prize giving ceremony to be held at the end of May
- Receive a raffle prize/cash donation of a designated value from each club as required
- Present fundraising event information at ADNA meetings as appropriate
- Liaise with Competitions and Events Committee to provide league tables and any reports to the press to promote ADNA and the sport
- One member of the Marketing and Promotions Committee will be named the “webmaster”. The webmaster will:
 - Manage the ADNA website
 - Manage the ADNA email accounts and passwords
 - Create the league fixtures after all the league entries are obtained avoiding local/public and school holidays where possible
- Present a written report at ADNA meetings

6. ADNA District Squads

ADNA will support the organisation and running of U15 and U17 squads which shall be entered into the Netball Scotland District Programme to encourage development of netball amongst young netballers in our district. The ADNA Squads will have a team in place to facilitate the squads. The team will include a head coach for each age group, at least one assistant coach for each age group, a squad manager for each age group where possible, a level C umpire for the U15 age group and a level B umpire for the U17 age group. The team shall work together to provide the following.

- Athletes will be invited to trial for the squads from all clubs and schools within Aberdeen and Aberdeenshire. Athletes living in Moray are also invited to trial for the U17 squad.
- Trials shall be held early June, a second trial date may be provided over the summer
- Final squads should be selected by mid August
- Squads will have their own training sessions, which will not be joint with school or club, as per the Netball Scotland District Programme rules
- U15 age group – all players must be under 15 years of age as of midnight on 31st December of that season
- U17 age group – all players must be under 17 years of age as of midnight on 31st December of that season
- Players who are younger than the specified age can be placed into a higher age group at the discretion of their coach and in agreement by Netball Scotland
- No player currently involved in the National Performance (U17-Thistles) set up will be eligible to compete in the annual District Programme leagues
- All players, coaches and umpires must be affiliated to Netball Scotland.
- Netball Scotland rules state that individuals taking part in the programme will be presumed to agree to their photograph being taken and used by Netball Scotland, when at competitions at central venues, unless written statement to the contrary is provided.
- Netball Scotland District Programme rules can be found at <http://www.netballscotland.com/CompetitionResources>

Executive Committee			
ADNA Chair	Caroline Allan	Aberdeen Nets	adnachair@yahoo.co.uk
ADNA Vice Chair	Helen Lund	Aberdeen Atoms	adnavicechair@yahoo.co.uk
ADNA Secretary	Louise Galvin-Mackenzie	Rebound	adnasecretary@yahoo.co.uk
ADNA Treasurer	Lorna Graham	Newtonhill	adnatreasurer@yahoo.co.uk
Competition and Events Committee			
League Organisers			
Division one	Nichola Booth	Aberdeen Nets	adnadivisionone@yahoo.co.uk
Division two	Fiona Coull	Hazlehead	adnadivisiontwo@yahoo.co.uk
Division three	Lisa Glover	Aberdeen Atoms	adnadivisionthree@yahoo.co.uk
Division four	Julie Fletcher	Newmachar	adnadivisionfour@yahoo.co.uk
Division five	Stephanie Bremner	Westhill	adnadivisionfive@yahoo.co.uk
Under 17s/ CPO	Sally Carns	Bucksburn	adnajuniors17@yahoo.co.uk
Under 15s	Sally Carns	Bucksburn	adnajuniors@yahoo.co.uk
	Laura Forbes	Buchan Ladies	
Tournament Organisers			
	Fiona Browning	Rebound	adnatournaments@yahoo.co.uk
	Catriona Moffat	Westhill	
Technical Committee			
Umpiring Committee	Claire Buckley	Aberdeen Atoms	adnatechnical@yahoo.co.uk
	Jenny Gray	Aberdeen Atoms	
Coaching Committee	Caroline Walker	Newtonhill	adnacoaching@yahoo.co.uk
	Trish Morgan	Cowie	
Marketing and Promotions			
District Squads	Lisa Warren	Bucksburn	adnamarketing@yahoo.co.uk
	Tracy Hart	Capital Konica	
	Ishbel Lavery	Bucksburn	
	Josie Murray	Hazlehead	
	Naomi Morrison	Hazlehead	
	Karen Owen	Granite Storm	
Website	Claire Buckley	Aberdeen Atoms	aberdeennetball@yahoo.co.uk
Youth and Schools			
	Sally Michie	Newmachar	adnayouthschools@yahoo.co.uk
	Jacalyn Craig	Ellon	
	Jordan Moore	RGU	
District Squads			
U17 head coach	Caroline Allan	Aberdeen Nets	Aberdeennetball17@gmail.com
U17 assistant coach	Laura MacIntosh	Ellon	
U17 assistant coach			
U17 umpire			
U17 manager			
U15 head coach	Trish Morgan	Cowie	Aberdeennetball15@gmail.com
U15 assistant coach	Kerry Gordon	Capital Konica	
U15 assistant coach	Jenny Gray	Aberdeen Atoms	
U15 umpire	Jenny Gray	Aberdeen Atoms	
U15 manager			

ADULT LEAGUE RULES

The rules of the International Netball Federation govern play and umpiring.

1. CLUBS

1.1. General

Clubs who are affiliated to ADNA should ensure that their members have a working knowledge of ADNA rules as laid out in the ADNA Handbook.

Each club must have:

- Team Representative
- Club Secretary and a Match Secretary per team
- Umpires, although newly formed **clubs** (not new teams from existing clubs) will be allowed 1 season free of umpiring allocations if they have no qualified umpire on joining. If new clubs have qualified umpires upon joining ADNA they must declare this at time of league entry.
- Team Captain(s)
- At least one member holding a voluntary position within ADNA. This applies to clubs with at least one adult team. Junior only clubs are exempt. New clubs are exempt for their first year

It is advisable that clubs have:

- Chairperson
- Coach(es)
- Treasurer
- Fundraiser
- Umpiring coordinator

The Club Secretary shall:

- Follow all ADNA league rules pertaining to the role
- Bring the clubs completed ADNA affiliation forms, fees and proof of Netball Scotland affiliation to the annual registration meeting at the beginning of each season
- Complete online affiliation of Netball Scotland for all members
- Forward a list of member email addresses for addition to the Gaggle email list to the ADNA Secretary. All communication from the ADNA Committee is passed on to members via the Gaggle email list

The Match Secretary shall:

- Follow ADNA league rules pertaining to the role
- Provide match sheets for all home matches
- Submit the signed team sheets at the start of the season and after Christmas, and as required by the League Organiser
- When registering a new player out with the registration meeting, refer to rule 1.2

The Team Representative shall:

- Attend each ADNA meeting and sign the attendance sheet
- Be responsible for keeping their team informed promptly of issues raised at meetings and receiving feedback from their team members in order to represent them effectively

- Vote at ADNA meetings on behalf of their team
- Retain a copy of the up to date ADNA Handbook and bring to meetings for reference or amendment
- Hold minutes of meetings and keep team informed of ADNA events
- Ensure a deputy from the team attends meetings in their absence to prevent the loss of **1 league point** for non-attendance (rule 1.2)
- Return any trophies won in the preceding season to the Vice Chair by the appointed date

Any team not fulfilling their duties, not adhering to ADNA rules or the Code of Conduct, may be withdrawn from the leagues or refused entry the following season, as decided by the Executive Committee.

1.2. Teams

- All new entries must enter at the lowest division
- There will be no limit to the number of teams one club can enter
- If an existing team rebrands/renames themselves and wishes to remain in their respective division, they must submit an application (including an up to date team sheet) to the League Organiser who will discuss with the League Committee. They will then make a recommendation to the Executive Committee who will make the final decision. If a League Organiser or Executive Committee member are directly involved with the team, they should have no input
- Each team may register an unlimited number of players but may only take 12 to any league match or tournament
- Each team and not just clubs must be represented at all ADNA Meetings and the AGM unless it has a match commitment

Penalty 1.2 – for non-attendance at an ADNA meeting

Deduction of 1 league point from the team. If the meeting missed is the AGM the point will be deducted from the forthcoming season's fixtures.

1.3. Dress

- Teams playing in ADNA competitions are required to be dressed in appropriate uniform, including bibs
- Suitable footwear should be worn at all times
- Jewellery/adornments should be removed in line with the INF rules

2. REGISTRATION AND AFFILIATION

- 2.1.** Players must be affiliated to Netball Scotland and ADNA to be eligible to play in the ADNA leagues. Completed copies of ADNA affiliation forms will be given to the ADNA Secretary along with appropriate fees to the ADNA Treasurer, at the registration meeting at the start of the season. Confirmation of individual player affiliation to Netball Scotland must also be taken to the registration meeting.

ADNA affiliation fee will be £8 per senior player.

Note: Netball Scotland affiliation is for one year from 31st August to 31st August the following year.

Penalty for 2.1

Deduction of points gained which will be awarded to the opposing team(s)

2.2. Any team registering new players during the season must send to the ADNA secretary

- ADNA affiliation forms
- Confirmation of Netball Scotland registration
- Proof of payment of ADNA affiliation fees e.g. a screenshot of a bank transfer

The relevant league organiser should be copied in to all correspondence. In the absence of the ADNA Secretary, the relevant league organiser may act on the behalf of the ADNA Secretary.

The new player will be eligible to play 7 days after the ADNA Secretary has confirmed the registration of the new player. The ADNA Secretary will provide confirmation of the date from which the new player is eligible to play in ADNA leagues.

Penalty for 2.2

Any points gained by a team, utilising a new player not correctly affiliated according to rule 2.2, will be deducted and awarded to the opposing team.

2.3. Players may only transfer between teams within the same club once in any season, i.e. from registration date to registration date. (This does not affect making up teams from available players for tournaments.)

2.4. Players may change clubs at any time in the year. Notification of this change must be made in accordance with rules 2.1, 2.2

Penalty for 2.4

Deduction of points gained which will be awarded to the opposing team

2.5. Each team must submit a list of players, with their signatures to relevant League Organiser along with the score sheets from their first league match in each half season (normally in September and January). The League Committee reserve the right to request up to date team lists from clubs periodically.

Penalty for 2.5

Deduction of 1 league point, plus 1 league point per week thereafter until forms submitted.

3. FIXTURES – GENERAL

3.1. Matches must be played on the date stated on the fixtures list and all matches must be completed within the season with exception of rule 5.1

3.2. All matches shall be played over 4 quarters of 15 minutes with a 3 minute break at quarter and three-quarter time and a maximum of 5 minutes break at half-time.

3.3. At the end of each season two teams will be promoted and relegated from each division. League table positions will be in order of points gained, however, where teams have equal points at the end of the season, a play off will be arranged to decide the promotion/relegation places.

Goal difference will not decide promotion or relegation positions.

3.3.1 Play off matches must be played in advance of the handicap tournaments. In the event of a draw at the end of the match, a further 12 minutes of 6 minute halves will be played. In the event of a tie at the end of extra time, the winning team will be first team to be 2 goals clear of their opponents.

- 3.3.2** In the event of a league play off, teams may only play those players who were registered to their team at the time of their last scheduled league match.

Penalty 3.3.2

Match will be forfeited

- 3.3.3** In the event of a play off being necessary, the relevant league organiser in conjunction with the technical committee will be responsible for organising all details of the play off- venue, date, time, umpires and scorers- taking into account availability of all concerned where possible

- 3.4** A team that has been relegated will stay relegated in the event of league reorganisation. If a team that has been relegated withdraws from the forthcoming season, no other team will be relegated. A team that is promoted will remain promoted

- 3.5** League match points awarded are:

Win – 5 points

Draw – 3 points

Loss by 2 goals or less – 2 points

Loss of 50% or more of opponents score – 1 point

Any other loss – 0 points

- 3.6** No team may take the court with fewer than 5 players

- 3.7** If either team is more than 5 minutes late on court the other team may claim the game. (Please take the code of sportsmanship into consideration here but remember the running times of central venues.)

4. FIXTURES – ADMINISTRATION AND ORGANISATION

- 4.1.** All players in each team must complete and **sign** the match sheet before the match and hand it to the umpire at the end of play. Players must not sign the sheet for other members of the team.
- 4.2.** Home team should provide a **match ball** for approval of the umpires before the start of play, and the match sheet
- 4.3.** Completed score and match sheets must be sent by the winning team and be in the hands of the appropriate League Organiser **no later than 7 days** after the date stated on the fixtures list. Electronic transfer of this information is permissible

Penalty for 4.3

Deduction of 1 league point per week. In the event that score sheets are lost by the winning team, they shall effectively forfeit the match. The points will be awarded to the opposing team.

- 4.4.** All communications with the League Organisers should be supported in writing e.g. email, if necessary they should be copied to the ADNA Secretary for filing

5. FIXTURES – CANCELLATIONS

- 5.1.** Matches may only be cancelled as a result of **bad weather or let unavailability**. School holidays or exams are not a reason to cancel. Umpires/scorers and the appropriate League

Organiser must be informed immediately in writing (electronic communication of this information is permissible) by the team who cancelled.

- 5.2. A rescheduled fixture should be mutually agreed by both teams and the teams responsible for providing umpires/scorers, and played prior to the handicap tournaments. The League organiser should then be informed immediately in writing by the home team. The previously allocated teams will be responsible for umpiring the rescheduled fixture, unless they have a league fixture commitment. It is then up to the relevant playing teams to find their own umpire. Umpires should be given at least 10 days notice of the rescheduled fixture by the home team.
- 5.3. A rescheduled fixture due to an umpire failing to turn up should be mutually rearranged by both teams in liaison with the relevant League Organiser. It is then the responsibility of the team whose umpire failed to attend the initial fixture to arrange both umpires and scorers for the new fixture.
- 5.4. If matches are forfeited, teams claiming the points must send in a match sheet to the appropriate League organiser within 7 days. This match sheet need not be signed but should explain that the match was forfeited and by whom.

Penalty for 5.4

Deduction of 1 league point from the 5 points gained

- 5.5. In the event of a team forfeiting a league match or not turning up, no points are lost however the team forfeiting must pay the full central venue charge for that match. This shall be advised by the Treasurer.

In the event a match is forfeited by a team and subsequently matches on that night are cancelled due to bad weather, the forfeiting team will still be required to pay the central venue charge.

6. FIXTURES – ABANDONMENT

- 6.1. When a game is abandoned due to umpires failing to turn up, the appropriate League organiser should be informed **immediately and confirmed in writing (electronic communication is permissible)**.

Rules 5.2, 5.3 for rescheduling and 8.1 penalty for umpiring team will then apply.

- 6.2. If a game is abandoned for any other reason the League Organiser should be informed in writing and teams should await the decision as to whether a replay is necessary. The League Committee will decide the need for replay.

In the event of the match being replayed, teams may only play those players registered to their team at the original match date. The original umpire/scorer allocations will stand for the replayed match.

Any points gained by a team utilising a player/players not registered to their team at the time of the original match, will be deducted and awarded to the opposing team.

- 6.3. If any team should forfeit 3 matches during a season, that team should be approached to give their reasons by the league organiser. If the team then forfeit another match, withdrawal from the league will be considered by the League Organiser. Teams would be expected to

continue with their umpiring commitments for the following 6 weeks to allow time for re-organising fixtures.

7. WITHDRAWAL FROM THE LEAGUE

- 7.1. In the event of a team withdrawing from the league, they should communicate their notice and their reasons for doing so with the relevant League Organiser and the League Coordinator.
- 7.2. If the withdrawal is within 7 days or less from the teams next scheduled match, they shall be charged for the total central venue charge for that match. All teams and umpires should be advised to allow adjustment of their umpiring/scoring commitments.
- 7.3. The League Organiser will immediately cancel all further lets for matches involving the withdrawing team to avoid further cost to ADNA or the withdrawing team.
- 7.4. The withdrawing team will remain responsible for their umpiring/scoring commitments for 4 weeks after withdrawing to allow umpiring commitments to be rescheduled, if possible.
- 7.5. The team can rejoin the league the following season but at the lowest division and under the provision that they can fulfil their commitments. The team will be treated as an existing team.
- 7.6. If a team is withdrawn from the league, all other clubs in the district will share the withdrawn team's umpiring/scoring allocations.

8. UMPIRES/SCORERS

- 8.1. League games must be umpired by approved umpires, i.e. those holding a valid qualification "C" or above.

Penalty for 8.1

Deduction of 2 points from the umpires' team and a minimum £40 court fee if the match is able to go ahead. If the match has to be rescheduled, the full cost of the let will be incurred.

- 8.2 Umpires are subject to Netball Scotland regulation via the endorsement system. Umpires should be affiliated with Netball Scotland and ADNA. Any visiting umpire will need to provide proof of their umpiring qualification (at least level C) and their affiliation to Netball Scotland, to the Umpiring subcommittee of the Technical Committee before umpiring in any ADNA competitions/matches.
- 8.3 Matches will be umpired by persons that are not members of clubs that the playing teams are attached to.

Penalty for 8.2 and 8.3

Deduction of 2 league points from the umpire's team and a minimum of £40 court fee if the match is able to go ahead. If the match has to be rescheduled, the full cost of the let will be incurred

- 8.4 If both umpires agree that it is unsafe/inappropriate to allow a match to continue, they may agree to abandon the match.
- 8.5 A change of umpire may only occur in an emergency or in the event of injury

8.6 The teams of a new club with no qualified umpires will be provided with umpires for their first season only. A new club is a club who has not previously been affiliated to ADNA.

8.6.1 Umpiring commitments for new clubs shall be split between all teams in the district, not just the division hosting the club

8.6.2 Clubs affiliated to ADNA who enter new teams must provide their own umpires

8.7 All clubs should provide at least one umpire per team by the end of their first season. Those failing to do so must find qualified umpires from within the district to fulfil their commitments.

8.8 Umpires should carry a good quality whistle, a stop watch, an up to date copy of the INF rules and a copy of the Sanction Forms (Appendix 15).

8.9 Should an umpire sanction a player in accordance with INF rules, the umpire must complete a "Sanction of Player" form (Appendix 15) and submit to the Technical Committee within 7 days of the match in question. The Technical Committee will liaise with the League Committee to decide if further action is required.

8.10 All umpires must wear whites whilst umpiring, according to the INF rules. As a minimum, a white t-shirt/top/vest should be worn.

8.11 Neutral scorers and umpires are to be arranged, by the team allocated the umpiring commitment by ADNA. Official scorers are identified by umpires at the start of each match and must sit together.

All scorers should have a knowledge of the rules and how to keep score during a match. No mobile phones should be used by scorers to keep time.

Penalty for 8.11

Deduction of 2 league points from the team allocated the umpiring commitment for failure to provide a umpire/scorer. If an umpire fails to arrive for a match her team will be responsible for costs incurred.

8.12 All qualified umpires who will be officiating in ADNA matches must attend a pre-season Rules night in an effort to raise and maintain high umpiring standards throughout the District. ADNA will offer at least two dates for attendance prior to the season beginning.

9 CENTRAL VENUES

9.1 The central venues will rotate on a 2 yearly basis, the next rotation is the 2018/19 season

Central venues for season 2017/2018 are:

Division 1	Cults Academy	Wednesday
Division 2	Torry Sports Centre	Wednesday
Division 3	Sheddocksley	Thursday
Division 4	Alex Collie Sports Centre	Tuesday
Division 5	Peterculter Sports Centre	Wednesday
U17 Division	Kincorth Sports Centre	Sunday
U15 Division	Beach Leisure Centre	Sunday

- 9.2** Each team shall pay central venue fees in instalments as requested by the Treasurer. These must be paid within 30 days. Any team falling further than 1 instalment behind will not be permitted to enter the next part of the season.

Penalty for 9.2

Deduction of 1 point for each week until payment is received.

10 TROPHIES

- 10.1** All league and tournament trophies must be returned to the Vice Chair within 4 weeks of being requested to do so. **Failure to do so will result in a £20 fine.**
- 10.2** The cost of engraving shall be met by ADNA
- 10.3** If any trophy is damaged upon its return to the executive committee, the team responsible for incurring the damage shall be invoiced for repairs if the damage is repairable. If the damage is too great for repair or the trophy is lost the cost of replacing the trophy will be charged.

11 TOURNAMENTS - GENERAL

- 11.1** All tournaments hosted by the Association must aim to at least break even financially and entry fees must reflect this position
- 11.2** Entry forms with appropriate fee must be received by the Tournament Organiser (TO) by the closing date. Late entries will not be accepted.
- 11.3** Each team entering must provide a qualified umpire who will be named on the entry form. Playing umpires named on the entry form will be available to act as umpire at all times except during games involving her own club
- 11.4** Teams must take with them, a match ball and where possible, two sets of bibs.
- 11.5** Team Captains must:
- 11.5.1** Report to organisers table at the beginning of the tournament to pay the entry fee and collect the tournament information pack
 - 11.5.2** Toss for centre pass/direction of play, prior to their games
 - 11.5.3** Have their teams on court in time for play
 - 11.5.4** Collect score cards from organisers table prior to matches
 - 11.5.5** Return score cards to organisers table.
- 11.6** Injury time is not added to the standard time for each game. Substitutes must be ready to take the court in the event of injury/illness, as time will not be stopped
- 11.7** Semi-finals may be played between the winner of one section and the runner-up in the other section and vice versa. Where necessary, the goal difference may be taken into account in order to ascertain the winner/runner up of each section.

- 11.8** Umpires for the Semi-finals and Finals will be chosen on the day
- 11.9** If a final or semi-final finishes in a draw after normal time, then 5 minutes extra time will be played one way. A coin will be tossed to choose centre pass/direction of play. If the score is still even at the end of this period, then play is restarted with a toss up at the centre circle and the next goal scored decides the winner. This may depend on time available and will be decided by the Tournaments Committee on the day.
- 11.10** The length of games will be decided by the Tournament Organiser depending on the number of entries
- 11.11** A minimum of 2 minutes break between each game must be timetabled

ADNA U17 LEAGUE

Introduction

ADNA's Junior U17 Section has been established due to the hard work of the Grampian Netball Network. It was established in 2017 in order to create an appropriate environment for our juniors who are between the U15 and adult age groups. The aim is to create the opportunity for our young members to continue to develop their skills, and to encourage them in their netball and personal development, whilst providing a suitable transition period between the other two age groups.

The Junior U17 league is governed by the rules of the Association with some exceptions which are noted in the Junior U17 Rules section.

It is recognised that the Secondary Schools League is well established in Aberdeen City and Aberdeenshire.

Against this background, the following points are taken into consideration when structuring the U17 league:

- the number of matches played by Juniors
- secondary school league fixtures
- the provision of junior tournaments
- the ADNA District Squad and National Squad calendars

Code of Conduct

Junior members are asked to abide by the following rules at all times:

1. Co-operate fully, respecting all requests and decisions made by the coaches, helpers and officials;
2. Be on time for training sessions, matches and competitions;
3. Players must control their tempers and avoid behaviour which may inconvenience or upset others;
4. Treat opponents and team mates with respect at all times (on and off court);
5. Be considerate to others and work as a team;
6. Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind;
7. Take care of all property belonging to their squad, club, the district or any member;
8. Do not leave sessions without permission of the person in charge;
9. Be responsible for caring for your own equipment, clothing and property;
10. No jewellery or unsuitable clothing or footwear should be worn during any game whether in training or during tournaments/competitions.

JUNIOR U17 LEAGUE RULES

1. Junior Affiliation and Invoicing

- 1.1. Each junior member shall pay an affiliation fee of £4 to ADNA. They shall also be affiliated to Netball Scotland and pay the required fee set by Netball Scotland prior to playing for their respective team.
- 1.2. Completed copies of Netball Scotland and ADNA affiliation forms will be given to the ADNA Secretary/Treasurer along with the appropriate fees at the registration meeting at the beginning of each season.

1.3. All teams shall be invoiced for their lets at regular intervals during the year. The first shall be at the start of the season with no more than 2 subsequent invoices issued at the discretion of the Treasurer.

2. Junior Representation

2.1. Junior teams will be represented at ADNA meetings by an adult team representative. Junior clubs with no senior team will be represented by a Club Rep who must be 16 years old or over

Penalty from rule 1.2 in adult rules applies

2.2. Each junior team will have at least one designated person who is over the age of 18, who is responsible for managing the team (i.e. arranging matches, umpires, etc) and who will be the responsible adult attending all matches.

3. Length of Play

All matches will consist of 4 quarters of **15** minutes each with breaks of 3 minutes at quarter time and 5 minutes at half time.

4. Age of Players

4.1. Primary school pupils will not be eligible for the Junior Under 17 league.

4.2. The oldest players in the under 17 league must be under 17 on 31st December during the current season.

4.3. At least 75% of the players on each team must be over 15 but under 17 and play only in the U17 league. A maximum of 25% of the team may be comprised of players of under 15 (who may also play in the U15 league), or players of the under 17 age range who may also playing in the adult league.

5. Junior Scoring

League matches and Tournaments

Win – 5 points

Draw – 3 points

Loss by 2 goals or less – 2 points

Loss of 50% or more of opponents score – 1 point

Any other loss – 0 points

6. Junior Fixtures/Draws for Tournaments

Junior fixtures/draws for one-day tournaments will be issued at least one week in advance to enable clubs to confirm arrangements with their players at training.

7. Junior Umpiring

7.1. Umpiring/scoring duties for each session will be evenly distributed amongst the teams entered into the competition. Junior players may train as umpires, but may not undertake the 'C' test until they are 16 years old.

7.2. Junior clubs will be responsible for covering their own umpiring allocations as per section 8 of the adult rules. The allocations of a new club which does not have any umpires, will be allocated evenly between the other junior clubs for their first season only.

7.3. Rescheduled fixture due to an umpire failing to turn up should be mutually rearranged by both teams in liaison with the relevant League Organiser. It is then the responsibility of the umpire who failed to attend the initial fixture to arrange both umpires and scorers for the new fixture.

Penalty for 7.3

Deduction of 2 points from the umpires' team and a minimum £40 court fee if the match is able to go ahead. If the match has to be rescheduled, the full cost of the let will be incurred.

7.4. When a game is abandoned due to umpires failing to turn up, the appropriate League organiser should be informed immediately and confirmed in writing.

8. Withdrawal from the junior league

Should a team withdraw from the Under 17 league mid-way through the season the league organisers will endeavour to rearrange games and fixtures to avoid charges for the hall let however if this is not possible the withdrawn team may still be liable for the charges for the games they have not yet played alongside the games they have completed or forfeited.

ADNA U15 LEAGUE

Introduction

ADNA's Junior Section was established in 1994 in order to create an appropriate environment for our younger players to foster and develop skills and attitudes conducive to the 'spirit' of netball, so that the game becomes a positive and enjoyable experience for them.

The junior leagues are governed by the rules of the Adult Leagues with some exceptions which are noted in the Junior Rules section.

It is recognised that the Secondary Schools League is well established in Aberdeen City and Aberdeenshire. ADNA liaises as closely as possible with this body through the Youth and Schools Group to ensure that junior netball in Aberdeen continues to develop. Juniors are actively encouraged to play in both leagues.

Against this background, the following points are taken into consideration when structuring the junior league:

- the number of matches played by juniors
- secondary school league fixtures
- the provision of junior tournaments

Junior U15 Fair play Policy

It is the policy of Aberdeen District Netball Association to ensure that all participants, volunteers, coaches and parents promote fair play at all times during junior coaching and/or games. Players are encouraged to be 'good sports' and to co-operate with and respect their team mates, opponents, coaches and officials at all times. The aim is for all players to enjoy the game and improve their skills.

It is expected that parents/spectators will promote fair play also and that they will not impose any pressure on the participants or the match officials. Umpires have the right to ask parents/spectators to leave the match area if necessary.

In the Interest of ensuring all U15 players are exposed to a great netball experience. ADNA have developed the Fair Play Rule.

This should be applied by half-time if a team is ahead by 20 goals or more of their opponents score, the two coaches should come together and discuss the efficacy of continuing with the game in the same manner as the first half. ADNA would expect that coaches would be willing to make squad changes, use players out of position, or ideally look to mix two teams to play together to learn from one another.

Teams will use the official match record sheet to detail at what point this rule was enforced in the game and what the score was at this point.

Code of Conduct

Junior members are asked to abide by the following rules at all times:

1. Co-operate fully, respecting all requests and decisions made by the coaches, helpers and officials;
2. Be on time for training sessions, matches and competitions;

3. Players must control their tempers and avoid behaviour which may inconvenience or upset others;
4. Treat opponents and team mates with respect at all times (on and off court);
5. Be considerate to others and work as a team;
6. Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind;
7. Take care of all property belonging to their squad, club, the district or any member;
8. Do not leave sessions without permission of the person in charge;
9. Be responsible for caring for your own equipment, clothing and property;
10. No jewellery or unsuitable clothing or footwear should be worn during any game whether in training or during tournaments/competitions.

JUNIOR U15 LEAGUE RULES

1. Junior Affiliation and Invoicing

- 1.1. Each junior member shall pay an affiliation fee of £4 to ADNA. They shall also be affiliated to Netball Scotland and pay the required fee set by Netball Scotland prior to playing for their respective team.
- 1.2. Completed copies of Netball Scotland and ADNA affiliation forms will be given to the ADNA Secretary/Treasurer along with the appropriate fees at the registration meeting at the beginning of each season.
- 1.3. All teams shall be invoiced for their lets at regular intervals during the year. The first shall be at the start of the season with no more than 2 subsequent invoices issued at the discretion of the Treasurer.

2. Junior Representation

- 2.1. Junior teams will be represented at ADNA meetings by an adult team representative. Junior clubs with no senior team will be represented by a Club Rep who must be 16 years old or over.

Penalty from rule 1.2 in adult rules applies

- 8.1. Each junior team will have at least one designated person who is over the age of 18, who is responsible for managing the team (i.e. arranging matches, umpires, etc) and who will be the responsible adult attending all matches.

3. Match Length

All matches will consist of 4 quarters of **10** minutes each with breaks of 2 minutes at quarter time and 3 minutes at half time.

4. Age of Players

- 4.1. Primary school pupils will not be eligible for the Junior Under 15 league.
- 4.2. The oldest players in the under 15 league must be under 15 on 31st December during the current season.

5. Junior Scoring

League matches and Tournaments

Win – 5 points

Draw – 3 points

Half score or more – 2 points

Less than half opponents score – 1 point

6. Junior Fixtures/Draws for Tournaments

Junior fixtures/draws for one-day tournaments will be issued at least one week in advance to enable clubs to confirm arrangements with their players at training.

7. Junior Umpiring

7.1. Junior clubs will be responsible for covering their own umpiring allocations as per section 8 of the adult rules. The allocations of a new club which does not have any umpires, will be allocated evenly between the other junior clubs for their first season only.

7.2. Rescheduled fixture due to an umpire failing to turn up should be mutually rearranged by both teams in liaison with the relevant League Organiser. It is then the responsibility of the umpire who failed to attend the initial fixture to arrange both umpires and scorers for the new fixture.

Penalty for 7.2

Deduction of 2 points from the umpires' team and a minimum £40 court fee if the match is able to go ahead. If the match has to be rescheduled, the full cost of the let will be incurred.

7.3. When a game is abandoned due to umpires failing to turn up, the appropriate League organiser should be informed immediately and confirmed in writing.

8. Withdrawal from the junior league

Should a team withdraw from the Under 15 league mid-way through the season the league organisers will endeavour to rearrange games and fixtures to avoid charges for the hall let however if this is not possible the withdrawn team may still be liable for the charges for the games they have not yet played alongside the games they have completed or forfeited.

APPENDIX 1

CHILD WELLBEING AND PROTECTION POLICY

Aberdeen and District Netball Association is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Aberdeen and District Netball Association's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child wellbeing and protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Aberdeen and District Netball Association will:

- Promote the health and welfare of children by providing opportunities for them to take part in netball safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Wellbeing and Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within the Aberdeen and District Netball Association.
- Following any issues or concerns raised about the protection of children within Aberdeen and District Netball Association
- In all other circumstances, at least every three years.

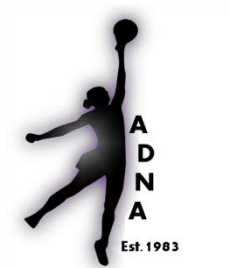
APPENDIX 2

ROLE DESCRIPTION: ADNA CHILD PROTECTION OFFICER

The Club Child Protection Officer will:

Responsibilities
▪ Implement the SGB child protection policy and procedures. ▪ Encourage good practice by promoting and championing the child protection policy and procedures. ▪ Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose. ▪ Regularly report to the Committee ▪ Raise awareness of the Child Protection Officer role to parents/carers, adults, children and clubs. ▪ Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children. ▪ Challenge behaviour which breaches the Code of Conduct. ▪ Keep abreast of developments in the field of child protection by liaising with the SGB Child Protection Officer, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter. ▪ Organise/signpost appropriate training for all adults working/volunteering with children in ADNA ▪ Establish and maintain contact with local statutory agencies including the police and social services. ▪ Respond appropriately to disclosures or concerns which relate to the well-being of a child. ▪ Maintain confidential records of reported cases and action taken. ▪ Where required liaise with the SGB Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information.
Person Specification
▪ The ability to build relationships with ADNA members, parents/carers, children and the SGB Child Protection Officer. ▪ An interest in the well-being and safeguarding of children and child protection matters ▪ A willingness to challenge opinion, where necessary, and to drive the child protection agenda. ▪ Strong listening skills and the ability to deal with sensitive situations with integrity. ▪ The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.
Skills/Experience
▪ Attend relevant training to fulfil the role of ADNA Child Protection Officer. ▪ Experience of working with children.

APPENDIX 3



Registration Night (DATE)

Team Checklist

Team Name _____

Proof of Netball Scotland affiliation

Y/N

One cheque (£8 per player payable to ADNA)

£ _____

Club website/contact information sheet enclosed

Y/N

CHECKED BY:

To be completed by ADNA Executive Committee

Registration Night – 24th August 2015

Team Name _____

£

Received with thanks on behalf of ADNA _____



APPENDIX 4

Adult League Entry Form

Team Name:		
New Team/Existing Team		
League to be played in – 1, 2, 3, 4, 5		
<u>Netball Scotland Secretary</u>		
Address:		
Email and Tel:		
<u>Match Secretary</u>		
Address:		
Email and Tel:		
<u>Umpire Coordinator:</u>		
Email:		
Umpire Name	Grade	Contact Number & e-mail

To: ADNA Chair

Email: adnachair@yahoo.co.uk

1. Remember to fill in your team's name.
2. Fill in a separate form for each team entered – not just your club
3. If you are a new team please specify this
4. If you know which league you are entitled to play in please mark this also.
5. All league entry forms must be returned via email by 30th June 2017
6. All umpires must provide proof of qualification and date obtained with this form e.g. a copy of their umpiring qualification card from Netball Scotland

APPENDIX 5

U17 League Entry Form

Team Name:		
New Team/Existing Team		
League to be played in		U17 LEAGUE
<u>Netball Scotland Secretary</u>		
Address:		
Email and Tel:		
<u>Match Secretary</u>		
Address:		
Email and Tel:		
<u>Umpire Coordinator:</u>		
Email:		
<u>Child protection officer:</u>		
Email & phone number:		
<u>Coach:</u>		
Email and Tel:		
Umpire Name	Grade	Contact Number & e-mail

To: ADNA U17 league organiser

Email: adnajuniorsu17@yahoo.co.uk

1. Remember to fill in your team's name.
2. Fill in a separate form for each team entered – not just your club
3. All league entry forms must be returned via email by 30th June 2015
4. All umpires must provide proof of qualification and date obtained with this form e.g. a copy of their umpiring qualification card from Netball Scotland
5. PLEASE INLCUDE COPIES OF ALL COACHES PVG'S AND THE CPO'S TRAINING CERTIFICATE

APPENDIX 6

U15 League Entry Form

Team Name:		
New Team/Existing Team		
League to be played in		U15 LEAGUE
<u>Netball Scotland Secretary</u>		
Address:		
Email and Tel:		
<u>Match Secretary</u>		
Address:		
Email and Tel:		
<u>Umpire Coordinator:</u>		
Email:		
<u>Child protection officer:</u>		
Email & phone number:		
<u>Coach:</u>		
Email and Tel:		
Umpire Name	Grade	Contact Number & e-mail

To: ADNA U15 league organiser

Email: adnajuniors@yahoo.co.uk

1. Remember to fill in your team's name.
2. Fill in a separate form for each team entered – not just your club
3. All league entry forms must be returned via email by 30th June 2015
4. All umpires must provide proof of qualification and date obtained with this form e.g. a copy of their umpiring qualification card from Netball Scotland
5. PLEASE INCLUDE COPIES OF ALL COACHES PVG'S AND THE CPO'S TRAINING CERTIFICATE

APPENDIX 7

Aberdeen District Netball Association	Name of Team:
Print Player Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Match Secretary

Name:

Telephone:

Email address:

Please return with score sheets from the first league match to:

or email:

APPENDIX 8

Club Contact Information

Please provide the following information to be included on the ADNA website Team Contact page. To be provided per club, not per team.

Club name

Name of club contact

Contact phone number.....

Contact email address.....

Second club contact name.....

Contact email address.....

Club treasurer name.....

Treasurer email address.....

Umpiring coordinator name.....

Umpiring coordinator email address.....

Club Training Night(s).....

Club Training Venue(s).....

Club Website Address.....

Is the Club open to Recreation (non-league) players? YES / NO

Information will appear on the website as written above. By providing the information, you are agreeing for it to be published on the website.

Any changes you wish to make throughout the season, please let Louise know on adnasecretary@yahoo.co.uk

Information sent to any other e-mail address will be deleted and no changes made.

APPENDIX 9

ADNA Individual Registration Form

Name:

Team:

Email:

Phone:

ADULT FAIR PLAY POLICY

It is the policy of Aberdeen District Netball Association to ensure that all participants, volunteers, coaches and parents promote fair play at all times during all league games and encourage an environment where every individual has the opportunity to participate in our sport. Players are encouraged to be 'good sports' and to co-operate with and respect their team mates, opponents, coaches and officials at all times. The aim is for all players to enjoy the game and improve their skills

CODE OF CONDUCT

Adult members are asked to abide by the following rules at all times:

1. Co-operate fully, respecting all requests and decisions made by the coaches, volunteers and officials
2. Treat all individuals with respect at all times (on and off court)
3. Be on time for all matches and ensure that every member of the team
4. Do not participate in any district activity whilst under the influence of alcohol or drugs
5. Take care of all property belonging to their squad, club, the district or any member
6. Do not leave sessions without permission of the person in charge
7. Be responsible for caring for your own equipment, clothing and property
8. Ensure the team area courtside is maintained as a safe environment
9. Treat all umpires with a high level of regard and respect decisions that are made during league games or tournaments. Clarification of rules must be done during match intervals via team captains
10. Umpires must treat all players with respect, always umpiring to the best of their ability, and answer any query of the rules fully
11. Do not engage in any behaviour that constitutes any forms of abuse (physical, emotional, bullying)

I have read and understood the ADNA code of conduct

Signed _____ Date _____

Please submit this form along with the Team sheet to relevant league organiser after your first match

APPENDIX 10

ADNA U17 Registration Form

Name:

Team:

Email:

Phone:

FAIR PLAY POLICY

It is the policy of Aberdeen District Netball Association to ensure that all participants, volunteers, coaches and parents promote fair play at all times during all league games and encourage an environment where every individual has the opportunity to participate in our sport. Players are encouraged to be 'good sports' and to co-operate with and respect their team mates, opponents, coaches and officials at all times. The aim is for all players to enjoy the game and improve their skills

CODE OF CONDUCT

Members are asked to abide by the following rules at all times:

1. Co-operate fully, respecting all requests and decisions made by the coaches, helpers and officials;
2. Be on time for training sessions, matches and competitions;
3. Players must control their tempers and avoid behaviour which may inconvenience or upset others;
4. Treat opponents and team mates with respect at all times (on and off court);
5. Be considerate to others and work as a team;
6. Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind;
7. Take care of all property belonging to their squad, club, the district or any member;
8. Do not leave sessions without permission of the person in charge;
9. Be responsible for caring for your own equipment, clothing and property;
10. No jewellery or unsuitable clothing or footwear should be worn during any game whether in training or during tournaments/competitions.

I have read and understood the ADNA code of conduct

Signed _____ Date _____

Please submit this form along with the Team sheet to relevant league organiser after your first match

APPENDIX 11

ADNA U15 Registration Form

Name:

Team:

JUNIOR FAIR PLAY POLICY

It is the policy of Aberdeen District Netball Association to ensure that all participants, volunteers, coaches and parents promote fair play at all times during junior coaching and/or games. Players are encouraged to be 'good sports' and to co-operate with and respect their team mates, opponents, coaches and officials at all times. The aim is for all players to enjoy the game, improve their skills and of course, have fun.

In the Interest of ensuring all U15 players are exposed to a great netball experience. ADNA have developed the Fair Play Rule.

This should be applied by half-time if a team is ahead by 20 goals or more of their opponents score, the two coaches should come together and discuss the efficacy of continuing with the game in the same manner as the first half. ADNA would expect that coaches would be willing to make squad changes, use players out of position, or ideally look to mix two teams to play together to learn from one another.

Teams will use the official match record sheet to detail at what point this rule was enforced in the game and what the score was at this point.

CODE OF CONDUCT

Members are asked to abide by the following rules at all times:

11. Co-operate fully, respecting all requests and decisions made by the coaches, helpers and officials;
12. Be on time for training sessions, matches and competitions;
13. Players must control their tempers and avoid behaviour which may inconvenience or upset others;
14. Treat opponents and team mates with respect at all times (on and off court);
15. Be considerate to others and work as a team;
16. Do not purchase or consume alcohol, tobacco products, solvents, illegal drugs of any kind;
17. Take care of all property belonging to their squad, club, the district or any member;
18. Do not leave sessions without permission of the person in charge;
19. Be responsible for caring for your own equipment, clothing and property;
20. No jewellery or unsuitable clothing or footwear should be worn during any game whether in training or during tournaments/competitions.

I have read and understood the ADNA code of conduct

Signed _____ Date _____

Please submit this form along with the Team sheet to relevant league organiser after your first match

APPENDIX 12

Tournament Rules

VERSATILITY TOURNAMENT RULES

1. Teams must nominate 7 players who will play throughout the tournament for that team. Players cannot substitute unless in the event of injury or illness and that substitution is effective for the rest of the tournament.
2. Players will adopt a different position for each round of the competition according to the sequence set down by the TO. A draw will be made for playing positions in the semi-finals and finals

HANDICAP TOURNAMENT RULES

The Handicap tournament shall be played on the final 2 normal match days of the season but entry shall still be required although the dates will be fixed by the league organisers in conjunction with the Technical and Tournament committees at the start of the season when compiling league fixtures. To be held at central venues

1. Teams will be awarded a handicap of goals against, ranging from 0 upwards, depending on their finishing position at the end of the season.
2. Unaffiliated teams entering the tournament will be allocated a handicap of 0 goals against them
3. Clubs who have more than one team in the league and only enter one team in a tournament are deemed to be entering their first team unless stated to the contrary. The team shall be defined as that team who has 5 or more players.
4. Clubs may provide unqualified umpires accruing match experience as long as they have undertaken the 'C' Umpiring Course and are mentored by a qualified umpire. Mentoring umpires should run the line and attempt to pick up missed fouls without affecting play.
5. League teams can play unregistered players in the tournament, with the handicap based on the majority, as listed on the tournament team sheet.
6. Teams must provide a tournament team sheet at the time of entry which lists all players for that team during the tournament. Players can only play for one team in the tournament.
7. Teams who pull out of the tournament with less than seven days notice will still be liable for the entry fee.

FASTNET TOURNAMENT RULES

The rules of **FastNet** are based on the 2007 version of the IFNA Official Rules of Netball. They have been adapted for the ADNA Fast Net Tournament.

1. The game will consist of 4 x 6 minute quarters with an interval of 2 minutes between each quarter. Team Captains should ensure that they take the coin toss before the previous game ends to ensure there is no delay to play.
2. Each team will allocate one quarter per game as a “Powerplay” quarter. During this quarter all goals are doubled in value. Both teams may choose the same quarter as their “Powerplay”. The team using their Powerplay must advise the umpires and scorers **before** the quarter commences.
3. There will be a substitution bench for each court, located opposite the centre third. From the substitution bench, unlimited substitutions may be made whilst play is in progress. Substitutions¹ may only be made from this bench. Other team changes² **must not** be made during play.
4. Each substitution bench will contain one set of substitution paddles/sheets with each playing position for each team. The player joining the game must approach the substitution bench and hold up the paddle/sheet with position they will substitute. The player leaving the game must approach the substitution bench, leave court, give their bib to the other player, at which point the player joining the game may step onto the court.
5. A team may not have more than seven players on the Court at any one time during play and there may not be more than one player on Court in any of the seven playing positions.
6. A Goal Shooter or Goal Attack may shoot for goal from **any** point on the Court within their designated playing area. A successful shot at goal may score either one goal or two goals. Successful shots from inside the goal circle will score 1 goal and from outside will score 2 goals. A team using their Powerplay will have the value of all their goals doubled during that quarter.
7. A defending player who is standing **inside** the goal circle may not obstruct, contact or cause the goalpost to move while the GS or GA is taking a shot from **outside** the goal circle. For an infringement the Umpire will award a Penalty Pass to be taken **outside** the goal circle where the GS or GA was standing. All other rules of defending remain the same.
8. A GS or GA who is awarded a Penalty **may** either pass or shoot, as per the usual game rules.
9. A penalty pass/shot is taken where the infringer was standing unless this places the non-offending team at a disadvantage. In Fast Net, 2 goals are scored if taken from outside the goal circle and 1 goal is scored if taken from inside the goal circle (doubled during Powerplay).
10. **If a WA or C is awarded a penalty, this may be taken by GS/GA as a shot at goal.**
11. As always, if a GS / GA is awarded a Free Pass they **may not** shoot.
12. Each team is required to supply a qualified Umpire and a scorer for the duration of the tournament.
13. Umpires and scorers should remain at the bench during the breaks in order that the playing teams can advise of their Powerplay quarter. The Powerplay quarter must be clearly marked

on the scorecard and scoring should be in multiples of 2 i.e. 2, 4, 6, etc, or 4 if the goal was taken from outside the goal circle.

- 14.** No whistle is blown when a goal is scored. The Umpire will signal with 1 hand for 1 goal and 2 hands for 2 goals (the scorer must watch for this and double the value for a team playing their Powerplay quarter).
- 15.** After a goal is scored, the game restarts with the team that conceded the last goal.
- 16.** Coaching is allowed from the Team Bench or coaching area (in front of the team bench/area) at any time.
- 17.** An injured or ill player must leave the Court within 30 seconds. Any treatment must be undertaken Courtside **not** on Court. The injured or ill player may be substituted or the position left vacant.

¹Substitution is when a player leaves the Court and is replaced by another player or when a player fills the position that is vacant provided this is not a result of a suspension or ordering off.

²Team changes are when players on Court change playing positions.

ADNA CUP RULES

TBC

APPENDIX 13

Notification of Changes to ADNA Secretary

Please use this form to notify ADNA of any changes to club/team membership. Please see the handbook for additional information on notifying changes.

Change of Club

Player Name & Signature _____

Previous Club _____

New Club/team _____

Date Notified _____

Date Received (ADNA Secretary) _____

Change of Team

Player Name & Signature _____

Previous Team _____

New Team _____

Date Notified _____

Date Received (ADNA Secretary) _____

New Player

Player Name & Signature _____

Address: _____

Phone Number: _____

Email Address: _____

Signature _____

Date of Birth _____

Club _____

Team _____

Date Notified _____

Date Received _____

Payment received (ADNA Secretary) _____

APPENDIX 14

Umpiring Grievance Form

When a team disagrees with umpiring decision(s) during a match, the captain should approach the umpires at the earliest opportunity (e.g. at the end of a quarter or the match) to seek clarification of the rule(s) in question and/or to highlight their concerns.

Where no resolution is achieved, the complainant may opt to escalate their complaint by completing the Umpire Grievance form below.

The report must be completed by Complainant and returned to the Technical Committee within 7 days of the match in question.

Date: _____ Time: _____

Match: _____

Complaining Team: _____

Description of Complaint:

Names of Match Umpires:

1. _____

2. _____

Captain's Name: _____ (Print) _____
(Signature)

Contact details: _____

APPENDIX 15

SANCTION OF A PLAYER

Report to be completed by the Umpire(s)

SECTION 1

Date: _____ Time: _____

Match: _____

Team: _____ Playing position of suspended player _____

Quarter 1 2 3 4 (Circle as appropriate)

Name of Player: _____

Time in game when suspension commenced _____

Name and signature of both Umpires

Name: _____ Signature: _____

Name: _____ Signature: _____

SECTION 2

Was the correct disciplinary procedure followed?

(Please circle)

1. Sanction	YES	NO
2. Caution	YES	NO
3. Warning	YES	NO
4. Suspension	YES	NO
5. Ordering off	YES	NO

If not, please explain why

Reason for suspension/ordering off

(Please circle)

1. Breaking of a rule(s)	YES	NO
--------------------------	-----	----

If yes, please explain in more detail

2. The employment of an action not covered by the wording of the rules in a manner contrary to the spirit of the game	YES	NO
---	-----	----

If yes, please explain in more detail

3. Dangerous Play	YES	NO
-------------------	-----	----

If yes, please explain in more detail

Signature of Controlling Umpire _____



ADNA

Date:

Division: Time:



ADNA

Date:

Division: Time:



TEAM	TEAM
FINAL SCORE	FINAL SCORE

TEAM	TEAM
FINAL SCORE	FINAL SCORE

Home Umpire.....[sign]
Away Umpire.....[sign]

Home Umpire.....[sign]
Away Umpire.....
.....[sign]



ADNA

Date:

Division: Time:



ADNA

Date:

Division: Time:

TEAM	TEAM
FINAL SCORE	FINAL SCORE

TEAM	TEAM
FINAL SCORE	FINAL SCORE

Home Umpire.....[sign]
Away Umpire.....[sign]

Home Umpire.....[sign]
Away Umpire.....[sign]

ADNA - Division		Match		Please return to:			Date Received
		Date:		E-Mail:			
Home Team:				Away Team:			
Position	Print Name	Signature	Player of the match	Position	Print Name	Signature	Player of the Match
GS				GS			
GA				GA			
WA				WA			
C				C			
WD				WD			
GD				GD			
GK				GK			
Reserve				Reserve			
Reserve				Reserve			
Reserve				Reserve			
Reserve				Reserve			
Final Score				Final Score			
Scorer		Signature		Scorer		Signature	
Umpire		Signature		Umpire		Signature	