



**Quinns Districts  
Netball Club Inc.**

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# **Team Manager Handbook**





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## NETBALL SEASON INFORMATION

The Quinns Districts Netball Club Committee believes that it is important to provide accurate, clear and regular communication with its members and their families. This handbook provides one means of this communication. Other means of communication to members and players include:

- Committee members
- Team coach
- Team manager
- Club website
- 'Team' application
- Facebook
- 'My Netball' application
- Regular emails

### Quinns Districts Netball Club Webpage

It is important that all members, their parents or guardians, familiarise themselves with this information so that they can keep up to date with day-to-day occurrences in the club. Members, parents and guardians should like us on Facebook and download the 'Team' and 'My Netball' Applications to their phone available through both iTunes and Android. Further instructions on how to do this can be found on our web page.

### GAME TIMES

The netball season runs from April to August with finals being held in August/September. Full details of fixtures, including game times are available on the JNA website, are regularly updated on the 'My Netball' Application and are emailed through each team by the team manager on a weekly basis.

Games for the 8U to 13U's are played on Saturdays, at HBF Arena Joondalup outside courts and are scheduled from 8:45am to mid-afternoon. Games for 17U's are also played at the Arena on Monday evenings from 5:00pm to 8:00pm.

### Uniform

The Quinns Districts Netball Club committee has approved the netball uniform taking into account the latest information and the costs involved. The uniforms are at an additional cost to players. The A-line netball dress is required to be worn by teams from 8U-17U with suitable black boy leg shorts. Boys will wear the club polo shirt and black sports shorts. In addition to the uniform it is expected that players will wear safe and appropriate footwear. Skate shoes or "volley" type shoes are not considered suitable to either play or train in. Hair should be tied back out of the face and in accordance with netball rules & nails should be cut short. Jewellery is not permitted to be worn during any training session or game.

In addition to the game day uniform the club also offer optional uniform items that include, hoodies, socks, hats, backpacks, hair korkers, and scarves. These items are NOT mandatory and are an additional cost to members. There is an element of fundraising to the sale of these items and members are encouraged to support if they are in a position to do so. Every effort is made to ensure that merchandise products are of a high quality and cost is kept to a minimum.

Please note: The wearing of appropriate uniform is compulsory.



## **TEAM MANAGER ROLE**

As the team manager you are the first point of contact for each team. It is important that you are there to assist the Coach so they can focus on coaching. Below are some guidelines to assist you to do this.

### **COMMUNICATION**

- Prior to the commencement of the season, contact all players/parents to introduce yourself (via email is acceptable). Advise them of your mobile number and email for future contact. Parents need to be advised that if their player cannot attend training or game day then you must be advised providing as much notice as possible.
- Email out game day information each week (usually Thursday or Friday for Saturday games. or Saturday for Monday night games). The email should include the court number, game time, requested arrival time and a reminder for the parent on roster. Fixture details can be found on the JNA webpage.
- Forward on all Club correspondence to players/parents via email.

### **TEAM ROSTER**

- Prior to the commencement of the season organise a parent roster that includes scoring/timing, game day Captain (if your team rotate 'Captains' weekly) half time treats and end of game treats (see attached example):

Each game you will need to have someone rostered to do the scoring/timing duties and provide fruit/or lollies for half time treats. The coach and manager should not be included in the roster as they are required to be on hand throughout the game.

- Ensure your parents on roster are competent and understand their duties and the requirements (what is acceptable and not) for the role of timer or scorer. (see the attached information sheet).

### **TRAINING**

Contact players when training is cancelled and liaise with the coach when players cannot make training. It is a good idea to have all parents (or player) mobile numbers stored in your phone as a 'group' contact list so that sms messages can be sent easily and quickly if required.

Help the coach during training where required.

### **FUNDRAISING**

Our fundraising co-ordinator and committee dedicate a large amount of time and effort organising fundraisers to ensure our players can have equipment, trained coaches and development opportunities available to them. Every family at QDNC is required to volunteer a minimum of 3 hours per season, per player enrolled with the Club (compulsory requirement agreed to at registration). The team manager is a crucial link to ensure all players and their families are involved.

- Communicate and coordinate all messages from the Fundraising Coordinator to parents and players.
- Collect money from players for chocolate fundraiser and any raffles.
- Organise for volunteers to help with QDNC or JNA raffle and sausage sizzle days etc.

### **PAY THE UMPIRES**

Pay the Umpire before each Game using the umpire payment monies provided.



## **BEFORE THE GAME:**

Make sure everything is ready for the start of the game.

- If your game is the first game of day, ensure chairs and goal post pads are put out on court from JNA match office.
- Check your rostered parent is at the game and knows what to do. Explain the scorer/timer duties. Advise your parent of the expectations for them choosing the 'fairest & best" votes.
- Pay the Umpire money.
- Chase up late/locate missing players.
- Ensure the game ball is ready (and pumped up).
- Ensure players have removed jewelry (earrings), have nails clipped and the correct uniform.
- Assist the coach as necessary.

## **DURING THE GAME**

Keep an eye on the action; if something needs attending to, you are the person to do it – the Coach stays in the coach's box coaching.

- Help administer first aid if necessary.
- Call JNA conveners if necessary.
- Check score sheet at each break and communicate the score to the coach.
- Keep a record of games each player has played (including carnivals, playing "up" for other teams) – this information must be maintained and advised to the Club Registrar at the end of the year. Players will earn awards for reaching milestone games.

## **END OF THE GAME**

- Make sure the scoresheet is filled out correctly (otherwise JNA fines apply) and is returned to the JNA match office at the conclusion of the game.
- Ensure any injuries or incidents are recorded on the back of the scorecard and reported to the JNA match office.
- Check for any property or rubbish left behind.
- If your game is the last game of day, ensure chairs and goal post pads are returned to JNA match office.
- Ensure all bibs are returned by players.
- Deliver the 'fairest & best' 3-2-1 votes to the Club box (located at the front of the JNA match office). The votes should be in a sealed envelope as provided and placed into the container provided. Please sign the back of the envelope so the Club know the envelope and votes have not been tampered with. If votes are NOT received ON game day, then those votes will not count toward the F&B end of year award.

## **END OF THE YEAR**

- Keep a record of the number of games each player has played (including carnivals, playing "up" for other teams) and pass to Club Registrar at the end of the season.



- 
- Contact the committee with attendance numbers for club end of year function, to ensure correct seating arrangements and ensure we are not charged for players not attending.
  - Advise the registrar of the correct spelling for all team players (for trophy awards). You need to check spelling with all parents.
  - In consultation with your coach organise an end of year team wind up – if your team is having one.
  - Organise Spring Netball registrations – if players in your team want to play spring season.

## **OTHER DUTIES**

A vital part of being a team manager is fostering, building and encouraging 'relationships' in the team amongst parents. Liaise with parents and players, encourage everyone to get involved and enjoy being part of the Netball Club.

Encourage EVERYONE to use the club website ([www.quinnsnetballclub.net](http://www.quinnsnetballclub.net)) and Facebook page (Quinns Districts Netball Club) – it is full of information; including fixtures, committee contacts, calendar of events, fundraising information, player development opportunities, club polices, uniform information and much more.

Encourage cheering, supportive behaviour and good sportsmanship at the courts. Discourage bad behaviour.

Encourage your parents to be involved with club fundraising.

THANK YOU FOR VOLUNTEERING. THE TEAM COULDN'T SURVIVE WITHOUT A MANAGER!





## **First Aid and Injury Procedure**

All committee members, coaches and team managers will make every effort to ensure that all training and games will be the safest that is possible.

In the event of a serious injury during competition or at training, an Incident Report should be completed by the coach and player/parent or guardian. Incident Report documentation is located as Appendix 6 attached to the Handbook. The completed report must be returned to the Registrar or Secretary at the end of the round/training session or as soon as practicable thereafter.

It is highly recommended that all players have ambulance cover before participating in any club game /activity of training. If an official of the club calls an ambulance and a player does not have ambulance cover, the cost of any attendance or transport will be the responsibility of the member.

It is the responsibility of all coaches, parents / guardians and other officials to act on any information relating to an injury and to take necessary action.

### *Major Injury*

Any player who sustains a suspected major injury\* during a Quinns Districts Netball Club training session or match will take no further part in training or match in which this injury occurred. Any player with a major injury will be instructed to seek a registered health practitioner's opinion and subsequently will not be able to resume training or playing with our club until a written approval to recommence training and/or playing from a registered health practitioner is received by the club.

\*Major Injury for the purposes of this handbook is defined as an injury causing such discomfort that the player is unable to continue physical activity within the match or training session. A major injury usually results in the player being unable to move the injured area of the body (e.g. not limited to the bone, muscle, ligament, knee, leg, ankle, arm, elbow, fingers or eyes) without assistance and/or further pain.

### *Head and/or Neck Injuries*

Any player who sustains a suspected concussive blow to the head and/or neck during a Quinns Districts Netball Club training session or match will take no further part in training or the match in which the incident occurred. Any player with suspected concussion will be instructed to seek a registered health practitioner's opinion and subsequently will not be able to resume training or playing with our club until a written approval to recommence training and / or playing from a registered health practitioner is received by the club.

### *Injury Sustained by a Quinns Districts Netball Club Player*

An injury to any player will be assessed in consultation with the coach, player and their parent/guardian before they are able to resume match or training with Quinns Districts Netball Club. If at any time a player seeks medical advice, then a medical clearance certificate will be required before returning to play a match or to training. The player will then be observed by coaches and committee members (if applicable) to assess their fitness for play.

It is the responsibility of all coaches and other officials to act on any information relating to an injury and to take necessary action. It is the responsibility of a player to ensure that they advise an official if they are injured and to not take any further part in a game or training when they know they are injured.



## Management of Acute Soft tissue Sports Injuries

### RICER Method

- R** Rest
- I** Ice
- C** Compression
- E** Elevation
- R** Referral



#### **Rest**

How? There is a need to reduce movement to allow time to assess the injury.  
Why? Activity continued in the presence of acute injury promotes increased blood flow and therefore increases the bleeding causing further damage and pain.



#### **Ice**

How? Usual methods are: Crushed ice in a wet towel, Immersion in icy water, Reusable Cold packs. Apply for 20 minutes, every 2-4 hours for the first 48 hours.

Caution: Do not apply the ice directly to the skin as it can create a burn. Place a wet towel or apply a little oil to the skin. Do not apply to people with circulatory problems. Children have a lower tolerance to ice.

Why? Ice helps to reduce the inflammatory response to the injury, reduce pain and muscle spasm.



#### **Compression**

How? Apply a Self Adherent wrap or crepe bandage over a large area covering the injured area. You will need to take the compression bandage off to ice regularly but this will also give you the chance to keep adjusting the compression. This is a most important step, as compression will reduce more of the swelling from injury than the ice alone.

Why? Compression reduces the bleeding and swelling and provides support for the injured part.



#### **Elevation**

How? Raise the injured part above the level of the heart whenever possible. This is especially important with lower limb injuries.

Why? This along with compression helps to reduce bleeding and encourages the fluid to be returned to the heart for recirculation. It also helps to reduce pain.



#### **Referral**

How? Refer the injured person to a suitably qualified person as soon as practicable; Doctor, Physiotherapist, A&E center, St. Johns etc.

Why? To ascertain the extent of the injury and gain expert advice on ongoing investigations (X-ray, surgery) and management.



## APPENDIX 1 – NETBALL CARNIVAL INFORMATION

Netball carnivals are a great way to build team camaraderie, get to know your player's parents better, build upon skills and generally have a great day playing netball together!

Many metropolitan associations run weekend carnivals, these are held throughout each winter season. Games run on a Sunday and carnivals run independently to our Club/Association competition.

Any of our registered players/teams are able to participate in carnivals. Associations that currently run annual carnivals are (all dates yet to be confirmed):

- **Belmont Netball Association** **August**
- **GinGin Netball** **July**
- **Kalamunda Districts Netball Association** **June/July**
- **Rockingham & Districts Netball Association** **TBA**
- **Wanneroo Districts Netball Association** **July**

Each year QDNC will collate details of carnival dates onto our Facebook pages (general page and Coach/Manager page).

Carnivals run independently to our club competition. Generally carnival participation can cost approximately \$20-25 per player for the day. This covers the cost of carnival registration and umpire fees. Each team participating in a carnival must provide a qualified team umpire for a carnival. Teams normally play approximately 4-7 games during a carnival (each game consisting of 2 halves).

If your team requires an umpire for the day, please contact our umpire coordinator [umpirecoordinator@quinnsnetballclub.net](mailto:umpirecoordinator@quinnsnetballclub.net) or registrar [registrar@quinnsnetballclub.net](mailto:registrar@quinnsnetballclub.net) and we can put you in touch with one of our qualified Club umpires who can assist your team on the day.

QDNC recommend that our umpires are paid \$100 per carnival day (this covers all games regardless of how many).

Each Association will advertise on their webpage when carnivals will take place and how to register. Simply organise a team of players, complete the individual Association paperwork and away you go. You may like to put together the team you have for winter season or organise a group of same aged players to participate. Players must be registered for the 2017 winter season of netball (and be able to provide their affiliation number) in order to participate in carnivals. The same age restrictions apply as per our current winter competition as do the Netball Australia rules.

If participating in a carnival interests you - please discuss this with your coach and team. It is up to team coaches, managers or parents to organise carnival participation. If you are unsure of what to do, the club would be happy to assist and guide you through the process.



## APPENDIX 2 – JNA FINES APPLICABLE TO SCORECARDS

Refer to JNA Rules & Information booklet, or JNA Policies & Procedures on website, for full details on fines and rotation policies.

	FINE AMOUNT
<ul style="list-style-type: none"><li>• Failure to return scorecard and folder</li></ul>	\$10.00
<ul style="list-style-type: none"><li>• Failure to complete any other section of the scorecard (including <u>all positions in each quarter</u>)</li></ul>	\$10.00
<ul style="list-style-type: none"><li>• Failure to provide competent scorer or timekeeper</li></ul>	2 goals to the offending team
<ul style="list-style-type: none"><li>• Allocated Scorer/Timekeeper fails to score/time for the entirety of the game</li></ul>	\$10.00
<ul style="list-style-type: none"><li>• Falsifying a scorecard</li></ul>	\$50.00 & match forfeited

### SCORECARD RESPONSIBILITIES

<ul style="list-style-type: none"><li>• Collection of Scorecard from conveners before game</li></ul>	First team mentioned on fixtures
<ul style="list-style-type: none"><li>• Return of scorecard to Conveners after game</li></ul>	First team mentioned on fixtures
<ul style="list-style-type: none"><li>• Scoring</li></ul>	First team mentioned on fixtures
<ul style="list-style-type: none"><li>• Timekeeping</li></ul>	Second team mentioned on fixtures
<ul style="list-style-type: none"><li>• Completion of Players &amp; Positions</li></ul>	Each team Coach and/or Manager (positions to be completed <u>before</u> each quarter and <u>before</u> players take on court)
<ul style="list-style-type: none"><li>• Completion of Information on back of scorecard</li></ul>	Each team coach/or manager to print names clearly
<ul style="list-style-type: none"><li>• Recording of Goals and Centre Passes</li></ul>	Scorer
<ul style="list-style-type: none"><li>• Record of Injury</li></ul>	Parent / Guardian of injured player

**BOTH SCORER AND TIMEKEEPER MUST PRINT NAME ON THE SCORECARD**



## APPENDIX 3 – SCORER / TIMER DUTIES & RULES

(THE SCORER & TIMEKEEPER ARE OFFICIALS OF THE GAME)

### Refer: Policies and Procedures – Scorer and Timekeeper

1. The Timekeeper and Scorer are officials of the game and as such shall refrain from coaching, directing play or commenting from their allocated area on the side of the court. They shall sit together and check **both the time and score with each other**. The Timekeeper and Scorer cannot be substituted during a game (except for injury or illness and a JNA Convener must be advised). Refer to Fines Table 14 (ii)
2. The first named team shall supply a scorer and the second named team shall provide a timekeeper.....
3. Both the Scorer and the Timekeeper are equally responsible to ensure that the scorecard is completed with the player's names of their respective teams, **prior to** the commencement of the scheduled match, ready for the umpires whistle. (Refer to "Fines Table" for penalties. Note: during **finals** series the offending team will be disqualified).

### Duties of the Timekeeper: (Note: Only an official timing device to be used, **no** mobile or watch timing devices)

- Must sit with the Scorer in the allocated area, on the outside boundary of court, facing the centre circle. **Must** remain in allocated area during intervals with the timing device.
- Ensure that their team's player's names are completed on the scorecard **before** the game commences and all positions to be completed at the beginning of each quarter. (Refer to "Fines Table" for penalty)
- Set the timer for 4 x 15 minute quarters (winter season) with intervals of 4 minutes at quarter time and 5 minutes at half time.
- **NSG 7's – 8's** - 4 x 8 minute quarters with intervals of 4 mins at the 1<sup>st</sup> & 3<sup>rd</sup> quarter breaks and 5 mins at half time break. Note: These times may be subject to change (e.g. during Spring season, or as instructed by the JNA conveners).
- **NSG 9's & 10's** - 4 x 10 minute quarters with intervals of 4 mins at the 1<sup>st</sup> & 3<sup>rd</sup> quarter breaks and 5 mins at half time break. Note: These times may be subject to change (e.g. during Spring season, or as instructed by the JNA conveners).
- Advise the umpire when there are 30 seconds and 10 seconds remaining prior to start of game, at the end of each quarter and also prior to the end of each interval or stoppage (to allow players to take up positions on court). Timer to follow umpire, without speaking to the umpire, when there are 10secs remaining on clock for each quarter. When the clock timer goes off the UMPIRE is the one who blows the whistle and ends the quarter or game.
- The timekeeper is to check the scorecard with the scorer to ensure it is completed and signed in full. They must also check the score continuously with the scorer and any discrepancies should be brought to the attention of the scorer immediately.
- Timekeeper to print their name clearly on the front of the scorecard.

### Duties of the Scorer:

- **Must** sit with the Timekeeper in the allocated area, on the outside boundary of court facing the centre circle. Scorecard must remain on the seat in allocated area during intervals.
- Ensure that both teams' player's names (printed in full) and details of the game are filled in **before** the game commences. (Note: Only those players whose names are on scorecard, prior to first whistle can participate in the game. Names cannot be added if player is late and once game has commenced). Positions are to be completed quarter by quarter. (Refer to "Fines Table" for penalty)
- Record each centre pass for each quarter.
- Record each goal. Also record separate total for each quarter and final total (total of 4 individual quarter totals) in the boxes, if provided on the score card, or if not, indicate end of each quarter with a dark line or similar.
- Record any Injuries on the back of the score card (names printed in full). (Note: advise player that injury form to be completed and returned to the Match Office or JNA office.)
- Player positions must be recorded opposite name on scorecard for each quarter and may be completed quarter by quarter (including teams in NSG 8U's & 9U's).
- If a player is playing in the team as a fill in from a lower grade, or is playing on a single game voucher (SGV), or with a JNA single game fee, or is a new registration; record all details (**name printed in full**) on the scorecard (both front & back).
- Ensure that both umpires, and the captains of each team, sign the scorecard (umpires to print name as well).
- Ensure both the Scorer and the Timekeeper print their names on the front of the scorecard and that the Coach or Manager of each team signs the back of the scorecard prior to the commencement of the game.
- Return scorecard to match office **immediately** after the end of the game.

**PENALTIES WILL APPLY FOR INCOMPLETE SCORECARDS AND FAILURE TO RETURN SCORECARDS IMMEDIATELY AFTER COMPLETION OF SCHEDULED GAME.**



## APPENDIX 4 – INJURY / FIRST AID FORM - QDNC

### PERSONAL DETAILS:

Name: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: (M) \_\_\_\_\_

Player      Coach      Official      Admin Staff      (please circle)

Team Name: \_\_\_\_\_

### INCIDENT DETAILS:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Brief Description of incident / accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FIRST AID TREATMENT:

Treatment Administered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treatment Administered By:

Name: \_\_\_\_\_

Contact Details: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Follow Up Treatment Required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Form Completed By:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Form Forwarded to Committee:      Y / N      Date: \_\_\_\_\_



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**COMMITTEE USE ONLY**

Date Received: \_\_\_\_\_

Action Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form Forwarded to JNA / WA Netball:      Y      /      N

DATE: \_\_\_\_\_

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

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**UPON RETURN TO COURT:**

Date Return: \_\_\_\_\_

Medical Certificate Provided:      Y      /      N

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 5 – JNA COMPLAINT FORM

THIS COMPLAINT FORM MUST BE LODGED WITH YOUR CLUB PRESIDENT, OR NOMINATED CLUB COMMITTEE MEMBER (OR IF AN INDEPENDENT TEAM; THE TEAM MANAGER), AS SOON AS POSSIBLE AFTER THE MATCH. THE FORM MUST THEN BE LODGED WITH JNA DIRECTLY FROM THE CLUB (FORMS SENT FROM INDIVIDUALS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE CLUB) FORMS CAN BE

SENT VIA EMAIL TO - [joondalupnetball@bigpond.com](mailto:joondalupnetball@bigpond.com) , INCLUDING A PAYMENT OF \$25 (EFT DETAILS: BSB: 066-191, ACT NO: 10020757, NARRATION: CLUB & TEAM & SURNAME). ALL RELEVANT REPORTS AND A COPY OF THE EFT PAYMENT RECEIPT MUST ALSO BE PROVIDED. (NOTE: PROTEST/COMPLAINT WILL NOT BE CONSIDERED WITHOUT PAYMENT OF THE FEE AND LODGEMENT OF THIS FORM). REFER TO JNA POLICIES & PROCEDURES)

Club President, or Independent Team Manager, is to sign the form where indicated and forward with any reports from your coach, manager and/or any other relevant witnesses.

MATCH DETAILS: Date: \_\_\_\_\_ Grade/Div: \_\_\_\_\_ Teams: \_\_\_\_\_

\_\_\_\_\_ V \_\_\_\_\_ Dispute or Protest concerns one or more of the following (please circle):

COACH

PARENT

SPECTATOR

ATHLETE

OFFICIAL/UMPIRE

Details of incident: (include time & quarter when incident occurred, as well as details of when a JNA Convener was requested)

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(attach a report with further information if required)

Details of JNA Policy/Procedure or Netball Aust. Rule that has been contravened, or that supports this protest/dispute:

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COMPLAINANTS DETAILS:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full name (please print): \_\_\_\_\_

Club & Team name: \_\_\_\_\_

ROLE: please circle:                      **ATHLETE**                      **OFFICIAL/UMPIRE**                      **COACH**  
**MANAGER**                                      **PARENT**                                      **SPECTATOR**

Contact details:

**Mobile No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Club President (Independent Team Manager) must sign:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please remember that a copy of this complaint shall be provided to all parties named in the complaint**

**Please note that NO PART of this complaint may be used in any dealings other than those conducted by Joondalup Netball Association**

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JNA OFFICE USE ONLY:

PROTEST/DISPUTE PROCEDURES:

1. Receive fee & form. Issue receipt. Date fee lodged: \_\_\_\_\_ Receipt No: \_\_\_\_\_
2. Request supporting reports from both teams, umpires and coaches, as well as the Convener on duty.
3. JNA Policy/Procedure or Netball Australia rule being contravened/supported.

\_\_\_\_\_  
\_\_\_\_\_

4. If hearing required:-
  - a. Set date for hearing: \_\_\_\_\_
  - b. Request attendance from all parties involved.
  - c. Request neutral adjudicators: Executive member, Umpire representative, Club representative, outside representative.
  - d. Hold the Hearing
5. Outcome/Results:

\_\_\_\_\_  
\_\_\_\_\_



## APPENDIX 7 – NOTICE OF FORFEIT

### MATCH DETAILS

DIVISION: Open \_\_\_\_\_ Under \_\_\_\_\_ (11's-17's) NSG - \_\_\_\_\_ (7's-10's)

TEAM 1: \_\_\_\_\_

TEAM 2: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ COURT: \_\_\_\_\_

### FORFEITING TEAM

NAME OF TEAM: \_\_\_\_\_

NAME OF PERSON GIVING NOTICE: \_\_\_\_\_

PHONE: Home- \_\_\_\_\_ Mobile- \_\_\_\_\_

REASON FOR FORFEIT: \_\_\_\_\_

NOTIFICATION TAKEN BY: \_\_\_\_\_ (JNA CONVENER/OFFICIAL)

FORFEITING CLUB'S UMPIRE COORDINATOR & TEAM UMPIRE ADVISED: \_\_\_\_\_ (Y OR N)

OPPOSITION TEAM CONTACT ADVISED: (Y or N) NAME OF CONTACT: \_\_\_\_\_

### **OFFICE USE ONLY:**

### OPPOSITION TEAM

CLUB CONTACT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**NOTE:** CLUB UMPIRE COORDINATOR & TEAM UMPIRE TO BE ADVISED

**JNA Umpire Development Officer Notified:** (Circle) YES NO

**JNA OFFICE USE ONLY:**

\_\_\_\_\_







## APPENDIX 10 – GAME DAY ROSTER TEMPLATE

Dates - Names										
Round 1										
Round 2										
Round 3										
Round 4										
Round 5										
Long Weekend June	GENERAL BYE FOR CLUB TEAMS									
Round 6										
Round 7										
Round 8										
Round 9										
Round 10										
Round 11										
July	SCHOOL HOLIDAYS									
July	SCHOOL HOLIDAYS									
Round 12										
Round 13										
Round 14										
Round 15										

## APPENDIX 11 – TRAINING ROSTER





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## APPENDIX 12 – JOONDALUP NETBALL ASSOCIATION CONTACTS

Office Number: 08 9301 4495  
Fax Number: 08 9301 4489  
Email Address: [joondalupnetball@bigpond.com](mailto:joondalupnetball@bigpond.com)  
Website: [www.joondalupnetballassociation.wa.netball.com.au](http://www.joondalupnetballassociation.wa.netball.com.au)  
Address: Suite 11, Lotteries House  
70 Davidson Terrace  
Joondalup WA 6027

Administration Officers: Vivian (Viv) Iellamo & Kaylene Barnett  
Office Hours: 9.30am – 2.30pm Tuesday, Wednesday & Thursday  
Important Information:

If any parents would like to take photos on game day they must first gain permission from the JNA match office. If permission is NOT granted, photos will not be allowed during that game.



## APPENDIX 13 – UMPIRE INFORMATION & CONTACTS

Please see below a list of umpires this year and their contact numbers.

If you have any problems on game day e.g. Umpire showing up late, the committee ask that you do not call the umpires directly unless you cannot get hold of the umpire coordinator or another committee member.

Umpires are told that they are to be at the game 15mins prior.

If you have not got an umpire at your court at this time please call Vicki on 0401 663 991.  
If you can not get through please call Anna Hopkins on 0422 324 002

If you cannot get anyone at these numbers please call another committee member before calling the umpire rostered to your court.

Name	Number	Parents Number
Ainley, Luca	0414 485 829	0428 917 572
Bennett, Kayla	0427 224 058	
Buckingham, Jessica	0406 287 228	0409 227 009
Bushell, Zoe		0419 928 522
Bushell, Mia		0419 928 522
Hewitt, Vicki	0401 663 991	
Holl, Isabella	0439 091 799	
Hopkins, Maddy	0452 662 374	0422 324 002
Horgan, Amber	0499 044 086	
Yates, Jaimee	0423 056 170	





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## APPENDIX 14 – COACH & MANAGER CONTACT LIST





## APPENDIX 15 – COMMITTEE CONTACT LIST

2020 Quinns Districts Netball Club Committee Members Contact List

Name	Position	Email	Mobile Phone
Devan Perry (EC)	President	qdncpresident@gmail.com	0412 599 963
Anna Hopkins (EC)	Vice President	qdnvicepresident@gmail.com	0422 324 002
Helen Ainley (EC)	Registrar	qdncregistrar@gmail.com	0405 101 572
Jennifer Furse (EC)	Secretary	qdnsecretary@gmail.com	0403 972 237
Adele Denham (EC)	Treasurer	qdnctreasurer@gmail.com	0418 900 148
Vicki Hewitt	Umpire Coordinator	qdncupirecoordinator@gmail.com	0401 663 991
Trevor Bastow	Development Coordinator	qdndevelopment@gmail.com	0417 608 501
Pete Ainley	Development Coordinator	qdndevelopment@gmail.com	0428 917 572
Janine Buckingham	Uniform & Equipment Coordinator	jay8337@netspace.net.au	0409 227 009
Del Stovin	Fundraising Coordinator	stovinsdownunder@hotmail.com	0419 093 014
Teresa Van Winden	Grants & Sponsorship Officer	purplewigstar@hotmail.com	0477 038 324
Donna Yates	General Committee - Registrar Assistant	Donnayates7@bigpond.com	0423 056 170