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| NETBALLNI final (3) |
| **COMPETITION RULES AND GUIDELINES** |
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| **Participation Committee** |
| **2020** |

**REGULATIONS GOVERNING ALL NETBALL NORTHERN IRELAND (NNI) CLUB COMPETITIONS**

All final decisions made by the Participation Committee are binding, subject to appeal to the NNI Board.

# GOVERNING BODY

* 1. The Articles of Association of Netball Northern Ireland (NNI) will govern the game of netball from grass roots to elite athlete participation in the Province.

* 1. The Rules of International Netball Federation (INF) and NNI Rules are the official regulations for conducting all League and Shield/Plate matches.
  2. The Participation Committee (PC) will be authorised by the NNI Board to take responsibility for the administration of netball in competitions and fixtures, and to ensure the appropriate implementation of these rules.
  3. The Schools Sub-Committee will have responsibility for affiliated School competitions. School competitions should be regulated via the Schools Book of Administration (SBA)
  4. Officials and all members should ensure they are aware of rules, penalties and NNI Code of Conduct.
  5. Clubs and Schools are required to disseminate the information contained herein via the Netball Office.

# NETBALL NORTHERN IRELAND PARTICIPATION COMMITTEE

# (NNI PC)

* 1. The PC shall consist of volunteers from within NNI membership.
  2. The PC shall administer and organise:

1. all NNI affiliated club competitions.
2. all NNI affiliated Schools Competitions (devolved to the Schools Sub-Committee – Schools Book of Administration)
3. the annual production of Fixture Lists and results of Senior and Junior competitions.
4. all Junior League fixtures will be compiled by the two Junior League Managers from the Participation Committee permutations.
5. All Shield fixtures for Senior and Junior competitions will be drawn at a PC meeting in accordance with team placements.
   1. The PC may at any time scrutinise team lists, re-registrations or other relevant material and apply competition regulations as appropriate.
   2. The PC shall co-ordinate rules for all domestic competitions and reserves the right to amend or incorporate a new rule during that time to benefit the game and members of NNI, subject to ratification by the Board of NNI.  If this does happen, then all clubs will be notified in writing of the reason and decision taken by the PC, through the Participation Committee Secretary/Chair. Every effort will be made to ensure any update takes place after the end of each season and before the start of the next.
   3. If any club or team has a concern or query regarding a particular rule within the current edition of the NNI Competition Rules & Guidance (abbreviated as CRAG), their Club Secretary **must** put it in writing to the PC Secretary/Chair.

# AFFILIATION TO NNI

**Sportlomo Process**

(i) All Senior and Junior Club players, qualified umpires and officials must, **individually**, affiliate to NNI via the Sportlomo Website to enter into Leagues, Shield/Plate and Tournament competitions. **(P.19)**

(ii) All Social and Casual Senior and Junior Club players must, **individually,** affiliate to NNI via the Sportlomo Website to participate in Social Rallies and Development Tournaments. **(P.19)**

(iii) Each Club **must** pay their affiliation fee via their club portal on the Sportlomo Website. (Information re club portal from the NNI Office/Website.) **(P.19)**

**Senior League Match Result Sheets**

(i) Each Club **must** log into the Sportlomo Website and complete the team match result sheet with the players' names (typed in full) **the night before the fixture**. **(P.20)**

(ii) Each team **must** produce their correctly filled in match result sheet at the end of each match. **(P.16)**

(iii) The 2 captains, 2 umpires, scorer and timekeeper **must** sign the Official Scorer's Match Result Sheet **immediately** at the end of the match before leaving the venue. **(P.16)**

**Junior League Match Result Sheets**

(i) Each Club **must** log into the Sportlomo Website and complete the team match result sheet with the players’ names (typed in full) **the night before the fixture**. **(P.20)**

(ii) Each team **must** produce their correctly filled in match result sheet at the end of each match. **(P.16)**

(iii) The 2 captains, 2 umpires, scorer and timekeeper **must** sign the Official Scorer’s Match Result Sheet **immediately** at the end of the match before leaving the venue. **(P.16)**

**Match Protocol**

(i) All umpires must ensure that timekeepers and scorers sit together in a separate area from the players’ benches to avoid issues with score or time.

(ii) The match result sheet official score **must** **be** adhered to at all matches.

(iii) Umpires officiating matches should only be those named on the current Official Register of NNI Umpires Contact List.

**Points of Contact**

* Tom Causer - Membership queries - Sportlomo Website
* Lisa Rickett - Online team registration, match result sheet queries and

League Tables on NNI website.

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* 1. All clubs **must** have a minimum of **one** registered club member attend the NNI AGM.
     1. All competition (e.g. Opening Rally, League and Shield) entry fees must be paid by established clubs by June 30th deadline.
     2. If a new club wishes to affiliate and enter the competitions after 31st July then they need to contact the PC Secretary/Fixtures Secretary as soon as possible as closing dates apply.
     3. A club shall not affiliate using the name or part of the name of an existing club without **written** permission of the established club and the agreement of PC.

3.1.4 NNI affiliation runs from 30th September to 29th September the following year.

**3.2 Player Affiliation to NNI**

3.2.1 Individual players must affiliate and pay their annual NNI affiliation fee through their club portal on the Sportlomo Website.

3.2.2. No player or team will be permitted to play any competitive matches until this affiliation and payment of NNI fees has been acknowledged by this Website.

3.3 Club Registration to NNI PC­

3.3.1 Club personnel must register the club players into the various club teams using the Sportlomo Website **before** their first matches.

3.3.2 Any club entering the NNI leagues for the first time cannot adopt the same colours/kit pattern as an established club.

3.3.3 All club colours must be officially registered by sending an email to the PC Secretary, with an example of the kit design (photograph/drawing) which she/he **must** bring it to the PC for ratification.

3.3.4 A confirmation email from the PC Secretary **must** be received by the club before any kit order is placed.

3.3.5 A new club entering the leagues or a club team, which is, or has been previously withdrawn from the leagues, will be added into the lowest league division at the discretion of the PC.

3.3.6 A club may apply to the PC, in writing, to enter a new team in a higher league (other than the Premier League). The PC reserves the right to alter League allocations and will decide where such team(s) shall be placed.

**NB:** No club may have more than 2 teams in any league division. No club team shall be relegated to a lower league in order to allow a club team to be placed in a higher league in respect of an application under this clause. (See 4.1.2)

## 3.4 Player Registration Between Teams (See Penalties P6 – 8)

3.4.1 A player from a lower club team may play on a higher club team a maximum of 4 times, inclusive of Shield matches, without any consequence. Prior to playing for the fifth time, the player **must be** re-registered with the **next** higher club team via the Sportlomo website **and the League Manager**. The player will then be regarded as a member of that team and **must not** play for any other lower club team for the remainder of the season.

3.4.2 A player registered to play with a club’s junior team may play on a senior team a maximum of 4 times, inclusive of Shield matches, without consequence. Prior to playing for the fifth time the player must be re-registered (see 3.4.1 above) for the team on which they are proposing to play within the senior league. The player will then be regarded as a member of that team and must not play for any junior club team, or any other lower club team at senior level for the remainder of the season. No further fee will be required to register as a senior club player.

3.4.3 If a club team wishes to drop a registered team player to play in a lower team, the club secretary must contact the Participation Committee for permission to do so. Once permission is received the player will then be regarded as a member of the lower team and **must not** play for any higher team for the remainder of the season.

3.4.4 If an injury or illness to the player was the primary cause for the player to drop to the lower team, then the PC may consider the player’s reinstatement to the higher team on receipt of written evidence.

**3.5 Player Transfer Between Clubs (See Penalty 9)**

3.5.1 If a registered player wishes to leave one affiliated club and register with another affiliated club, during the same season, the new club **must** forward the relevant details by email to the appropriate League Managers and Fixtures Secretary for permission to do so. The PC Fixtures Secretary will then inform the relevant League Managers and the Secretary of the former club. The new club **must not** play that new player in a competitive match until a confirmation email has been received from the PC. If the new player has played in a Shield fixture for her former Club, she cannot participate in any future Shield fixtures for her new club.

3.5.2 Players can transfer freely between clubs from the date of the last competition in the previous season to 30th September in the next. From 1st October to 31st January the PC (via the Secretary/Chair) must be approached for the Committee's permission. **Player transfer requests will not be considered between 31 January and 31 May in any season**. Affected players can train with their new club but not play in competitive matches.

3.5.3 The above player registration rules apply to **all** NNI competitions.

# NNI SENIOR LEAGUES

The Player Registration rules 3.3 to 3.5.3 apply to the NNI Senior League matches

* 1. **Application to Leagues** 
     1. The NNI Leagues shall be limited to registered affiliated members of NNI.
     2. A new club team entering the leagues or a team, which is, or has been previously withdrawn from the leagues, will be added into the lowest League Division at the discretion of the PC. (See also 3.3.5)
  2. **League Structure** 
     1. The structure of the leagues will be decided by the Participation

Committee.

* + 1. The NNI leagues will be split into 3 or more divisions as required - Premier League, League 1, League 2, and so on, with the Premier League division being the highest.

* + 1. The U19 Senior Development League(s) regulations will replicate the NNI Senior League structure.
  1. **Match Result Sheet - League Scoring System**
     1. Team sheets must be filled in online on the Sportlomo website **the night before each fixture**. **(P.20)**
     2. The night after the fixture the Sportlomo team sheets can be altered if the players who actually took the court are different to those listed in 4.3.1.
     3. All essential details must be clearly printed on the hard copy of the official match result sheet i.e. teams’ names, players who take the court, venue, league, date, score and centre passes. This sheet **must be** signed by the 2 umpires, 2 captains, official scorer and timekeeper, and should then be photographed by **BOTH CAPTAINS**, then emailed by the Captain of the winning team (Home team Captain in the event of a draw) to [nnileagueresults@outlook.com](mailto:nnileagueresults@outlook.com) within **one week** of the week ending when the match was due to be played**. (P2&P16)**
     4. The Subject Title of the email to [nnileagueresults@outlook.com](mailto:nnileagueresults@outlook.com) **must** contain name of League, names of teams **and date of email,** eg, Senior 5, Crumlin (score) v Spires 2 (score) and a clear photo of the match sheet must be attached and **copied to the relevant League Manager**.
     5. If claiming a forfeit, a match result sheet must be sent into the appropriate email address and **copied to the League Manager**, with the names of the two teams, League and the reason for the forfeit **within 7 days** of the week ending date, or the points will not be awarded. (**P17**)
     6. The winning team captain should keep the original paper copy until the end of the season. It is essential that the losing team captain should take a photograph of the match sheet also in case of disputes to ensure the losing team gets any points due.
     7. The scoring system (see Penalty Sheet-Page 26)for all NNI Leagues and Shield Matches is as follows:

Pts

Win 3

Draw 1

Forfeit (Offending team} -3

Forfeit (Non-offending team) +3

*(see Penalties List which covers Forfeits)*

* 1. **League Matches – Courts**
     1. Standard court size regulations are outlined in **INF Rules Edition 2020,**

**Rule 3 Technical Specification for international games.**

* + 1. The PC wishes to encourage the development and playing of

competitive netball throughout Northern Ireland. The Committee would

encourage all teams to adapt their play to courts of different sizes where

necessary.

* + 1. In the event of a court not being regulation size, the Home team club Secretary **must inform the Away team** when arranging the fixture. If the Away team accepts the fixture then the umpires cannot stop the match

unless there is a safety issue. The League Manager **must** be informed when

the two teams have agreed to play on a non-regulated size court.

* 1. **League Matches**

4.5. If any Club player wishes to video any netball footage pertaining to a player’s GCSE/’A’ Level schoolwork or performance analysis, both Clubs and match officials must be in agreement and this consent must be detailed in writing on the match result sheet. It is also required to confirm that the venue permits this practice. If these conditions are not met, videoing will not be permitted.

4.5.2 All matches in the Senior Leagues and U19 League(s) shall consist of 4 quarters of 15 mins each, with an interval of 3 mins between the first and second and third and fourth quarters, and with 5 mins interval at half time. Teams shall change goal ends each quarter. **(INF 2020 RULES, Appendix D (iii) Time.**

4.5.3 Where time is short (**INF Rule 4.1)** then the relevant rules should be consulted in the **current edition** of INF Rule Book.

4.5.4 When a draw occurs, and if a winner is needed, then extra time is required (**INF Rule 4.2).** At this point the relevant rules should be consulted in the **current edition** of the INF Rule Book.

4.5.5 Any changes to time eg interval lengths etc, **must** **be** made with mutual agreement of the Captains and relayed to the umpires.

4.5.6 To distinguish both teams in a situation that an umpire deems both team kits to be too similar, the Away team must provide contrasting coloured bibs with position letters on front and back. These must be approved by the umpires. The PC advises it would be best practice for all travelling teams to bring an alternative set of contrasting bibs.

* 1. **Fixtures (See Penalties P1–P5)**

* + 1. Home and Away fixtures will be allocated and applied to each League by

the Participation Committee.

* + 1. Home teams should try to arrange matches and book venues as soon as the Fixtures List comes out at the start of each season for all competitions. They must contact the Away team a **minimum of 14 days** in advance of each fixture to arrange the date, venue and match time. The Away team **must send** a receipt of confirmation **via email**, of agreed details of the fixture.
    2. All Home teams **must ensure** that their pre-booked court is still available to them, **at least 3 days before**, for their confirmed pre-arranged fixture to avoid any double bookings or other issues.
    3. If a Home team fails to contact the Away team a **minimum of 14 days** before the date of the fixture, then the Home team has forfeited the match. **(P1)**
    4. All Home teams **are required to offer one date only**. All Away teams **must make** the Home teams aware of any difficulty they might have with fielding a team on a Sunday (for religious reasons) as soon as the fixtures are issued by the PC. In this case another day **must** be offered.
    5. Matches in the leagues may be played on any day of the week, in the week ending, as stated on the Fixtures List.
    6. When setting the time for matches, all clubs should take into consideration the distance and time needed by the Away team to reach the venue, in the interests of good sportsmanship.

4.6.8 All matches scheduled for weeknights should start no later than 8:30pm.

4.6.9 All matches scheduled for Saturday or Sunday should finish by 5:00pm.

4.6.10 For cancellation of any NNI League match the League Manager **must** be

notified.

4.6.11 If a team fails to turn up for a previously accepted confirmed match, having made no contact since the confirmation, or cancels a match within the 7 days’ notification, then the offending team must pay **all** Court fees if the venue demands it, on production of a relevant invoice/receipt. Forfeit rules will apply**. (P12)**

4.6.12 Any team cancelling an Away league match may forfeit home advantage

in the return fixture at the discretion of the PC. **(P11)**

4.6.13 It is the duty of each club to fulfil all of their scheduled competition fixtures.

4.6.14 If a team forfeits **more than** **one quarter** of its scheduled matches in any competition it will be dropped one or more League Divisions and may risk being excluded from entering a particular competition/rally, at the discretion of the Participation Committee, in the following season, whichever is appropriate. **(P15)**

4.6.15 If a club, having more than one league team, withdraws a higher team from a competition then the lower league team must be renamed accordingly, e.g. the 1st team withdraws, the 2nd team is renamed the 1st team and replaces the latter in the 1st team’s original league, at the discretion of the PC|.

4.6.16 If a club team wishes to withdraw from an NNI League mid-season, they **must** officially inform their League Manager and the PC Fixtures Secretary **before** withdrawing.

**NB: If the club team needs any assistance to continue participating in the league, then please contact the NNI Office**.

4.6.17 If a team withdraws from an NNI league during the season, the PC reserves the right to adjust the points within the League Table to ensure fairness for the other teams affected by the withdrawal. For example, all affected matches will be **forfeited** and any points derived from these matches will be removed from their totals to ensure that fairness is maintained for accurate comparison of records at the end of the season**. (P4)**

4.6.18 Competitive matches **must** have 2 registered qualified umpires, one umpire provided by the 'Home' team and one umpire provided by the 'Away' team. (**P5)**

4.6.19 All NNI Competition matches involving Premier League teams **must** be umpired by 'B' award umpires or higher. Talent Identified (TID) 'C' umpires may be appointed at the discretion of the NNI Club & Workforce Group. A list of the Talent Identified ‘C’ umpires **must be** forwarded to the PC Secretary/Chair.

4.6.20 All teams should provide a minimum of seven players plus an extra person to act as the timer or scorer. This can be the coach, a spectator, reserve etc. If a reserve is needed to play, then the person being substituted can take over her role. If there are extenuating circumstances one team **may** provide both timer and scorer but this should not be abused. All decisions should be taken with the agreement of both team captains and to get the match played within the time constraints. Umpires can advise, but not enforce any decision, apart from those regarding safe conduct of matches.

**4.7 Rescheduling of Matches**

4.7.1. A match may only be rescheduled in exceptional circumstances. Exceptional circumstances shall be given a restrictive interpretation. The NNI PC would advise that the following are examples of exceptional circumstances (but are not confined to the following):

\* Death or sudden illness of team member, club member or close family of club or team member

\* Force majeure

\* Civil disturbance

\* Exceptional weather conditions

The following are examples of what will **not** be considered as exceptional circumstances (but are not confined to the following):

\* Employment commitments

\* Pre-arranged holidays

\* Wedding preparations

\* Involvement in any other team sport (for the avoidance of doubt this shall include involvement of team members in other netball leagues such as Super League)

\* Lack of transport for team members to attend

\* Moving house

The team must consult the appropriate League Manager as soon as the difficulty is known, and as far in advance of the original match fixture date as possible.

For the avoidance of doubt, matches may be rescheduled if a team has two or more players involved in **official international matches**/**competitions** such as Netball Europe.

4.7.2 In the event that a match is rescheduled, it must be played **within 14 days** of the date of the set fixture. If the reason for rescheduling relates to international commitments, the match must be played within 7 days of those commitments ceasing**.**

4.7.3 The Home team reschedules the fixture and may have to use their training night in order to play within the **14-day extension timeframe.**

**4.8 Promotion and Relegation**

The PC reserves the right to alter and adjust the number of teams to be promoted and relegated to individual leagues depending on team numbers entering the leagues for the following season.

In General

* + 1. At the end of the season one or more teams with the most points in any League Division will be promoted to the immediate higher division.
    2. At the end of the season one or more teams with the least points in any League Division will be relegated to the immediate lower division.
    3. In the event of a tie, which directly affects the promotion or relegation of a team within a League Division, the following rules may be implemented:

**(i)** The PC will take the goal difference of each team into consideration.

**(ii)** Goal difference will be calculated by goals scored minus goals conceded

then divided by the total of actual games played.

(iii) If a team's points and goal difference are equal, then goals scored will be

used as a second tiebreaker, with the team scoring the most goals winning.

# 5.0 NNI SHIELD AND PLATE COMPETITIONS

5.1 NNI Shield and Plate competition entry rules and regulations follow the NNI

protocols and procedures.

5.2 The player registration rules 3.3 to 3.6.3 apply to the NNI Shield & Plate matches**. (P7–P9)**

**5.3 Shield and Plate Match Participation**

5.3.1 The first round of this competition is a Pool structure with a round robin format. All teams are expected to fulfil their fixtures in order to produce a ranking of teams in each group. The top two in each pool group qualify PLUS, if required, the next two highest ranked teams by points/goal difference, to fill the spaces available.

5.3.2 Any team(s) who forfeits a match at any of the stages (Pool, Knockout, Quarters,

Semis-Finals and Finals) **will** **be** eliminated from the whole competition. **(P14).**

5.3.3 All registered teams which forfeit any Shield or Plate match **will** **be** excluded from Shield and Plate competitions the following season. **(P3)**

5.3.4 U19 teams will be assigned to the Ann Curran Shield and Liz Rodgers Plate competitions 2019-20 (pilot).

**5.4 Shield and Plate Fixtures**

5.4.1 There are no ‘Home’ or ‘Away’ fixtures in this competition.

5.4.2 Immediately the teams receive the fixtures, it is the responsibility of the first-named team (on the left) in both parts of the competition to:

1. Contact the opposing Team Secretary to inform them of dates they can play and ask for their preferred dates.
2. These dates **must** be inclusive of training nights for both teams, if their alternatives cannot be agreed upon.
3. The first named team can provisionally book a venue and relay this to their opposition.
4. When the date, venue and time of a Shield fixture has been mutually agreed and arranged between the 2 teams, the Shield and Plate Manager **must be immediately** advised of these details, to ensure that the 7-day rule for forwarding match result sheets is adhered to.
5. If neither team can come to an amicable agreement then the Shield and Plate Manager needs to be informed **immediately** and this will be relayed to the PC to make the decision on when the match will be played. This will be **relayed by the Shield and Plate Manager to both teams**.
6. It is imperative that all Shield and Plate matches are played by the fixture dates unless permission to reschedule has been granted by the Shield and Plate Manager.
7. All results sheets must be returned **within 7 days** from the date of the match.
8. When returning the match result sheet of a Shield fixture via email it is imperative that the names of the Shield, Pool Group, names of the 2 teams and score are entered into the subject heading of the email.

**PENALTY:** If these instructions are not complied with, the match result sheet will not be accepted by the Shield and Plate Manager.

5.4.3 The cost of all court hire in both stages **must** **be** split equally between the two teams involved in every match.

5.4.4 At the Pool stages of the competition all matches should be played, if possible, at a neutral venue, agreeable to both teams. **Umpires do not have to be neutral**.

5.4.5 At the Quarter and Semi-Final stages of the competition, matches should be played, if possible, at a neutral venue, agreeable to both teams, with **neutral** umpires.

5.4.6 The Shield and Plate Finals will be organised by the NNI PC, usually April/May each season. (See 5.7.1)

**5.5 Shield and Plate Match Results**

5.5.1 Completed Match Results Sheets should be filled in correctly with names of each team, centre passes and scores. They then must be signed by both umpires, two captains, official scorer, and timekeeper, photographed and emailed to [nnishieldresults@outlook.com](mailto:nnishieldresults@outlook.com) immediately, **and copied to the relevant League Managers**. **Both team captains should take a photo for reference**.

5.5.2 All Shield and Plate matches played within NNI competitions will follow ‘League Match’ regulations, on scoring, courts and match duration, as stated under **Section 4.5 to 4.6**.

5.5.3 If a Shield or Plate quarter or semi-final match results in a draw the procedure for extra time (as outlined in **INF** **Rule** **INF 2020 RULES, rule 4: match duration. 4.2 Extra time)** will be followed.

5.5.4 It is advisable to book an extra 30 minutes for quarter and semi-final matches to allow for the Extra time regulations.

5.5.5 If the venue cannot facilitate this then the replay, in its entirety, **must** take place **within 14 days of the original fixture**. The match result sheet **must be sent immediately** after the match to the Shield & Plate Manager.

**5.6 Rescheduling of Shield and Plate Matches**

5.6.1 A match may only be rescheduled after consultation with the NNI PC Shield & Plate Manager, who **must** be consulted as soon as any difficulty arises.

5.6.2 Matches may only be rescheduled under the following circumstances –

a. If a team has two or more players involved in **official international**

**matches/ competitions** such as Netball Europe. (see also 4.7.2)

b. Extenuating circumstances. (see also 4.7.1)

5.6.3 The rescheduled fixture should be played **within 14 days** of the date of the original fixture.

5.6.4 Cancellation of Shield or Plate matches at the ‘Pool’ stage **(P14)**

**5.7 Shield and Plate Fixtures – Umpires**

5.7.1 It is the responsibility of **each** competing team in each Shield and Plate round (excluding the Final) to supply a qualified NNI registered umpire and pay the required fee. (See also 4.6.16)

5.7.2 Umpires for Shield and Plate Quarter-Finals, Semi-Finals and Finals must be neutral, and not associated with a Club.

**5.8 Shield and Plate Finals**

5.8.1 The NNI PC will arrange Shield and Plate Finals on the date stated in the Fixtures List.

5.8.2 The NNI PC will decide the venue of Shield and Plate Finals.

5.8.3 All umpires for Shield and Plate Finals will be appointed by the NNI Workforce Officer/OWG and their fees paid by NNI.

5.8.4 The NNI Club & Workforce Officer/OWG will organise the umpires’ rota, in accordance with agreed appointment criteria, neutrality and association, on Finals Day.

5.8.5 The NNI PC will organise the Table Officials, from within the Participation Committee, or volunteers, for Finals Day.

5.8.6 At all Shield and Plate Finals, NNI Official match result sheets will be completed by match Table Officials and then collected by the Table Manager.

5.8.7 In Shield & Plate Quarter/Semi and Final matches, where a winner is needed, then **INF Rule 4.2** will be followed. The protocols for the conduct of the matches and the procedure for extra time is outlined in **Appendix A – Section One.**

# 6. RALLIES AND TOURNAMENT COMPETITIONS

6.1 The format, duration of play and number of matches will be determined by the NNI PC after entry to each competition has closed.

6.2 Each team **must** provide an umpire for each match in every competition within Rallies and Tournaments.

6.3 Teams entering any NNI competition **must** be prepared to participate in all rounds of a competition.

6.4 If a team withdraws from a competition (except for extenuating circumstances, as outlined at rule 4.7.1), they will be liable for their share of any expenses incurred.

6.5 Non-appearance of a registered team **(P3)**

**6.6** **NNI Opening Rally (Social)**

6.6.1 The Opening club event of the netball season is usually a round robin format

6.6.2 The Rally may be divided into two sections covering the NNI Leagues

Date: Usually 1 or 2 weeks prior to the start of season, determined by PC

Venue: Determined by PC on an annual basis.

Cost: Entry fees are set by NNI in May each year.

Time: Times may vary depending on the entries received by NNI PC.

Matches: The number of entries received by the PC determines match

length

**6.7** **Rules and Regulations**

6.7.1 Club Secretaries/Administrators must complete the section on the NNI Affiliation & Competition Fees Form on the Opening Rally if they wish to enter a team.

6.7.2 This completed form must be returned with all other documentation and obligatory competition fees to the NNI Office before June 30th in any year.

6.7.3 Each team **must** name a coach/person in charge, an umpire and an adult to do score/time for each of their matches.

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6.7.4 Each team is allowed to play up to twelve players in each match. The twelve players can be from any team **within the club** and/or **non-affiliated** members, as this is a social competition.

6.7.5 Non-participation without prior notification **(P3)**

# 7. NNI JUNIOR COMPETITION RULES

**7.1 Registration for Competitions**

7.1.2 Any queries/clarifications should be addressed to the NNI PC Junior Managers.

7.1.3 All junior clubs should be represented at the annual NNI AGM.

7.1.4 A team entering the Junior Competitions must apply to the NNI PC Junior League Managers to register and pay the relevant team fee, preferably by June 30th (at the latest October 20th) for Leagues and Shields.

**7.2 Players on Junior Teams**

7.2.1 All junior players taking part in NNI competitions must register on the Sportlomo website and pay the required NNI fee before taking part in competitive matches.

7.2.2 All junior players must be the correct age for the relevant competitions. (See 7.2.3 & 7.2.4)

7.2.3 Under 14 is Year 9 and below. Under 16 is Year 11 and below.

7.2.4 U19 (Year 14 and below) league teams are under the NNI PC Senior umbrella of the Leagues and Shield competitions.

7.2.5 A Junior player may play for a higher ranked team 4 times, inclusive of Shield fixtures. On the fifth occasion they have to be re-registered for the higher team. They then must play for that team for the remainder of that season.

7.2.6 Only Junior players who are at least 15 years old can play up on Senior teams. They can play up 4 times, inclusive of Shield fixtures, or be registered permanently for a senior team. Once registered on a Senior team these players are no longer eligible to play in any junior competition/tournament.

7.2.7 It is recommended the final sixteen group, once selected on to the U17 National Squad**,** play for an U19 team or older, in the relevant competitions. However any decision on this is for individual athlete consideration and must be made by Coaches, parents and players collaboratively.

7.2.8 All U21 National Squad players **must be** playing for Senior teams from Premier to Senior Five, to develop their skill and stamina and provide the relevant level of challenge.

**7.3 Junior League Affiliation to NNI**

7.3.1 All players **must** affiliate and pay their annual NNI affiliation fee through their club portal on the Sportlomo website.

7.3.2 No player or team will be permitted to play any competitive matches until this registration and payment of NNI fee has been acknowledged by the Sportlomo website.

7.3.3 Club personnel **must** also assign the club players into the various club teams, using the Sportlomo website before their first matches.

7.3.4 All Club personnel **must** forward RF1s of all their teams entering the leagues to the appropriate League Managers.

**7.4 Registration for Junior Leagues**

7.4.1 A team will not be permitted to play any matches until the required fees have been paid to the NNI Office. Junior League club personnel must forward RF1s of all their teams entering the Junior leagues to the appropriate Junior League Manager by 20 October.

7.4.2 There may be A, B, C Sections within each League if the number of entries

necessitates it.

7.4.3 Each team plays every other team in the group **once** only.

7.4.4 The Home coach contacts the Away coach to arrange a date and time to suit both

Teams.

7.4.5 Matches will be played either HOME or AWAY as per the fixtures list. The HOME team pays the venue costs.

7.4.6 The game should be played by the week-ending date within the month specified.

7.4.7 All fixtures scheduled for the first half of the season **must** be fulfilled by 20th December and all fixtures scheduled for the second half of the season must be fulfilled by the end of March. (see 7.3.14)

7.4.8 Any team wishing to cancel a match **must** give at least 7 days’ notice to the opposing team’s Coach, otherwise the cancelling team must pay for the cost of the venue, on production of an invoice.

7.4.9 The game will consist of four (10) minute quarters, with 3 minutes interval at one-quarter time, and three-quarter time, with 5 minutes interval at half-time.

7.4.10 Each team **must** provide a registered qualified umpire and pay the current fee.

7.4.11 All games are to be played in accordance with the current INF Rules and any relevant instructions from NNI PC.

7.4.12 U14 match result sheets **must** be returned to the Junior League Manager via U14matchsheets@hotmail.com by the winning team, within 7 days of the week ending date. **(P2)**

7.4.13 U16 match result sheets **must** be returned to the Junior League Manager via U16matchsheets@hotmail.com by the winning team, within 7 days of the week ending date. **(P2)**

7.4.14 Any matches not played by the due dates in **7.4.7** are forfeited.

7.4.15 Winning teams who do not return clearly legible match sheets, completed with essential details i.e. teams’ names, centre passes, players who take the court, league, date, official score, by the due dates **(see also 7.4.12 & 7.4.13)** will forfeit the points. **(P2&P18)**

7.4.16 If claiming a forfeit, a match sheet must be sent into the appropriate email address, with the names of the teams, league and the reason for the forfeit within 7 days of the week ending date, or the points will not be awarded. **(P17)**

**7.5 Junior Shield and Plate Competition**

7.5.1 The Junior Shield and Plate Competition will replicate the Senior Competition.

7.5.2 The first round of this competition will be a Pool structure with a round robin format.

7.5.3 All teams are expected to fulfil their fixtures in order to produce a ranking of teams in each group. The top two in each Pool group qualify **PLUS**, if required, the next two highest ranked teams, by points/goal difference.

7.5.4 In the event of a draw, the winner will be determined by following the procedures outlined in Appendix A – Section One (Page 20).

7.5.5 Any team who forfeits a match at any of the stages (Pool, Knockout, Quarters, Semi-Finals and Finals) will be eliminated from the competition. They will also be excluded from entering the Junior Shield and Plate competition the following season.

7.5.6 The Junior Shield Finals Day may be held at the end of March.

**7.6 NNI Junior Tournament Information**

7.6.1 Two Sections

a) U16 Affiliated Teams

b) U14 Affiliated Teams

c) U14U/16 Development Teams (non-league players)

7.6.2 Number of entries of teams will determine the number of sections to play. Each section is usually run on a round robin basis.

7.6.3 Winners and/or runners-up of sections may compete in semi-finals/ finals.

7.6.4 These tournaments may be run on separate days.

**7.7 Rules and Regulations (U14/U16 Tournaments)**

7.7.1 Each junior club contact will be sent a Junior Tournament Application form to register for the competitions. **Closing dates will apply**.

7.7.2 Each form must be returned to the NNI Office with the appropriate fees by the set date and a copy of the form emailed to the NNI PC Junior League Manager.

7.7.3 Each team **must** provide an umpire for the whole day and pay the appropriate fee. Each team must nominate a coach, person in charge and an adult to do score/time for each of their matches. (See 6.7.3)

7.7.4 On the day of the tournament, players can only play for the team/club with whom they have registered unless the NNI PC deems otherwise.

7.7.5 No junior aged player registered as a team member for a senior League Team can participate in this tournament. The NNI PC Junior League Manager’s decision is binding in the event of any dispute, subject to the right of appeal.

7.7.6 In the event that a junior aged player, who has played for a Senior team and is named on the Team Sheet to play, the Junior League Manager **must** inform the club that the player cannot participate at any stage of the Tournament.

7.7.7 U17 National Squad players (final 16 selected) are ineligible to participate in the U14/U16 Tournament.

7.7.8 All winners and runners-up in the group will receive a medal. The winners will also receive the relevant trophy, which they must return, duly engraved, to the Junior League Manager, by September 30th of the following season.

# ETIQUETTE

* 1. When arranging matches it is important to give the opposing team a minimum of **two** contact numbers for your club from the **NNI Club Contact List** in case one person cannot be reached on a particular day.
  2. All teams should try to arrange all Home matches as soon as the NNI competition fixtures are made available, ensuring that the Away team Secretary has **receipted** the arrangement with the Home team. It is also advisable that umpires are booked in advance.
  3. If a team requests to cancel or postpone a match, they should give at least 24 hours’ notice, prior to the pre-arranged start time of the match, to the opposing team's club secretary. The League Manager **must** be consulted as soon as the difficulty arises. If venue costs are incurred then the team cancelling must pay for them, on production of an invoice. (**P12**)
  4. Players must turn up for all arranged matches, unless informed by their captain or Club Secretary that the match has been cancelled by mutual agreement with the opposing team and their respective League Manager.
  5. Teams should arrive in good time for a match (minimum 15 minutes before agreed start time). If any team arrives on court more than 10 minutes after the official match start-time then they will forfeit the points for that match to the non-offending team. The PC stipulates that all teams are afforded this 10-minute leeway.
  6. Teams **must** take the court with a minimum of 5 players i.e. no team may take the court with fewer than 5 players **(INF 2020 Rules; Rule 8 Starting play; 8.1 (ii) A team must take the court if there are at least 5 players present, one of whom must play as Centre) ?? What happens if one of these 5 players is injured?**
  7. There **must** be 2 qualified umpires for every competitive fixture. If an umpire is late and no other is available then the match has to be rescheduled. ? Who pays?
  8. Players, team officials, bench officials and supporters are requested to show respect and courtesy to everyone involved in netball by refraining from making derogatory comments before, during or after the match. See NNI Code of Conduct.
  9. Clarification regarding the rules of the game may only be made to the umpire via the Team Captain and the relevant player during an interval or within 10 minutes after the game.
  10. A registered qualified umpire has the authority to caution a player/bench official if their behaviour is offensive, disrespectful or intimidating. They can send players off the court and order bench officials to leave the hall. (**INF 2020 Rules, Rule 13 Game Management covers all actions that may be taken by umpires and 13.3 Discipline of team officials and bench players)**

8.11 Any complaint, request or point of information should be emailed by the club secretary to the PC Secretary/Chair, League Manager or Fixtures Secretary, (depending on the nature of the query). It will then be brought to the NNI PC for their attention. If any matter is not settled at the NNI Committee level, then it will be submitted to the NNI Board who shall make a binding ruling on the matter, subject to any right of appeal.

**PLEASE NOTE**

If your club has a problem or query, **do not** approach a member of the PC committee at a match when they are there as a player, coach, bench official or umpire. Please follow the procedure of contacting them, or the PC Secretary/Chair, by email or telephone.

# 

# COMMUNICATION OF RESULTS

* 1. The team captain of the winning team involved in each LEAGUE match must email a copy of the match result sheet to [nnileagueresults@outlook.com](mailto:nnileagueresults@outlook.com) **AND the relevant League Manager** immediately the match finishes or, alternatively, within 7 days of the week ending date. If an extension has been granted by the PC, then the Match Result Sheet must be sent to the appropriate League Manager **immediately** after the match.
  2. The team captain of the winning team involved in each SHIELD match must email a copy of the match result sheet to [nnishieldresults@outlook.com](mailto:nnishieldresults@outlook.com) immediately the match finishes or, alternatively, within 7 days of the week ending date, **and copy** to the appropriate League Manager. If an extension has been granted by the PC then the Match Result Sheet must be sent to the appropriate League Manager and the Shield & Plate Manager, **immediately** after the match.

9.3 Both captains need to take a photo of the fully completed match result sheet for their records in case of disputes.

9.4 Use of social media – see NNI Guidelines on the Website.

# EQUALITY STATEMENT

If there are any issues within this document which are perceived by any party as conflicting with her/his rights, that party should bring these to the attention of the Secretary/Chair of the Participation Committee in the first instance; who may then refer the matter to the Board of Netball Northern Ireland.

**APPENDICES**

Appendix A

**SECTION ONE- SHIELD & PLATE KNOCKOUT STAGES/FINALS**

1. Extra Time (after a draw at full time)
2. There is an interval of 4 minutes at the end of full time
3. Extra time consists of 2 halves of equal length, not exceeding 7 minutes each, with a half time interval of 1 minute.
4. Teams change ends at half time.
5. The first centre pass in each half is taken by the team entitled to the next centre pass.
6. In the event of a tie remaining at the end of extra time, a visual sign is placed at the official bench to indicate that play will continue until one team leads by 2 goals.

# All coaches, officials and players have a responsibility to familiarise themselves with CRAG and specific competition regulations.

1. Communication at events will take place between all appropriate match personnel simultaneously, ie Captain, Officials and Competition Manager and only take place at the Official’s Bench.
2. On match day Team and Officials’ benches should adhere to INF guidelines where possible. Only recognised Team Officials and players should be on the Team Bench. This is compulsory on Finals Day
3. The Participation Committee should man the Officials Table for all Shield and Plate Finals. Umpire Alert system to be used on Finals Day, dependent upon teams participating in each match - organised by the Officiating Working Group (OWG).
4. Under no circumstances are coaches, players, spectators etc permitted to approach an umpire once the full-time whistle has been blown, either on the field of play or beyond, to query/challenge decisions made during the match. Clarification of rules may be sought as per **INF Rule 5 Match Personnel (v) Role of Captain**

* The captain has the right to approach the umpire during an interval for clarification of any rule. Any player/s for whom the clarification is relevant may accompany the captain.
* No other discussion will be entered into

# SECTION TWO - RESPONSIBILITIES FOR CLUBS

1. It is a legal requirement that each club with members under the age of 18, registered with NNI, must have a qualified Child Protection Officer.
2. All clubs must adhere to and follow all regulations as set out herein and any additional rules and regulations set at the discretion of the NNI Board or PC during any season.
3. All clubs must send at least one representative (club secretary or such) to attend the NNI AGM
4. All competition (e.g. Opening Rally, League and Shield) entry fees, must be paid by established clubs by June 30th deadline.
5. If a new club wishes to affiliate and enter the competitions after 31st July then they need to contact the PC Secretary/Chair as soon as possible as closing dates apply:

* It is the responsibility of each club to hire a suitable court as set out in INF Rules **(INF 2020 RULES, Rule 3 Technical Specification).**

* The Club **must ensure** that this court is still available **7 days before** the scheduled fixture**. (P13)**
* All equipment must conform to the regulations as set out in INF Rules **(INF 2020 RULES, Rule 3 Technical Specification).**

f) Each club **must** ensure that their club secretary has submitted a current

Home/Mobile telephone number and an email address plus details of an **additional**

**contact** to the NNI Office and NNI PC Secretary/Chair.

g) Club teams must ensure positional bibs are worn which identify each player's

position on the court.

h) Where team colours clash, AWAY teams must wear contrasting coloured bibs

* It is the duty of a team to arrive on court suitably dressed (dress/skirt/t-shirt/bib) in their registered club colours**. (INF 2020 RULES, Rule 5 Match Personnel 5.1.1)**. During a match, players must wear:

(a) registered playing uniform and suitable sports footwear

(b) playing positions initials

* Players may not wear anything that could endanger themselves or other players, specifically:

(a) no adornment may be worn other than a wedding ring which must be covered with tape

(b) a medical alert bracelet may be worn provided it is covered with tape (c) fingernails must be short & smooth

(d) hair must be suitably tied back).

* Umpires can refuse players permission to take the court if these conditions are not met. They have a duty of care to all players and their decisions must be supported by coaches.

i) Clubs must contact the Away team **at least 14 days** prior to each fixture to arrange

the match time and date but should try to arrange matches as soon as the Fixtures

List comes out for each competition.

* It is the duty of each club to fulfil **all** of their scheduled competition fixtures
* For cancellation of any NNI match, 24 hrs notice prior to start time of match **should** be given (if possible) and League Managers/Fixtures Secretary informed. The offending team must pay **all** court fees on production of an invoice.
* Rescheduled fixture(s) **must** be played **within 14 days** of the original fixture (the League Manager/PC Fixtures Secretary must be consulted and permission granted).
* If an Away team fails to turn up for an arranged match, having made no prior contact, then the offending team must pay all court fees on production of an invoice. **(P12)**
* If an Away team cancels a match with less than 7 days’ notice, then the offending team must pay all court fees on production of an invoice. **(P12)**

j) Clubs must pay the current fee per match to any registered qualified umpire who

officiates at any NNI competition match.

k) All clubs must ensure that team captains liaise constantly with the relevant

League Manager so that no misunderstandings arise which lose a team points.

Any changes involving players or matches should be notified immediately to

them.

l) Each club shall be held responsible for the behaviour of registered players, coaches

and supporters of that club and should ensure that they behave with respect and

courtesy to everyone else present, before, during and after a match.

m) Clubs must ensure that all Senior League Cups, Shields and Plates (suitably

engraved) are returned to the NNI Office by 31 January of the following season or

the start of the season for the Opening Rally and certain Junior tournaments.

**CLUB SECRETARIES**

**Must:**

1. ensure that someone attend the NNI AGM if no other club member is available.
2. ensure the payment of club affiliation and competition entry fees are made, via the Club Treasurer, through Sportlomo on or before 30th June (at latest by 31st July but penalties may apply).
3. submit accurate club contact details (to include mobile numbers as well as email), by the due date.
4. inform the League Manager, PC Secretary and NNI Office immediately of any changes of their address, email or telephone number, throughout the NNI season.
5. contact the Away team at least 14 days prior to each fixture to arrange the match time and date but should try to arrange each match as soon as the Fixtures List comes out for each competition. **(P1)**
6. ensure that all club members are fully informed of courses, trials etc. organised by NNI and circulating information received from NNI and associated NNI Committees.
7. ensure that all Senior League Cups, Shields and Plates (suitably engraved) are returned to the NNI Office **by 31 January** of the following season. ?
8. inform their League Manager **promptly via email** or by telephone if a problem arises with a fixture not being fulfilled by the set date or changes in a player’s registration.
9. forward any complaints, within 7 days of the match taking place regarding

(i) umpires, in writing, to the NNI Club & Workforce Officer.

(ii) bench officials, supporters or players, in writing, to their League Manager.

(iii) fixtures and matches, in writing, to their League Manager.

**TEAM CAPTAINS**

**Should ensure:**

1. a registered qualified umpire should be booked when the match is confirmed and be informed of the actual match start timeso that they can arrive in good time. A **reminder** text should be sent to the umpire **at least 3 days** before the match.
2. a minimum of 7 players and a Timer/Scorekeeper arrive at the match venue at least 15 minutes before the scheduled start time. Having a Primary Carer also is good practice.
3. that all players are correctly registered and the League Manager has received any forms regarding new or re-registered players for the relevant club team
4. their team players have removed all jewellery, cut their fingernails, are suitably and correctly dressed in club colours with bibs/patches and that an alternative colour is available if required by the umpires, in order that play is not delayed.
5. their team knows and understands the INF Official Rules and Regulations, including that, if necessary, any clarification of rules must be made to the umpire, through the captain, at an interval.
6. two netballs, suitably inflated, are available for each match
7. they toss a coin with the opposition captain for first centre pass**/**goal end, well in advance of the set match time so that the game can start promptly. Umpires and scorers also need to be informed accordingly. **(INF 2020 RULES, Rule 5 Match Personnel, 5.1.1 (v) (a) role of the Captain** – before the match starts the 2 captains toss for choice of goal end or centre pass and notify the scorers and umpires of the result)
8. they thank all match officials at the end of the match, their booked umpire receives her standard match fee and that both umpires sign the match sheet.

**Match Result Sheets (All competitions excluding Tournaments & Finals Day)**

1. These match sheets must be completed with all essential details (date/name of league/venue/teams/all players who take the court/scorer/timekeeper/umpires' signatures etc) and in a clear and legible manner. Failure to do so will ensure the sheet is rejected by the League Manager and the team/s concerned will lose the points. (**P16)**
2. Every team member must ensure that their correct surname is printed on the **RF1 Senior Team Lists** and the same surname must be used on Match Result Sheets etc. until the end of the season, even if the player gets married during the season.
3. Captains **must** list on the official NNI Match Result sheet the full names (First Name and Surname) of all team members who take the court and must note beside the name if she is playing up for the 1st- 4th time.
4. This original sheet should then be photographed by the team captain of the winning team [Home team captain in the event of a draw] and emailed to [nnileagueresults@outlook.com](mailto:nnileagueresults@outlook.com) within **7 days** of the week ending of the match being played**. (P2)**
5. Both team captains **must** take a photograph of the fully completed match sheet, in case of disputes.
6. If claiming a forfeit, a match sheet must be sent in with the names of the teams, league and the reason for the forfeit within 7 days of the week ending date or the points will not be awarded. (**P17**)

Appendix B

**NNI DOMESTIC COMPETITIONS - PENALTIES LIST**

**As soon as a difficulty arises, contact the relevant League Manager immediately for advice.**

**KEEP THEM FULLY INFORMED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Arranging Fixtures** | | **Offending Team** | **Non-offending Team** |
| **P1** | **Ref 4.6.4**  If the Home team secretary fails to contact the away teama minimum of 14 days before the fixture date | That Home team shall receive no points. | Will be awarded the 3 points for the match. |
| **P2** | **Ref 4.3 /5.6.3 /7.3.13**  Failure of captain of winning team (or Home team in the event of a draw) to return a match sheet within 7 days of the week ending date | The winning team will receive 0 points for that match. | Will receive any points due to them for the match, ie, 1 or 3 |
| **P3** | **Ref 5.4.4/6.5/6.7.5**  Non-participation of a team in any Shield or Plate match, | Will result in the exclusion of that team from the relevant competition(s) the following season. | Will progress to the next round. |
| **P4** | **Ref 4.6.16**  A registered team withdrawing from a league | May be dropped one or more divisions in the leagues the following season. | Any points accrued from the withdrawing team will be deducted from all teams |
| **P5** | **Ref 4.6.17**  Failure of a team to provide the necessary registered qualified umpire | May result in the points for that match being forfeited, at the discretion of the PC. | May be awarded the 3 points for the match. |
| **Playing an incorrectly registered/unregistered player** | | **Offending Team** | **Non-offending Team** |
| **P6** | **Ref 3.5**  League Match | The match is declared null and void. If they have won the match, then 3 points will be deducted from the offending team’s total score | Will be awarded the 3 points for the match |
| **P7** | **Ref 5.2**  Shield/Plate – Pool Stage | Will leave the competition | Will progress to the next stage. |
| **P8** | **Ref 5.2**  Shield/Plate - Knockout | Will leave the competition. | Will progress to the next stage. |
| **P9** | **Ref 3.6.1 – 3.6.3**  Playing a newly transferred player from another NNI club before permission has been given | The above apply plus: the NNI PC will determine if there is a further penalty for using this transferred player without permission. | Will be awarded the points – 1 or 3. |
|  | **Forfeiting/Cancelling** | **Offending Team** | **Non-offending Team** |
| **P10** | Any team needing to cancel a match must consult their respective League Manager. | They should give at least 24 hours’ notice to the opposing team's club secretary. | At PC’s discretion, the non-offending will not pay for the court on production of an invoice/receipt |
| **P11** | **Ref 4.6.10**  Any team cancelling an Away league match | May forfeit home advantage in the return fixture. on the NNI Website |  |
| **P12** | **Ref 4.6.9.2 /8.4**  If an Away team cancels a match within the 7 days’ notification or a team fails to turn up for a previously confirmed match, having made no prior contact. | If the Away team is responsible for the late cancellation it must pay for the court hire, on production of an invoice, if the venue demands payment from the Home team. | Will not be liable for court costs. |
| **P13** | **Ref 4.6.3**  If an Away team arrives to find a court unavailable | The Home team’s court is double booked, etc. | Will be awarded the points |
| **P14** | **Ref 4.6.9.2 /8.4**  Teams which forfeit matches | The team will receive no points | Will be awarded the 3 points for the match provided the match sheet is sent. |
| **P15** | **Ref 5.4.2/5.4.3/5.7.4**  Any team forfeiting one match in the Pool stage of Shield & Plate competition -or- any team forfeiting a match at any Knockout stage of the Shield & Plate competition | will be eliminated from the whole competition. The offending team will be excluded from entering the Shield & Plate competition the following season. | Will progress to the next stage. |
| **P16** | **Ref 4.6.13**  Any team forfeiting more than one quarter of its league matches in any season | will be dropped one or more league divisions and risks being barred from a competition the next season. |  |
| **P17** | **Ref 4.3.1/7.3.16**  Illegible or incomplete match sheets | will be refused by the League Managers and points may not be awarded to the offending team/s | Will not be awarded the points |
| **P18** | **Ref 4.3.2/7.3.17**  If claiming a forfeit a match sheet must be sent in with names of teams, league and reason for the forfeit within 7 days of week ending date | The points will not be awarded. | Will not be awarded the points |
| **P19** | Sportlomo Process – 3.0 Affiliation to NNI -  (i)-(iii). If this process is not adhered to - | The offending team may forfeit the points | May be awarded the 1-3 points |

Appendix C

**MATCH RESULT SHEET**

DATE…........................................VENUE….................................................................................

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| LEAGUE | | | | | | | | | | | | | | | | | | | SHIELD | | | | | | | | | | | | | | | | | | | | |
| TEAM: | | | | | | | | | | | | | | | | | | | TEAM: | | | | | | | | | | | | | | | | | | | | |
| If a player is playing up a team then the Captain must write in the coloured box whether it is the 1st/2nd / 3rd or 4th time. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Team | | | | | | | | | | | | | | | | | |  | | Team | | | | | | | | | | | | | | | | | | | |
| 1 | | 2 | 3 | 4 | 5 | | 6 | | 7 | | 8 | | 9 | | | 10 | |  | | 1 | | 2 | | 3 | | 4 | | 5 | | 6 | | 7 | | 8 | | 9 | | | 10 | |
| 11 | | 12 | 13 | 14 | 15 | | 16 | | 17 | | 18 | | 19 | | | 20 | |  | | 11 | | 12 | | 13 | | 14 | | 15 | | 16 | | 17 | | 18 | | 19 | | | 20 | |
| 21 | | 22 | 23 | 24 | 25 | | 26 | | 27 | | 28 | | 29 | | | 30 | |  | | 21 | | 22 | | 23 | | 24 | | 25 | | 26 | | 27 | | 28 | | 29 | | | 30 | |
| 31 | | 32 | 33 | 34 | 35 | | 36 | | 37 | | 38 | | 39 | | | 40 | |  | | 31 | | 32 | | 33 | | 34 | | 35 | | 36 | | 37 | | 38 | | 39 | | | 40 | |
| 41 | | 42 | 43 | 44 | 45 | | 46 | | 47 | | 48 | | 49 | | | 50 | |  | | 41 | | 42 | | 43 | | 44 | | 45 | | 46 | | 47 | | 48 | | 49 | | | 50 | |
| 51 | | 52 | 53 | 54 | 55 | | 56 | | 57 | | 58 | | 59 | | | 60 | |  | | 51 | | 52 | | 53 | | 54 | | 55 | | 56 | | 57 | | 58 | | 59 | | | 60 | |
| 61 | | 62 | 63 | 64 | 65 | | 66 | | 67 | | 68 | | 69 | | | 70 | |  | | 61 | | 62 | | 63 | | 64 | | 65 | | 66 | | 67 | | 68 | | 69 | | | 70 | |
| 71 | | 72 | 73 | 74 | 75 | | 76 | | 77 | | 78 | | 79 | | | 80 | |  | | 71 | | 72 | | 73 | | 74 | | 75 | | 76 | | 77 | | 78 | | 79 | | | 80 | |
| 81 | | 82 | 83 | 84 | 85 | | 86 | | 87 | | 88 | | 89 | | | 80 | |  | | 81 | | 82 | | 83 | | 84 | | 85 | | 86 | | 87 | | 88 | | 89 | | | 90 | |
| 91 | | 92 | 93 | 94 | 95 | | 96 | | 97 | | 98 | | 99 | | | 100 | |  | | 91 | | 92 | | 93 | | 94 | | 95 | | 96 | | 97 | | 98 | | 99 | | | 100 | |

Match Information

|  |  |  |  |
| --- | --- | --- | --- |
| Officials’ Names | Print Name | Signature | Grade |
| Home Umpire |  |  |  |
| Away Umpire |  |  |  |
| Scorer/s |  |  | |
| Timekeeper/s |  |  | |
| Captains |  |  | |
| Video permission 4 signatures | Team 1  Team 2 | Umpire 1  Umpire 2 | |

Appendix D

**Domestic Match Protocols for Umpires and Teams**

**Guidance based on INF Match protocols and ‘Rules of Netball’ 2020 (which should be used for further clarification of rules if required)**

1. The purpose of these guidelines is to:

* 1. Streamline match conditions across all league disciplines in Northern Ireland
  2. Increase the professionalism of the domestic game

2. Improve understanding of match protocols and rules to reduce misunderstanding and breach of rules at fixtures.

**Match organisation**

Expectations of the umpire

* Umpires should only commit to a fixture if they are **confident** they can fulfil it.
* Once committing to a fixture, Umpires **must** attend, or work with the match organiser to **find** a suitable replacement if they are unable to fulfil a fixture.

Expectations of the match organisers

* Secure the court booking (where applicable) and commitment from the other team before approaching umpires to fulfil a fixture.
* Ensure that the pre-booked umpire is reminded of the fixture **within 3 days** of the match.
* Provide two balls that meet all the specifications stated in the rules. The same ball will be used throughout the match unless the umpires ask for it to be replaced.
* Appoint a primary care person for the match

**Match preparation**

Expectations of the Match Organisers, Coach and Captain

* Ensure that all players arrive at the match location on time for the fixture
* Ensure that the playing enclosure meets the required specifications
* Prepare the playing enclosure for the fixture
* Ensure that all players have hair tied back appropriately and that all Jewellery is removed (if a wedding ring must be worn it should be taped)
* Ensure that all players have their nails cut and shortened to avoid injury to other players.
* Ensure that captains carry out a toss for first centre pass, time and score and, goal end and ensure that this is communicated to the umpires.
* Carry two sets of bibs in case of similar uniforms at the fixtures
* Ensure players are wearing registered playing uniform and suitable sports footwear

Expectations of the Umpire

**Umpires:**

1. Will arrive 15 minutes before the start time of the match and be professionally

dressed in clothing that is distinct from the teams’ playing uniforms and suitable sports footwear. (NNI PC would suggest white is worn).

2. Inspect the court and goal posts to ensure they conform to rules and provide a safe environment for play.

3. Ensure that players and bench officials **only** are sitting on the team bench.

4. Agree which goal end each umpire will control.

5. Whether extra time will be played if scores are tied at full time.

6. To umpire according to the Rules of the International Netball Federation.

7. To forward by email, the name(s) of player(s) who have been disciplined and a

report to the NNI Workforce Officer within 7 days of the match taking place. The NNI PC Secretary/Chair should also be copied into all correspondence regarding discipline of players.? EM note: This process is currently being discussed by the OWG/CWDO and will be detailed in time for final distribution.

8. Umpire **at least** 6 matches per season in order to keep up their level of performance and for their name to remain on the Umpiring Register, maintained by the NNI Club and Workforce Officer

9. What happens if umpires arrive late – this is not covered anywhere?

Appendix E

**Participation Committee Junior League Regulations**

Registration

1. A Club can enter a team into one of the following age groups

a. U14 – For school years 9 and Under

b. U16 – For school years 10 and 11

2. There is a Senior Development U19 League for school years 12, 13 and 14

3. Each club must pay an affiliation fee to NNI. The cost of this fee will be communicated to Clubs via NNI.

4. Each Club must pay a registration fee per team to enter a league. The cost of this fee will be communicated to Clubs via NNI.

5. Each junior league player must be registered to the correct age group (see 1. above) using the Sportlomo portal and the appropriate fee paid by individual players, prior to the player taking the court.

**League and Game Organisation**

1. League fixtures for junior leagues will be communicated no later than 31 October.

2. The Home team must organise the game and contact the Away team giving a **minimum of 14 days’** notice.

3. All games must be played by the week-ending date given within the Fixtures.

4. Where there are exceptional circumstances leading to a game not being played, an extension can be sought through the appropriate Junior League Manager. This extension will be for a **maximum of 14 days**.

5. Where a team has forfeited, the team claiming the points should submit a match result sheet, clearly stating why the match was forfeited and requesting the points.

6. The game will consist of four 10-minute quarters, with 3-minute interval at one quarter time and three-quarter time and a 5-minute interval at half-time.

7. Each team must provide a registered qualified umpire and pay her/his fee.

8. Each team should provide a suitably trained person to time or score the game.

9. All games are to be played in accordance with INF rules.

10. U14 players may play up in the U16 league a maximum of 4 times, inclusive of Shield matches, before re-registration to the U16 team.

11. Match result sheets should be returned by the winning team captain or Coach to the appropriate Junior League Manager within 7 days of the week-ending date of the game being played, using either

a. [u14matchsheets@hotmail.com](mailto:u14matchsheets@hotmail.com)

b. [u16matchsheets@hotmail.com](mailto:u16matchsheets@hotmail.com)

12. Any queries during or immediately following a game regarding the rules of the game should be addressed to the umpires by the Captain of the team only, accompanied by the Coach.

13. Any league queries following a game should be directed to the appropriate Junior League Manager.

14. Scoring for the junior league will be in line with Senior competition.

15. All junior clubs should be represented by at least one member at the NNI AGM.

**NNI PC Junior Shield/Plate Competition Regulations**

1. Any U14 or U16 affiliated team may enter the Junior Shield competition

2. Each team should pay the appropriate registration fee to NNI. This fee will be communicated by NNI/PC.

3. Shield fixtures will be communicated to all Junior clubs no later than 31 October.

4. All Shield fixtures must be played by the week-ending date stated.

5. Teams **will be highlighted** who need to arrange matches and venues.

6. Court fees should be split evenly between the two teams.

7. Each team is to provide a registered qualified umpire

8. Each team is to provide a suitably trained person to support with time-keeping or score.

9. The game will consist of four, 10-minute quarters, with 3-minute interval at one-quarter time and three-quarter time and a 5-minute interval at half-time.

10. Match result sheets should be returned by the winning team captain or Coach to the appropriate Junior League Manager, no later than 7 days after the week-ending date – using either:

a. [u14matchsheets@hotmail.com](mailto:u14matchsheets@hotmail.com)

b. [u16matchsheets@hotmail.com](mailto:u16matchsheets@hotmail.com)

**NNI Junior Tournament PC Regulations**

1. The Junior Tournaments are participative tournaments for U14 and U16 affiliated players.

2. There will be a minimum of 2 tournaments for U14 and U16 age groups per season (dependent on entry numbers)

3. Each age section will have

a. Development Tournament – this will be for players who have

Social/Casual affiliation and have not participated in League matches

b. League affiliated Player Tournament – for players who have or will have participated in the Leagues

4. Each team should consist of a maximum of 12 players

5. Each team must pay the appropriate registration fee to NNI. This fee will be communicated by the PC.

6. Each team must provide a registered qualified umpire for the whole day, who will only be required to umpire games not relating to her/his own team.

7. Each team will provide a suitably trained person to support with official time or score.

8. On the day of the Tournament players **can only play** for the team with which they are registered.

9. **No** U14 registered players can participate in the **U16** Tournaments.

10. At the start of the Tournament, prior to play starting, a verbal brief by a Junior League Manager, should be given to all umpires and participants on the rules of the Tournament within the CRAG. These rules should also be issued in writing to each club represented.

11. Order of Play and subsequent scores will be visible during the Tournament at the Main Table area.

12. Teams are expected to remain at the Tournament until the medal ceremony is completed.

13. The winners and runners-up in the group will each receive a medal, with the winners also receiving a trophy.

14. The winners of the trophy should return it to the Junior League Manager, duly engraved, by 31 January prior to the next season’s Tournament.

Appendix F – Terms of Reference for PC Members

**Honorary Secretary**

* Set a list of PC meeting dates at the beginning of the season, if at all possible

Acknowledge any correspondence to PC and give a date when the PC will respond

* Pass any correspondence to relevant personnel
* Get a decision from Committee made by email, if urgent
* Compile an agenda, in association with Chair, for each meeting – ask Committee members if they want anything discussed
* Email agenda to the Chair at the earliest, one week in advance, then compile the minutes for circulation

|  |  |  |
| --- | --- | --- |
| **April/May**  **June** | **Open Forum**  **League Managers**  **Full Year Clubs Calendar**  **Fixtures Sec./Hon. Sec.** | * Organise a venue for Open Forum and disseminate to all Clubs * Submit reports to PC for consolidation into the PC Secretary’s Report for the NNI AGM and send to NNI Office when requested. * Evaluation of events/year by PC and request extra PC members from the alphabetical list to take the place of any who resign in May.   Use previous year’s calendar and change dates where necessary  When provisionally drawn up check with   * Participation Committee (PC) * NNI Office * Venue eg Lisburn Racquets |
| **July/Aug**  **Aug** | **League**  **Managers/**  **Fixtures Secretary**  **Hon. Secretary** | * look at Final league positions of previous year and, in consultation with PC promote/relegate as necessary (using CRAG baseline) * All clubs should pay by end of June/July. Netball Office provides names for year. * Any outstanding payments for existing clubs - deadline 30th June |
| **July/**  **Aug** | **PC personnel** | * Update PC members’ contact details at beginning of new season * Discuss/Allocate jobs for each person |
| **July**  **Aug** | **CRAG/PC jobs**  **Terms of Reference** | * Email copies for reading over the summer. * August meeting members may make any further proposals for change * Updated CRAG needs to be sent to NNI Board for ratification |
| **Aug-**  **Sept** | **CLUB CONTACTS** | * Secretary emails all clubs and ask them to check their details on the sheet. They need to send PC Sec. any amendments asap.   WEBTEXT number must be correct – **stress this**  **Email the updated CLUB CONTACTS LIST to all clubs**  **Update the Contacts List in the PC Secretary email INBOX ??** |
| **Aug-**  **Sept** | **SENIOR FIXTURES** | * Leagues issued end of August at latest * Shield & Plate issued end of September at latest |
| **Sept** | **Opening Rally**  **Max 2 courts**  **Max 14 teams** | * need 4 volunteers from Committee to organise it * main floor manager and one for each court to keep games moving * each team must provide a scorer or timer and umpire * Organise with venue for bleachers to be utilised |
| **Sept** | **UMPIRE LIST**  **Junior Leagues** | * Email last year’s umpire list to all Clubs and remind the NNI Office that Clubs need the latest copy asap (issue when ready) * Preparation for issue of Junior Leagues. |
| **Oct** | **U16/U14 Tournament – 1 team per Club**  **Max 2 courts**  **Max 14 teams** | * need 4 volunteers from Committee to organise it * main floor manager and one for each court to keep games moving * tournament entry form sent out 1 month prior to date * Organise with venue for bleachers to be utilised |
| **Oct** | **Junior League**  **Managers** | * Fixtures issued 4 weeks in advance of start date (early Nov) |
| **Mar** | **U14/U16 Dev Tournament – 1 team per Club**  **Max 2 courts**  **Max 14 teams** | * Need 4 volunteers from the Committee to organise it as before * Main floor manager and one for each court to keep games moving * Tournament entry form sent out 1 month prior to date * Organise with venue for bleachers to be utilised |
| **Mar/Apr** | **LEAGUE**  **RESULTS** | * Senior & Junior final league placings should be emailed to Clubs * Any CRAG updates made this month if recommended |
| **April** | **SHIELD & PLATE**  **FINALS** | * Once finalists are known, email programme to OWG (2 weeks in advance at latest) * Relays of PC members, **and/or volunteers** to cover the 9 hours and the Official Table. * Ask NNI OWG, 2-3 weeks prior, for umpires to officiate on Shield Finals Day. |

**The Role of Secretary at Meetings**

* To ensure that committee meetings are properly administered
* To ensure other meetings and events are properly administered.
* Keep membership records up to date (unless there is a membership secretary as well)
* Monitor committee member action points.
* Plan and prepare the committee meetings with other personnel as appropriate
* Planning meeting dates, booking rooms, sending out notifications, minutes and other papers.
* Drawing up agendas together with the Chair.
* Minute committee meetings or ensure that another minute taker is available. In the case of closed meetings (with no others present) the Secretary will take the minutes.
* Accurately record decisions and actions in the Minutes and report to the next committee meeting on the progress of actions and the results of decisions.
* Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the committee meetings and drafting replies as appropriate.
* Make arrangements for any necessary reporting to be done. For example, the Annual Report to members.

Qualities

* To be organised and methodical
* Able to take accurate minutes
* Able to keep accurate records, ie, attendance of members at meetings
* Has the relevant skills to organise a productive meeting.

**The Role of the Chair at Meetings**

Chairing is a key role on any voluntary Committee. The Chairperson must ensure that the Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

A Committee Chair has a worthwhile, yet demanding role. To be effective and make the maximum contribution to the Committee, a Chair needs a good understanding of the Committee’s role and responsibilities, effective planning, and should encourage members to participate fully in its work. In some instances, Committee Chairs may also become ex-officio members of other committees because of their responsibilities.

The key roles of the Chair are outlined below:

* To provide leadership and direction to the Committee in order to facilitate the work of Netball in pursuing its vision, mission and strategic direction within the Committee’s terms of reference.
* To see the Committee’s business is conducted successfully in an orderly fashion and to ensure that members obtain a fair hearing, and that decisions can be taken.
* Ensure that order is maintained, and if decorum is lost, the Chair takes measures to restore order.
* When a number of participants want to speak on a point of discussion, the Chair has the power to decide the priority of the speakers and allots some fixed time for each and does not allow an individual to speak unless she/he has any new point to place.
* To ensure that the work of the Committee is consistent with its agreed remit and terms of reference and that issues of interest to other committees or to the wider organisation are appropriately referred.
* To ensure the Committee does not take decisions outside its authorised powers.
* To ensure decisions taken by the Committee are clear and unambiguous and that responsibility for taking forward action points is properly allocated.
* To consult with other Committee members and provide advice and support.
* To ensure that decisions represent the collective views of the Committee or (in exceptional circumstances when consensus cannot be reached) a majority view.
* To determine, in consultation with the Committee secretary, on the content of meeting agendas, the order in which items are taken and the amount of time to be devoted to each.
* To monitor the implementation of agreements and action points from previous meetings.
* To understand ad hoc work as the Chair of the Committee (eg, through the provision of advice and attendance at other relevant meetings and events)
* To support, on completion of the term of office, the incoming Chair, through the provision of advice and de-briefing
* To direct any person to be excluded from a meeting for any item of business, for example, on grounds of confidentiality or a conflict of interest.
* To take decisions by Chair’s action in any matter which, in her/his opinion, is urgent, routine or not of sufficient importance to justify the calling of a meeting.
* To adjourn a meeting if there is need of quorum at the very beginning, the meeting is automatically adjourned (in case of an extra-ordinary meeting, it ends) and it is the duty of the Chair to see that the meeting is not held.
* The Chair is normally a member of the organisation and so has the right to cast her/his deliberative votes. In addition, the Chair has the right of ‘casting vote’. If she/he has that right, then she/he has the power to exercise casting vote when occasion arises.
* The Secretary, after preparing the draft of the Minutes shows it to the Chair of that meeting for which minutes have been drafted. It is within the powers of the Chair to go over the draft and to make corrections, if any. She/he may ‘expunge’ or remove some objectionable words from the Minutes.
* To report Chair’s action to the next meeting of the Committee.

In terms of Chair’s action, it is strongly recommended that the Committee should agree the circumstances in which they will grant delegated authority to the Chair to act on its behalf between meetings. Action taken under delegated authority will normally consist of business that would not have merited discussion at a Committee meeting such as the approval of minor/routine matters. Occasionally, matters may arise which are judged too urgent and important to await the next meeting of the Committee and the Chair then has the option of calling a special meeting, consulting the members of the Committee by correspondence, or dealing with the matter by Chair’s action. The Chair should be careful not to take decisions by Chair’s action where it is inappropriate to do so, and not to exceed the scope of the delegated authority granted by the role.

**Role of the Honorary Fixtures Secretary/Shield & Plate Manager**

1. League Fixtures Competition

1.1 Compiling and drawing up Fixtures for the season for the Participation Committee, after registration of all teams in respective Leagues.

1.2 Ensuring that no more than two teams from the same Club are playing in the same League.

1.3 Forward all Fixtures to the NNI Office and the current members of the Participation Committee for distribution/information

1.4 Liaise with all League Managers in case of a problem with any fixture that may need to be rescheduled.

1.5 Liaise with the Junior League Managers on the compilation of the junior Leagues and Shields. Junior Leagues compiled in October for distribution by 20th October

1.6 Report to the PC on any problems relating to the Leagues.

1. Shield and Plate Competition

2.1 After collation of the Shield entries, compile and draw up, at the PC meeting, the Fixture list for the Group stage (round robin section) of the Shield & Plate competition. 4 shield and plate groups which have 3 sub-groups (A, B, C, etc with 4 teams in each if possible). Top 2 qualify from each of the A, B, C etc groups **plus** next two highest on points overall in each of the Shield and plate groups.

2.2 Notify all teams taking part that any forfeit will result in their team’s exclusion from next year’s competition.

2.3 Record the names of the teams of any forfeits for exclusion from the next season’s Shield and Plate competition and notify them at the earliest possible stage.

2.4 Collate results of 1st stage, ie, ensure all result sheets are in on time.

2.5 Inform teams, at all stages, of receipt of their match result sheet and follow up, via email, on non-receipt of sheets prior to the deadline.

2.6 Make the draw for the quarter finals (winners go into the Shield and the losers into the Plates).

2.7 Make the draw for semi-finals of Shield and Plates.

2.8 Ensure that all scores for all matches have been recorded correctly.

2.9 Produce the Shield and Plate programme for Finals day, liaising with OWG re umpires amending previous year’s programme if suitable.

**Role of League Managers**

Responsibilities

1. Attend 75% of PC meetings.
2. Email a written report to the PC Secretary/Chair 24 hours prior to a monthly meeting if unable to attend in person, or table a written report.
3. Keep a record of all communications received from teams and club secretaries which is easily accessible.
4. Attend as many PC events as possible, eg, workshops, tournaments and rallies.
5. Administer all teams in their respective Leagues
6. Ensure all players, are registered to play via Sportlomo.
7. Adhere to the PC Competition Rules and Guidelines (CRAG)
8. Collate and produce half-way League Table standings by 30 December.
9. Immediately, on receipt of Club queries, acknowledge them and indicate a response date if feasible.
10. Liaise with the Committee and Fixtures Secretary before responding to the Club, if the query is difficult to answer.
11. Endeavour to build up a co-operative and supportive relationship with their league members from each Club.
12. Make sure your team secretaries have your correct details eg, PC email and mobile number.
13. Find out who, from each team, is going to be contacting you with the results of matches.
14. Explain the procedures the teams must follow if there are problems etc.
15. Check the player registrations to ensure that each player is registered correctly, ie, playing up a team or new to the Club.
16. If a player is on the match sheet but not registered on the website, then the Manager contacts the Club **immediately**.
17. Calculate points for each team – 3 points for a win, 1 point each for a draw.
18. Collate all match result sheets within the **week ending** after each fixture has been played.
19. Email teams on

* Receipt of match result sheets and follow up, via email, on non-receipt of sheets, **prior to the deadline**.
* Deadline has passed (add points or deduct as necessary)

1. Collate your league results table within two weeks of the last matches being played and submit it to the Fixtures Secretary.
2. Compile a short report for May PC meeting – 5 bullet points on how your league has run throughout the season, eg, challenges/successful points/suggested improvements.
3. Recommend a team from your League for Team of the Year, based on performance results.
4. If unable to attend a meeting, must submit their report to the PC Secretary/Chair within 24 hours of the meeting, who will then table it at the meeting.
5. Please **do not** take on umpiring responsibilities on Committee meeting dates.

**Role of Junior League Managers**

U14 & U16 Junior League Managers are responsible for the administration of all teams in their respective leagues.

1. In September contact all junior coaches to make sure they have submitted the correct number of teams. They have until **30 September** to add or subtract from the number on the Registration form.
2. One month before any Junior tournament, check that all entries are correct and canvass junior clubs to see if any want to fill vacant spaces. 15 is the maximum feasible in 3 hrs/3 courts.
3. Four members from the Participation Committee, or other volunteers, are needed to help run each event.
4. Ensure that all Coaches in the Junior leagues have the appropriate Junior League Manager’s PC email contact, and/or mobile phone, in case of any difficulty, and vice-versa.
5. Ensure all players in Junior leagues are correctly registered by checking on the Sportlomo website.
6. Liaise with the Fixtures Secretary, via email, on any issue pertaining to the fixtures within their league.
7. Collate all match result sheets of fixtures after week-ending of fixtures being played.
8. Remind them that photos of all match sheets should be sent **immediately** on completion of the match to the relevant email address [U14matchsheets@hotmail.com](mailto:U14matchsheets@hotmail.com) or [U16matchsheets@hotmail.com](mailto:U16matchsheets@hotmail.com) as well as the NNI email address for the appropriate Junior League Manager and/or the Junior Shield & Plate Manager.
9. Email teams on

* Receipt of match result sheets or, if not, prior to the deadline
* If deadline has passed (add points or deduct as necessary)

1. Accumulate league results for the PC and record any difficulties that have arisen at the monthly meetings.
2. Produce completed end of year League Tables within two weeks of the last matches being played.
3. Produce Team of the Year recommendations for the PC to consider.