

COVENTRY AND WARWICKSHIRE NETBALL ASSOCIATIONS

CONSTITUTION

(Constitution issued in full to all Clubs: July 2013)

This constitution remains the property of the Coventry and Warwickshire Netball Associations and must be produced when requested by that Association.

NOTE

**THIS CONSTITUTION SHOULD BE
BROUGHT TO BOTH
THE COUNCIL MEETING
AND
ANNUAL GENERAL MEETING
BY YOUR CLUB REPRESENTATIVE.**

1. TITLE

The Association will be called "Coventry and Warwickshire Netball Associations" to incorporate the "Coventry Umpires Association".

2. OBJECT OF THE ASSOCIATION

The object of the Association is to promote a wider interest in amateur netball for women in the Coventry and Warwickshire District to maximise the enjoyment of the game. The Coventry and Warwickshire Associations comprises of the Coventry League.

3. OFFICIALS

- i) President**
Overseer of the Association.
- ii) Honorary Life Members**
Selected on recommendation by the Association for services rendered.

3A GOVERNING BODY

The Association shall be governed by an Executive to consist of:

- i) Chairman**
Overall responsibility for the administration of the Association.
- ii) Vice Chairman**
To assume Chairman's responsibilities in her absence
- iii) Honorary Secretary**
To administer the day-to-day proceedings of the Association.
- iv) Treasurer**
To maintain the accounts of the Association.
- v) Fixture Secretary**
To administer the League Fixtures of the Association.
- vi) Results Secretary**
To administer the League results on the web site.
- vii) Registrations Secretary**
To administer player registrations of the Association.
- viii) Committee Members**
To attend committee meetings and avail themselves for other duties as deemed necessary by the Chairman in the Association's administration. These duties include chairing or assisting on the subcommittees.
- ix) Umpires Representative**
Liaise between the Associations to ensure requirements from both parties are defined.

3B ELECTION OF OFFICIALS

- i) **President**
To be elected annually by the Association.
- ii) **Chairman**
Elected from the ranks of the Executive Committee to serve a three year term of office.
- iii) **Vice Chairman**
Elected from the ranks of the Executive Committee to serve a three year term of office.
- iv) **Honorary Secretary, Treasurer, Fixture Secretary, Registrations Secretary, Results Secretary, Executive Members**
To be elected annually.
- v) **Umpires Representative**
To be elected annually by their respective Committees.
- vi) All Executive members should be registered to the Association.
- vii) The committee will contain no more than two members from any one Club with the Executive Committee (rule 3a i-vii) exempt from this rule, and where possible the Umpires Representative to abide by the two member rule.

3C ELECTION PROCEDURE

- i) **President**
Written nominations to be in the hands of the Secretary fourteen days prior to the AGM.
- ii) **Honorary Life Members**
Written recommendations to be sent to the Secretary for review by the Executive.
- iii) **Chairman, Vice Chairman**
To be appointed from the Executive immediately following the AGM, which governs the end of their respective terms of office. The usual term of office is 2 years.
- iv) The Vice Chairman may be appointed to Chairman after the 2 year term of office has been served.
- v) The Chairman may stand for re-election.
- vi) **Honorary Secretary, Treasurer, Fixture Secretary, Results Secretary, Registrations Secretary**
To be nominated by the Committee.
- vii) **Committee Members**
New member nominations will be accepted at any time with written applications to be submitted to the Chair.

3D MEETINGS

- i) The Committee shall meet on the first Monday of each month (Bank Holiday's excluded) during the Association Fixture season, and on any other day as deemed necessary by the Chairman.
- ii) A quorum shall consist of the Chairman and five elected members.
- iii) All Clubs must attend Mandatory meetings called by the Committee. Failure to attend will render the Club liable to a fine of which they will be informed prior to the meeting.

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- iv) All Clubs must be represented at the Annual General Meeting, for the full duration of the meeting. Any Club not present for the full duration of the meeting will be fined, the amount of which they will be informed prior to the meeting.
- v) In the case of equality of votes at any meeting (Rule 4C excluded), the Chairman of the meeting shall have the casting vote.

3E VACATION OF OFFICE

- i) The Committee may pass a resolution through the Chairman calling for the resignation of any of its members for continuously failing to carry out her duties.
- ii) Should an elected officer resign during her term of office, the Chairman will appoint an officer-designate from within the Committee to fulfil that officer's responsibilities for the period of time outstanding.
- iii) If at any time the Governing Body falls short of the required numbers as specified in Rule 3A, then the Chairman may co-opt any member of the Association to join the Governing Body abiding by Rule 3B (vii).
- iv) Any member co-opted on to the Committee may offer herself for election at the next AGM.
- v) Any member of the Committee who changes Club whilst in office, and in so doing contravenes Rule 3B vii) must offer her resignation. Another serving Committee member from the same Club may stand down in her place.

4A ANNUAL GENERAL MEETING

- i) The Annual General Meeting of the Association shall be held after the end of the playing season for the following purposes:
 - a) To consider the Chairman's report, and other reports of the Committee.
 - b) To review the financial statement of accounts and balance sheet.
 - c) To elect officials.
 - d) To determine the constitution of the Association.
 - e) The Chairman shall ask for a roll call prior to commencement of the AGM.
 - f) Each affiliated Club in attendance at the AGM is entitled to vote.
 - g) Voting rights will be restricted to one vote per Club on each and every vote call. Clubs to nominate their own representative to vote. Committee members are not permitted to represent their Club during any AGM or Emergency meetings.
 - h) Voting calls will be on the count of a "show of hands" in the manner of Yes/No/Abstention. The count to be conducted by the Honorary Secretary with an appointed Executive Member auditing the count. The Chairman shall ask for a re-count on any voting call where the total count is at variance with the roll-call numbers.
 - i) The Chairman may instruct a ballot vote on any voting call. The Clubs to write their name and cast their vote on a piece of paper to be handed to the Honorary Secretary.
 - j) In the event of an equality of votes, the Chairman shall have the casting vote.
 - k) Voting by proxy is prohibited. Non-attendance by a Club will render that Club's voting rights nullified.

4B COUNCIL MEETINGS

- i) A council meeting shall be called not less than six weeks prior to the AGM for the prime purpose of discussing any proposed changes to the constitution.
- ii) The Honorary Secretary to circulate to all Clubs any such proposals fourteen days prior to the council meeting.
- iii) Following the council meeting, any proposed changes requested by Clubs to be in the hands of the Secretary no later than 14 days after the Council Meeting.
- iv) The Honorary Secretary to circulate to all Clubs a complete list of proposed changes to be voted on at the AGM. This list to be sent no later than fourteen days prior to the AGM.

4C EXTRAORDINARY GENERAL MEETING

- i) The Chairman may call an Extraordinary General Meeting if:
 - a) The Committee deem that the administration of the Association is adversely affected on any matter.
 - b) The Chairman has received in writing such a request by a minimum of 30% of Clubs affiliated to the Association.
- ii) Any meeting called under rule 4C(i) above must:
 - a) Be held within one calendar month following the request.
 - b) The Honorary Secretary to notify all Clubs fourteen days prior to the meeting in writing, stating the purpose and venue.
 - c) All Clubs notified must attend for the full duration of the meeting.
- iii) Voting procedure will be as follows:
 - a) The Chairman shall ask for a roll call prior to initiating any voting procedure.
 - b) Each affiliated Club in attendance at the Extraordinary General Meeting is entitled to vote.
 - c) Voting rights will be restricted to one vote per Club on each and every vote call. Clubs to nominate their own representative to vote. Committee members are not permitted to represent their Club during any AGM or Emergency meetings.
 - d) Voting calls will be on the count of a "show of hands". The count to be conducted by the Honorary Secretary with an appointed Committee Member auditing the count. The Chairman shall ask for a re-count on any voting call where the total count is at variance with the roll-call numbers.
 - e) The Chairman may instruct a ballot vote on any voting call. The Clubs to write their name and cast their vote on a piece of paper to be handed to the Honorary Secretary.
 - f) In the event of an equality of votes, the Committee through the Chairman shall have the casting vote.
 - g) Voting by proxy is prohibited. Non-attendance by a Club will render that Club's voting rights nullified.

5. ACCOUNTS AND AUDIT

- i) The Treasurer will keep a proper book of accounts with respect to all transactions of the Association, and its assets and liabilities.
- ii) All monies belonging to the Association will be placed in safe custody of Banks and/or Building Societies approved by the Committee.
- iii) All monies released from safe custody must be signed for by the Treasurer and Chairman or Treasurer and Vice Chairman.
- iv) No member of the Governing Body may hold monies belonging to the Association unless so approved by the Committee in the course of carrying out her duties.
- v) All cheques and/or postal orders must be made payable to the Association under the name "Coventry and Warwickshire Netball Associations". At no time must cheques and/or postal orders be made payable to a member of the Committee.
- vi) The Treasurer is responsible for the payment of all general expenses as approved by the Chairman.
- vii) The Vice Chairman/Registrations Secretary is responsible for collecting all Affiliation fees due to the Association.
- viii) Clubs must pay any monies due to the Association within one calendar month or by the date specified. If payment in full is not received when due, the fine will be doubled
- ix) All outstanding accounts must be settled in full prior to acceptance of the Club's application for the forthcoming season.
- x) The Treasurer to advise the Committee of the state of accounts when requested by the Chairman and at the end of the season the Fees for the forthcoming season will be set.
- xi) The accounts of the Association will be examined annually and the correctness of the books and balance sheet certified by the appointed Auditors.
- xii) The financial year shall end on the 30 April.

6. MEMBERSHIP OF COVENTRY LEAGUE

6 i) Equity Policy Statement

This League is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equality:

- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of the sport to ensure it becomes equally accessible to everyone in society.
- The League respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The League is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All League members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The League will deal with any incidence of discriminatory behaviour seriously, according to League disciplinary procedures.

6 ii) Membership of any Club to the Coventry League is considered providing:

- a) The Club's home ground is within a twelve mile radius of the Centre of Coventry (defined as Broadgate). (Any Club registered with the Association as at the 30th April 1983 is exempt from this rule whilst registration is continuous).
- b) The players are female.
- c) The players are of amateur status only.

6A CLUB TITLE

- i) No two Clubs may call themselves by the same name.
- ii) Clubs accepted into the League must retain their name for the full season.
- iii) Any club wishing to change their name for the following season must notify the Committee in writing.
- iv) Sponsorship of a Club is accepted by the Association providing Rule 6 ii) is strictly adhered to.
- v) The Committee may reject the name of a Club if they feel such a name is unbecoming to the Association.

6B CLUB AMALGAMATION/MERGER

i) Commercial Concern

- a) Any affiliated Club supported by a Commercial Concern which is involved in an amalgamation or merger to notify the Committee in writing as soon as possible.

- b) If the Committee establish that two or more affiliated Clubs are affected by the amalgamation/merger then the Chairman will write to the Social Secretaries concerned to ascertain the affect on these Clubs.
 - c) Should it be confirmed that one or more Clubs will lose their identity in favour of the other, or all Clubs lose their identity in favour of a new name, then the Committee will call a meeting of all the Clubs involved.
- ii) Sponsorship
- a) If two or more affiliated Clubs obtain sponsorship through the same sponsor, and in so doing are required by the sponsor to change their name, the Clubs must notify the Committee in writing immediately.
 - b) The Chairman will write to the Sponsor requesting that the Clubs retain some form of separate identification. Should the Sponsor reject this request then the Committee will call a meeting of all the Clubs involved.
- iii) Should the Clubs involved under either Rule 6B(i) or 6B(ii) decide to merge for the following season, the Committee will accept one application form from the newly established named Club
- iv) The positions of the various Club teams achieved in the League Divisions at the end of the season will be allocated to the Club named on the application form.
- v) The Committee will deem a merger has taken place between two or more Clubs, providing each Club gives a written guarantee that every member of their Club has been informed of the proposed merger, and that 50% or more of their registered players have signed an agreement stating they will play for the established named Club.
- vi) The written guarantee and signed agreement should accompany the application form. Once the Committee have established that everything is in order, the Club will be notified that their application has been accepted.

6C MAIN LEAGUE

The Association will run the Coventry League consisting of a number of Divisions.

- i) Clubs will be notified prior to the start of the season which Division(s) their team(s) will play in.
- ii) All clubs must ensure their team(s) fulfil their fixture commitments. Any team failing to fulfil three fixtures during any one season **will be** withdrawn from the League
- iii) If a team fails to fulfil a fixture, one point will be deducted. Their opponents will be awarded the game and maximum points. Additionally at the end of the season the opponent's goal difference will be as 6C (viii).
- iv) Only three junior members under 15 years of age may take the court at any one time in any one game.
- v) Failure to abide by rule 6C(iv) **may** result in any points gained being deducted and a fine.
- vi) Juniors under 13 years of age that participate in the CWNA Junior League will not be eligible to register within the CWNA Senior League.
- vii) Five points will be awarded to the winning team in every game won, three points awarded to each team in a drawn game, two points being awarded to the losing team if their score is within 5 goals of

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the winning team, and one point awarded to the losing team if they have scored more than 50% of their opponents goals.

- viii) The team scoring the highest number of points in the season shall be called the Champions of their Division. In the event of an equality of points between teams, the number of matches won will be considered and if still equal, highest goal difference (calculated on common games played) shall determine final team placing. This is also applicable for relegation positions.
- ix) At the end of the season, teams placed first and second (Premier Division excluded) shall be promoted to the next division. The two teams placed at the bottom of the division (lowest division excluded) shall be demoted to the next division.
- x) No team within a club can be promoted above their higher rated team, ie. Red D above Red C. The promoted D team will become Red C
- xi) In the event of a team withdrawing from the League, the Committee may promote more than two teams and/or demote less than two teams to maximise the number of teams per division.
- xii) All new teams accepted into the League will be placed in the bottom division.

6D APPLICATION TO LEAGUE

- i) Clubs must apply each year to join the League.
- ii) Application forms will be issued by the Honorary Secretary to all clubs and must be completed and returned by the date specified on the form.
- iii) Consideration will firstly be given to applications received from teams currently registered with the League.
- iv) If vacancies exist, consideration will be given to applications received from new Clubs and/or new teams strictly in order of date application received.
- v) If the number of applications received under Rule 6D (iv) above exceeds the number of vacancies, then the Committee may govern that new and existing Clubs who wish to enter two or more teams may only be allowed to enter one new team.
- vi) The Committee will keep a waiting list of all new applications which will be reviewed annually. Clubs on the waiting list will be invited to the AGM as a spectator ONLY.
- vii) The Committee has the right to refuse applications from Clubs to join the League.

6E AFFILIATIONS AND REGISTRATIONS

- i) Clubs must register all players and officials with the League and England Netball. [Abiding by rule 6Ei Team sheets \(electronic excel spreadsheet\)](#) specifying the team the player will register for must be received by the Registrations Secretary 14 days prior to the start of the season [In addition to the team sheet England Affiliation must be submitted as proof of registration](#). Any registration received after this date will be deemed void and Rule 6E(ix) must be adhered to. Teams must have at least seven players for each team throughout the season. Failure to abide by this rule will mean players are unable to play as they will not be insured.
- ii) Failure to abide by rule 6E (v) will result in a team being fined and points [will](#) be deducted.
- iii) No player may be registered for more than one Club/Team in the Main League.

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- iv) Clubs must submit to the Registrations Secretary a Registration Form duly signed by the individual player and club secretary. Included must be Proof of England Affiliation and electronic photo ID, along with their League Fees before commencing playing in the league.
- v) After commencement of the playing season, a telephone call to the Registrations Secretary on the designated number(s) must be made for any new player/official registrations to be accepted. If the Registrations Secretary is unavailable then the Vice Chairman must be contacted. The Registrations Secretary or Vice Chairman will allocate a serial number to the requesting party as evidence of acknowledgement of the phone call. The requesting party cannot leave an answer phone message of intent, as only the receipt of a serial number confirms registration. The Registration form and Fee must be submitted to the Registrations Secretary within five working days of the newly registered player's first fixture played. Included must be Proof of England Affiliation, prior to taking the court.
- vi) The Registrations Secretary will give each player, through the Club, an official Handbook and Registration Card, the cost of which is included in the Registration Fee.
- vii) The fixture season commences 00.00.01 on the day of the first league games as specified in the handbook.
- viii) Any Registration Form received without remittance and/or incomplete (i.e. not signed or verified or without proof of England Affiliation, prior to taking the court) will be classed as void and the Registration Secretary to notify the Club by telephone that the player concerned is ineligible to play until payment and/or correctly completed form has been received. Any change of circumstances must be notified to the Registrations Secretary immediately using the appropriate form.
- ix) Each player should carry the Registration Card with them when attending a match and the Team Captains have a right to inspect such cards before and after a game.
- x) No Registration will be accepted after the date of the last official League Fixture.
- xi) Any Club found playing ineligible/illegal players will be fined and points won by the team may be forfeited and further points may be deducted. The opposing teams score and points may be amended.
- xii) Any player affiliated and registered within the C&WNA whom has not participated in a league fixture at the half way point of the season will be automatically de-registered by the League Fixtures Secretary and notification will be issued requesting confirmation in line with rule 6Ei)

6Fa TRANSFER OF PLAYERS (CLUBS)

- i) A player may only transfer Club once in any one season.
- ii) The player should notify her current Club of her intentions in writing, submitting a copy to the League Fixtures Secretary.
- iii) The new Club to apply for and then submit the appropriate Transfer Form to the Fixtures Secretary along with the player's Registration Card and transfer fee.
- iv) The Fixtures Secretary to notify the current Club of the transfer immediately upon receipt of Transfer Form.
- v) The player is ineligible to play for her new Club until the transfer has been processed and approval by the Registrations Secretary has been given. A new Registration Card will be issued.

6Fb TRANSFER OF PLAYERS (TEAMS)

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- i) A player may only transfer teams once in any one season.
- ii) The transference of players downwards from a higher to a lower team within a Club is limited to a maximum of two (2) per team in any one season. Under exceptional circumstances application may be made to the Committee for variance.
- iii) The Club may transfer as many players as they wish between the teams providing they abide by Rule 6Fb i and ii as stated.
- v) No player may be transferred to a lower team within her registered club if that team has less than half of their league fixtures remaining.
- v) Any player transferred must adhere to rule 6E(iv). However, exceptional circumstances may apply and justification must be made in writing to CWNA.
- vi) The Club to submit in writing to the Fixtures Secretary the player(s) affected along with the player(s) Registration Card(s).
- vii) The Fixtures Secretary to notify the Club that the transfers have been actioned and the Registrations Secretary to forward the new Registration Cards.
- viii) In exceptional circumstances, the written notification and Registration Cards may be forwarded with the Result Form provided the Club has obtained the approval of the Fixtures Secretary prior to commencement of the game.

6Fc RE-REGISTRATION OF PLAYERS (TEAMS)

- i) A player may re-register for a lower team providing she has not played for her club during the current season, abiding by 6Fb(ii) and 6G(ii).
- ii) No player may be re-registered to a lower team within her registered club if that team has less than four league fixtures outstanding.

6G RESERVES/SUBSTITUTIONS

- i) A player must be registered for a specific team and whilst so registered is ineligible to play for a lower team in that Club.
- ii) Each player may play for a higher team on six occasions only. After the 6th occasion she can remain with her registered team, should she take the court once more for a higher team, she must be officially transferred to that team, and is then ineligible to play for any other team.
- iii) Any player transferred to another team without having played for her registered team is eligible to play reserve on six occasions only.
- iv) A player will be deemed to have played as reserve if she has played more than one full quarter, and will lose a life accordingly. The letter of her registered team must be recorded in the column denoting reserve played alongside her name on the result form.
- v) A player called on to substitute during a game by replacing another player for whatever reason will be classed as reserve. Both her name and the name of the substituted player must go on the result form.
- vi) The penalty for infringement of the above rules is that any points won will be deducted and a fine may be imposed.

6H LONG TERM ILLNESS (TEMPORARY TRANSFER)

- i) Any player who is de-registered from their team will be ineligible to play for the next three official fixture dates.
- ii) Special dispensation will be given to a team whose regular player will be absent for more than three consecutive League Fixtures.
- iii) Clubs must notify the Fixtures Secretary of the named registered player, team registered for and reason for her absence. At the same time they must state the player they wish to Temporary Transfer and submit both Registration Cards.
- iv) The Registrations Secretary to issue a Temporary Registration Card covering the player concerned and retain the other cards.
- v) When the player is eligible to return to her team, the Club notifies the Fixtures Secretary enclosing the Temporary Registration Card. The Registrations Secretary will then re-submit the official Registration Cards to the Club. Should the player be unable to return to her original team, due to prolonged injury/illness, special dispensation for re-registering to a lower team may be sought from the Chairman, complying with Rule 6Fb (iv) and transferring permanently the temporary transferred player.
- vi) No player may be temporary transferred more than once in any season.
- vii) Temporary Transfers apply to players playing for a higher team only. No player may be Temporary Transferred to a lower team.
- viii) Any player on a Temporary Transfer registration is ineligible to play for her regular registered team.
- ix) Any player involved in a Temporary Transfer is still eligible to play reserve for a higher team under Rule 6G (ii).

7. UMPIRES ASSOCIATION

- i) Within the framework of the Association will be a separate body called "Coventry Umpires Association".
- ii) The Umpires Association will run independently from the Coventry & Warwickshire Associations under its own Chairman and Governing Committee.
- iii) The Umpires Association will maintain its own constitution.
- iv) A representative from the Umpires Association to be appointed annually to the Association's Governing Body in accordance with Rule 3A and 3B, with full voting powers.

7A UMPIRING

- i) Each club must nominate a different umpire per team who is suitably qualified for the division that team is in and affiliated to the Umpires Association. Teams who fail to provide a suitably qualified umpire prior to the start of the season must have someone working towards the appropriate award. If a team still has no qualified umpire for a second year then this application may be refused.
- ii) Clubs to ensure that their nominated umpire signs the application form prior to submission to the CWNA for the forthcoming season.
- iii) The umpires provided for the Premier Division matches must hold a B Award or higher. C Award umpires will be allowed to umpire only if they have been approved each year by the Umpires Association. The Umpires Association will encourage these Umpires to work towards their B Award. The umpires provided for Divisions One to Five inclusive must hold a C Award or higher. The umpires for the remaining Divisions must hold an Umpires Association Award or higher.
- iv) The umpire provided shall umpire in the same half of the court throughout the game.
- v) In the event of the non arrival of the Umpire through no fault of her/his own or that of the Team, the game cannot take place and both teams and both Umpires must submit a written report to the Chairman for consideration by the Committee.
- vi) Umpires are to register directly with the Umpires Association. All umpires **must** be affiliated to England Netball and CWNA. Any club found using non-affiliated umpires shall be fined and league points may be deducted.
- vii) Any match found to have taken place with only one umpire officiating will be classed as void, and both teams involved shall be liable to a fine.
- viii) Umpires are not permitted to umpire beyond the 12th week of pregnancy.

7B UMPIRES - GENERAL

- i) The Association to notify the Umpires Association of all new Club/Team applications as received, for umpire assessment.
- ii) The Association will lend full support to the coaching and testing of umpires.
- iii) Requests for umpires for tournaments etc, to be routed directly to the Umpires Association. The representative to notify the Committee of any problems associated with such requests.

- iv) Any complaint relating to umpires or umpiring to be directed through the Umpires Association for their findings and recommendations. The Umpires Association to notify the Committee of the action they may have taken.
- v) All teams are obliged to pay their umpire an expenses fee as recommended by the Umpires Association.

7C GAME OFFICIALS

Each club in the Premier Division must provide an official scorer/timekeeper. Failure to do so will result in a fine. The nominated official scorer/timekeeper must be agreed by both umpires prior to commencement of play.

8 WARWICKSHIRE COUNTY NETBALL ASSOCIATION

Warwickshire County Netball Association will be governed by their own constitution.

9 ASSETS

- i) All trophies and expensive equipment remain the property of the Association.
- ii) Whilst in the hands of a Club, any accident or damage or theft of a trophy must be reported promptly to the Honorary Secretary. Clubs will be expected to furnish any details as required.
- iii) Failure by a Club to abide with Rule 9 (ii) will render the Club liable for the cost of repair or replacement of the Trophy.
- iv) All trophies must be returned by the Clubs holding them, in pristine condition, by the end of March. Failure to do so will render that Club responsible for having the trophy(s) cleaned, engraved, and available for the Annual Presentation. There will be a £25.00 fine for trophies returned in a poor state.
- v) A full inventory of age and value of each trophy will be held by the Chairman, the value to be re-assessed at the request of the committee.
- vi) The replacement of trophies through normal wear and tear to be reviewed annually by the Presentation Sub-Committee.
- vii) All sundry equipment and stationery remain the property of the Association the replacement and/or re-ordering of same to be approved by the Committee.
- viii) Any Committee Member resigning from their duties must hand over to the Chairman all files and sundry items belonging to the Association.

10 GAME RULES

- i) All games shall be played under ENGLAND NETBALL rules with the exception of Rule 10(ix) and 7A(viii).
- ii) Games must be played on or before the dates listed in the Fixture Book.
- iii) **HOME** Teams MUST inform the Fixtures Secretary and the AWAY team in writing of dates of brought forward fixtures, at least 48 hours prior to the rearranged date. The new date becoming the official fixture date.
- iv) **HOME** Teams MUST inform the Fixtures Secretary and the AWAY team in writing of dates of rescheduled/postponed fixtures at least 48 hours prior to the re-arranged date; the new date becoming the official fixture date.
- v) All games to be played on the home and away basis; start times of 11.00 a.m, 1.00 p.m or 3.00 p.m unless mutually agreed.
- vi) League games shall consist of four quarters of 15 minutes each, with an interval of 3 minutes between first-second and third-fourth quarters and 5 minutes at half time. An interval may be extended by the Umpire to deal with any emergency. Teams shall change ends at each quarter.
- vii) The **HOME** team to inform the opposing team of the time of the match no later than the **TUESDAY 9PM** prior to the fixture date. No alteration to match time to be allowed unless mutually agreed.
- viii) The game will start at the agreed time, five minutes waiting time for an UMPIRE will be allowed. No waiting time will be allowed for players.
- ix) In the event of a team being incomplete they must play with the number present at that time (minimum number of players is 6).
- xi) The Fixtures Secretary must be notified by the home team within 48 hours of the arranged game when:
 - a) Upon arrival at the ground the court is deemed unsuitable for play by officials.
 - b) In extreme weather conditions (ie ice and snow) then the home team must have informed the away team by 7.00 pm on the day prior to the match that the pitch is unsuitable for play.
- xii) All fixtures must be completed by the last day of the season. In the event of the last game of the season being abandoned due to safety reasons, the Chairman must be notified immediately and the game replayed within seven days. Should it not be played, written reports must be submitted to the Chairman for consideration by the Committee.
- xiii) If, during the course of the match the umpires deem that play is impracticable due to severe climatic conditions or the state of the court is unsuitable for play to continue, the umpires have to stop the match and consult with both Captains immediately. If weather/timetable permits the match is to be resumed at the point of stoppage. Should it be impossible to continue play, the two umpires submit a report on the back of the result form, duly signed by both umpires and captains. Both umpires must submit their score cards to be sent in with the result form to the Fixtures Secretary. **The home team to notify the League Chairman within 24 hours of the fixture being abandoned.** The Chairman/Committee to rule on abandoned matches.
- xiv) Indoor courts may be used for League games only in exceptional circumstances and with the prior permission of the Chairman and full agreement of the opposing team.

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- xv) Any team giving **60** days notice to the opposition requesting to bring a game forward and a date cannot be mutually agreed; the requesting team must contact the Chairman **30** days prior to the original fixture date. The Chairman will then adjudicate and allocate a date when the game is to be played. This request may only be used once in any one season and the appropriate forms must be submitted.
- xvi) Should a club be unable to field a team for any reason, teams must pull up from their lower teams.
- xvii) Postponements may be allowed for higher netball events and must be applied for to the Chairman.
- xviii) In the event of a postponement being granted by the League Chairman the home team are required to provide at least 3 dates for the re-arranged fixture. If a date cannot be mutually agreed the League Chairman will enforce a date picked randomly.
- xix) CWNA encourages teams to be proactive in bringing forward any affected matches.
- xx) Any allowed postponements must be played by dates specified by the Chairman/Committee; or within four weeks or by the end of the season; as applicable.
- xxi) After each League Fixture, the home team must send a completed Result Form within 48 hours to the Fixtures Secretary.
- xxii) Failure to notify the Fixture Secretary as specified in these Rules will render the home team liable to a fine.

11 INSURANCE

- i) All members participating in the Association do so at their own risk.
- ii) Insurance cover is provided by registration to England Netball. No player or official may participate in this league without due registrations being paid.
- iii) The Committee will continually review insurance matters to ensure the Association is fully protected on legal grounds regarding public liability, hiring of facilities etc.

12A CODE OF CONDUCT

Coventry and Warwickshire Netball Associations, in its continuing effort to increase the enjoyment and participation of the game of netball has introduced the following Code of Conduct. The wording has been taken from England Netball guidelines.

Be conversant and observe the Rules of the Game.

Play fairly, be competitive not aggressive.

During play, do not question a decision made by the Umpires either by gesture, look, verbally or commenting to another player.

Give a ball promptly to opponents for throw-ins, penalty shots, free and penalty passes etc.

Ensure you are in the correct position indicated by the Umpires when penalties are set.

Keep your self-control at all times and do not retaliate. Do not use obscene language at any times.

Accept victory modestly and defeat graciously, you are representing your Club who will be judged on your behaviour.

Shake hands with your opponent at the beginning and end of the game.

Enjoy your netball.

12B COMPLAINTS PROCEDURE

- i) Any complaint regarding Coventry league by players, coaches and affiliated club members must be sent within **ten days of the fixture** to the Chairman of the league, via the Club Secretary who must countersign the letter. Complaints about umpires are to be sent direct to the League Chairman. All letters must state in full reasons for the complaint.
- ii) In the event of a player being stood off during a match, the Umpires Association is to send a copy of the incident report to the CWNA who will investigate the incident
- iii) The Chairman will appoint a member or members of the Committee unconnected with those concerned to decide whether there is a bone fide case to be answered and will take appropriate action, which could include an investigation panel.
- iv) Copies of all complaints received by the Chairman will be sent to the subject of the complaint. Any correspondence received from the subject of the complaint must go to the complainant.
- v) In the event that an investigative hearing is needed, the Chairman will set the panel, who will have no direct involvement with the parties concerned.
- vi) Details of the alleged incident shall be sent in writing to the secretaries of the clubs concerned and to the individuals named. The letter shall also invite those concerned to attend a hearing or choose to submit written evidence.
- vii) If the subject does not attend and the investigation panel are satisfied notice of the hearing has been received, the investigation may proceed in his/her absence.

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- viii) The investigation panel will adjudicate in the subjects absence taking into account all available information.
- ix) If the investigation panel is of the opinion the complaint has been proved in whole or in part, it shall reach a decision and make recommendations on whether a penalty is to be imposed, and if so, what it should be. Reasons will be given for any findings made and for the penalty involved.
- x) Copies of all the decisions made and the reasons shall be sent to the complainant and the subject.
- xi) The subject has the right of appeal. Any appeal must be notified to the Chairman within 10 days of notification and must contain reasons for the appeal.
- xii) The appeal committee shall consist of three independent people with no previous knowledge of the incident.
- xiii) An appeal hearing shall be arranged and all concerned will be notified in writing and shall be given an opportunity to attend.
- xiv) If any party concerned does not attend and the appeal committee are satisfied that notice of the hearing has been received, the appeal may proceed in his/her absence.
- xv) The appeal committee shall consider all correspondence and if thinks fit receive fresh information from the relevant sources.
- xvi) The appeal committee have the authority to affirm, rescind or vary any penalty previously imposed by the investigation panel and must give reasons in doing so.
- xvii) Copies of all decisions to go to the subject and complainant, reminding both all paperwork is held on file.
- xviii) The appeal committee shall inform the Chairman of the decision as soon as possible.

13 DUTY OF CARE

- i) Club coaches may use video recording as a legitimate coaching aid with prior permission of players or their parent/carer(s).
- ii) Any person wishing to engage in video, zoom or close range photography to record a league fixture should register their intention with the league prior to the match. Permission from the opposition should be sought.
- iii) Any person not wishing to be recorded by video, zoom or close range photography should register their objection with the league.
- iv) The league reserves the right to decline an application.
- v) It is the responsibility of clubs and individuals to ensure that there is no over exposure of sporting activities.

14 HEALTH AND SAFETY POLICY

The Association considers health and safety of its members to be of paramount importance and commits to make every endeavour to ensure that safe playing conditions prevail at all times.

- i) CWNA will assess courts to ensure they meet England specifications upon request.
- ii) Any new court that has not been inspected cannot be used until approval from the CWNA is obtained.

15 GENERAL

The Committee will rule on any matter **NOT** covered in the Constitution. Such action will be reviewed in line with existing rules if deemed necessary proposed changes to the Constitution will be put forward at the next Council Meeting/AGM.

