

**COVENTRY AND WARWICKSHIRE  
NETBALL ASSOCIATION**

**CONSTITUTION**

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

**PLEASE NOTE**

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

Coventry and Warwickshire Netball Association  
CONSTITUTION

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**1. TITLE**

The Association will be called “Coventry and Warwickshire Netball Associations” to incorporate the “Umpires Section”.

**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 and to maximise the enjoyment of the game. The Coventry and Warwickshire Associations comprises of the Coventry League.

**3. OFFICERS**

**1. President**

Overseer of the Association.

**2. 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:

1. **Chair** - Overall responsibility for the administration of the Association.
2. **Vice Chair** - To assume Chair's responsibilities in their absence.
3. **Secretary** - To administer the day-to-day proceedings of the Association.
4. **Treasurer**- To maintain the accounts of the Association.
5. **Fixture Secretary** - To administer the League Fixtures of the Association.
6. **Registrations Secretary**- To administer player registrations of the Association.
7. **Committee Members** - To attend committee meetings and avail themselves for other duties as deemed necessary by the Chair in the Association's administration. These duties include chairing or assisting on the subcommittees, including Umpires Section, Youth Development, End of Season Tournament and Presentation.

**3B. ELECTION OF OFFICERS**

1. **President** - To be elected annually by the Association.
2. **Chair** - Elected from the ranks of the Executive Committee to serve a minimum of two years in office.
3. **Vice Chair** – Elected from the ranks of the Executive Committee to serve a minimum of two years in office.
4. **Honorary Secretary, Treasurer, Fixture Secretary, Registrations Secretary and Executive Members**. To be elected annually.
5. All Committee members should be registered to the Association.
6. The committee will contain no more than two members from any one Club with the Officers exempt from this rule.

**3C. ELECTION PROCEDURE**

1. **President** - Written nominations to be in the hands of the Secretary fourteen days prior to the AGM.
2. **Honorary Life Members** - Written recommendations to be sent to the Secretary for review by the Executive.

3. **Chair, Vice Chair** - 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 two to three years.
4. The Vice Chair may be appointed to Chair after a two-year term of office has been served.
5. The Chair may stand for re-election.
6. **Secretary, Treasurer, Fixture Secretary, Registrations Secretary** - To be nominated by the Committee.
7. **Committee Members** - New member nominations will be accepted at any time with written applications to be submitted to the Chair.

### **3D. MEETINGS**

1. 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 Chair.
2. A quorum shall consist of the Chair and five elected members.
3. 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.
4. 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.
5. In the case of equality of votes at any meeting (Rule 4C excluded), the Chair of the meeting shall have the casting vote.

### **3E. VACATION OF OFFICE**

1. The Committee may pass a resolution through the Chair calling for the resignation of any of its members for continuously failing to carry out their duties.
2. Should an elected officer resign during their term of office, the Chair will appoint an officer- designate from within the Committee to fulfil that officer's responsibilities for the period of time outstanding.
3. If at any time the Governing Body falls short of the required numbers, then the Chair may co-opt any member of the Association to join the Governing Body abiding by Rule 3B.4.
4. Any member co-opted on to the Committee may offer themselves for election at the next AGM.
5. Any member of the Committee who changes Club whilst in office, and in so doing contravenes Rule 3B.6 must offer their resignation. Another serving Committee member from the same Club may stand down in their place.

### **4A. ANNUAL GENERAL MEETING**

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 Chair's report, and other reports of the Committee.
- b) To review the financial statement of accounts and balance sheet.
- c) To elect Officers.
- d) To determine the constitution of the Association.
- e) The Chair 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 Chair shall ask for a re-count on any voting call where the total count is at variance with the roll-call numbers.
- i) The Chair 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 Chair 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**

1. 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.
2. The Honorary Secretary to circulate to all Clubs any such proposals fourteen days prior to the council meeting.
3. 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.
4. 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**

1. The Chair 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 Chair has received in writing such a request by a minimum of 30% of Clubs affiliated to the Association.
2. Any meeting called under rule 4C.1 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.
3. Voting procedure will be as follows:
  - a) The Chair 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.

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- 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 Chair shall ask for a re-count on any voting call where the total count is at variance with the roll-call numbers.
- e) The Chair 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 Chair 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**

1. The Treasurer will keep a proper book of accounts with respect to all transactions of the Association, and its assets and liabilities.
2. All monies belonging to the Association will be placed in safe custody of Banks and/or Building Societies approved by the Committee.
3. All monies released from safe custody must be signed for by the Treasurer and Chair or Treasurer and Vice Chair.
4. 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 their duties.
5. All monies must be made payable to the Association under the name 'Coventry and Warwickshire Netball Association'. At no time must cheques and/or postal orders be made payable to a member of the Committee.
6. The Treasurer is responsible for the payment of all general expenses as approved by the Chair.
7. The Executive Committee is responsible for collecting all monies due to the Association.
8. 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
9. All outstanding accounts must be settled in full prior to acceptance of the Club's application for the forthcoming season.
10. The Treasurer to advise the Committee of the state of accounts when requested by the Chair and at the end of the season the Fees for the forthcoming season will be set.
11. The accounts of the Association will be examined annually, and the correctness of the books and balance sheet certified by the appointed Auditors.
12. The financial year shall end on the 30 April.

**6. MEMBERSHIP OF COVENTRY LEAGUE**

**6.1. Equity and Equality 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.

6.2 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 and clubs are of amateur status only.

#### **6A. CLUB TITLE**

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

#### **6B. CLUB AMALGAMATION/MERGER**

1. 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 Chair will write to the Secretaries concerned to ascertain the effect 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.
2. 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 Chair 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.
3. Should the Clubs involved under either Rule 6B.1 or 6B.2 decide to merge for the following season, the Committee will accept one application form from the newly established named Club.
  4. 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.
  5. 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.
  6. 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.

1. Clubs will be notified prior to the start of the season which Division(s) their team(s) will play in.
2. Only three junior members per team participating in the league within the age categories U13 and U14 (as of 1<sup>st</sup> September) may take to the court at any one time in any one game. Failure to abide by rule 6C2 may result in any points gained being deducted and a fine.
3. A Player registered or playing in a Senior Regional League during the current season may not play in any division lower than Division One or the clubs highest team. Any player registering at or above Senior Regional Level at the start or during the season must make the Registrations Secretary aware.
4. A Player registered or playing a level of Netball above Senior Regional League during the current season may not play in any division other than the Premier Division and can only register for the highest team in the Premier Division. Any player registering at or above Senior Regional Level at the start or during the season must make the Registrations Secretary aware.
5. 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 5 or within 5 goals of the winning team, and one point awarded to the losing team if they have scored 50% or more of their opponents' goals.
6. 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.
7. 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.
8. No team within a club can be promoted above their higher rated team, i.e. Red D above Red C. The promoted D team will become Red C

9. 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.
10. All new teams accepted into the League will be placed in the bottom division.
11. The end of season tournament is a mandatory fixture date: any team unable to fulfil the fixture will be deducted 2 points and a fine will be levied.
12. At the end of season tournament if two or more teams from the same club are due to play in the same session and one is unable to attend, the highest team/s must enter the tournament.

#### **6D. APPLICATION TO LEAGUE**

1. Clubs must apply each year to join the League.
2. Application forms will be emailed by the Honorary Secretary to all clubs and must be completed and returned by the date specified on the form.
3. If vacancies exist, consideration will be given to applications received from new Clubs and/or new teams strictly in order of date application received.
4. If the number of applications received 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.
5. 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.
6. The Committee has the right to refuse applications from Clubs to join the League.

#### **6E. AFFILIATIONS AND REGISTRATIONS**

1. Clubs must register and maintain a minimum of seven players per team, along with their umpires and officials with The League and England Netball. Clubs must submit registrations following the registration procedure documented at the start of the season to the Registrations Secretary.
2. Additional registrations before the commencement of the season will be accepted by the Registrations Secretary from 72 hours and up to midday, the day prior to the commencement of the season (See rule 6E.1) After commencement of the playing season, an online registration can be made, following the registrations procedure. Failure to abide by this rule may result in a team being fined and points will be deducted.
3. No player may be registered for more than one Club/Team in the Main League.
4. The fixture season commences 00.00.01 on the day of the first league games as specified on the fixture list.
5. All fixtures and club details will be available online and will only be accessible to registered members.
6. Any Registration Form received which does not adhere to the online registrations procedure will be classed as void and the Registration Secretary to notify the Club by telephone that the player concerned is ineligible to play until the registrations procedure-is adhered to. Any change of circumstances must be notified to the Registrations Secretary immediately via email.
7. 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.



8. 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 to the Club Secretary requesting confirmation in line with rule 6Ei). Any player wanting to play after this point must reapply and reregister, and an administration fee will be applicable.

#### **6Fa TRANSFER OF PLAYERS (CLUBS)**

1. A player may only transfer Club once in any one season. The player should notify her current Club of her intentions in writing, submitting a copy to the League Registration Secretary. The Registration Secretary to notify the current Club of the transfer immediately upon receipt of the email. 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.

#### **6Fb. TRANSFER OF PLAYERS (TEAMS)**

1. A player may only transfer teams (up or down) once in any one season.
2. The transference of players downwards from a higher to a lower team within a Club is limited to a maximum of two per team in any one season. Under exceptional circumstances application may be made to the Committee for variance.
3. 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.
4. Any player transferred must adhere to rule 6E1. However, exceptional circumstances may apply, and justification must be made in writing to CWNA.
5. The Club to submit via email to the Registrations and Fixtures Secretary the player(s) affected at least 48 hours in advance of the next fixture. Only upon receipt of confirmation from the registrations secretary that the transfer has been actioned can the player participate within her newly registered team.

#### **6G. RESERVES/SUBSTITUTIONS**

1. A player must be registered for a specific team and whilst so registered is ineligible to play for a lower team in that Club.
2. Each player may play for a higher team on nine occasions only. After the ninth 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. 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.
3. This does not apply at the end of season tournament.
4. Any player transferred to another team without having played for her registered team is eligible to play for a higher team on nine occasions only. In the event a player has been transferred to a lower team they will not be permitted to reserve for a higher team. Abiding by rule 6FB1 & 2
5. 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
6. The penalty for infringement of the above rules is that any points won will be deducted and a fine

may be imposed.

#### **6H. TEMPORARY DE-REGISTRATION**

1. Players who will not be available for prolonged periods maybe be temporarily de-registered. Any player who is de-registered from their team will be ineligible to play for the next three official fixture dates.
2. Special dispensation will be given to a team whose regular player will be absent for more than three consecutive League Fixtures.
3. Clubs must notify the Fixtures Secretary and Registration 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 to replace the player, (if applicable abiding by rule 6E.1)
4. When the player is eligible to return to her team, the Club notifies the Fixtures Secretary.
5. Should a 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 Chair, complying with Rule 6FB.5 and transferring permanently the temporary transferred player. (if applicable abiding by Rule 6E.1).
6. No player may be temporary transferred more than once in any season.
7. Temporary Transfers apply to players playing for a higher team only. No player may be Temporary Transferred to a lower team.
8. Any player on a Temporary Transfer registration is ineligible to play for her regular registered team.
9. Any player involved in a Temporary Transfer is still eligible to play reserve for a higher team under Rule 6G2.

#### **7. UMPIRES SECTION**

##### **7A. OBJECTIVES OF THE UMPIRES SECTION**

To support and encourage the development of umpires  
To continue to raise the standard of umpiring

##### **7B. MEETINGS**

1. The Umpires Section shall meet when necessary to discuss any issues relating to umpiring, including regular liaison with Warwickshire County Netball Association (WCNA)
2. All registered umpires are encouraged to attend mandatory meetings
3. Any umpire unable to attend a mandatory meeting must inform the Umpires Representative in writing or by email.

##### **7C. MEMBERSHIP OF THE UMPIRES SECTION**

1. All umpires registering with Coventry and Warwickshire Netball Association Umpires Section must be affiliated to England Netball for the commencement of the season, in conjunction with Coventry and Warwickshire Netball League.
2. To hold membership to the Umpires Section, umpires must have passed and currently hold the minimum Into Officiating award, England Netball C award or higher.
3. Affiliation covers a season in line with the Coventry and Warwickshire Netball Association.

4. Any unregistered umpire who officiates a game may be subject to a fine.
5. Members of the Umpires Section eligible to umpire in the Coventry and Warwickshire Senior/Youth League must follow England Netball Document “Age Limits for Younger Umpires”
6. The Umpires Section can identify a 16-18 year old umpire to officiate senior matches in the Coventry and Warwickshire League. Should the Umpires Section make the decision to allow a 16-18 year old umpire to officiate a senior game, then a suitable safeguarding adult (e.g. a club safeguarding officer or umpire mentor) must be available to support the umpire throughout the duration of the match. The safeguarding adult should ensure a controlled and monitored environment and manage any situations that can arise around players, team officials and spectators at the match.

## **7D. RULES**

1. Registered umpires holding the Into Officiating Award may only umpire games in the Coventry and Warwickshire Netball League, up to and including Division 6 and all age categories in the Youth League.
2. Into Officiating Award umpires who have been pre-assessed and given approval from the Umpires Section can umpire up to and including Division 4 and are encouraged to do so.
3. Registered umpires holding the England Netball C Award may only umpire games in the Coventry and Warwickshire Netball League Divisions 1 and below unless advised otherwise by the Umpires Representative.
4. Registered umpires holding the England Netball C Award who have been observed by a qualified assessor may umpire games in the Coventry and Warwickshire Netball League Premier Division and below.
5. Registered umpires holding the England Netball B Award or higher may umpire any division in the Coventry and Warwickshire Netball League.
6. To continue to officiate in the Coventry and Warwickshire Netball League, members are required to umpire 8 full one-hour games in any one season at senior level, where this isn't possible up to two youth section games may be accepted. This will be reviewed on an individual basis by the Umpires sub-committee depending on the circumstances. Umpires only completing youth section games, a minimum of 6 must be completed in any one season. Any qualified umpire not fulfilling a minimum of 8 games per season may need to be reviewed. This review must be carried out before commencement of any further umpiring in the Coventry and Warwickshire Netball League.
7. CP Observed umpires must complete two games in the premier division and should be umpiring division 1 games on a regular basis where possible. This will be reviewed on an individual basis by the Umpires sub-committee depending on the circumstances.
8. Umpires assessed late in the season may have a pro-rata number of games to officiate. The amount of games to be agreed by the Umpires Representative.
9. Those who have attended an umpires' course will be eligible to umpire the Youth League under 13 and below but only with prior approval from the Umpires Representative. All such personnel must be registered to England Netball and Coventry and Warwickshire Netball League.
10. Each club must nominate a different umpire per team who is suitably qualified for the division that team is in.

11. 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.
12. Clubs to ensure that their nominated umpire has given permission prior to submission to the Coventry and Warwickshire Netball Association to be their registered umpire for the forthcoming season.
13. In the event of the non-arrival of the umpire through no fault of their own or that of the team, the game cannot take place and both teams and both umpires must submit a written report to the CWNA Chair for consideration of the committee.
14. 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.
15. Umpires are not permitted to umpire beyond the twelfth week of pregnancy

## **7E. GENERAL**

1. The Umpires Section will lend full support to the coaching and testing of umpires.
2. Requests for umpires for tournaments etc. to be routed directly to the Umpires Section. The representative to notify the committee of any problems associated with such requests.
3. Any performance concern relating to umpires to be directed to the League Umpires Representative. On receipt of a performance concern the Committee including at least 1 qualified umpire will decide whether there is a need to take any action in this first instance. On receipt of a 2nd performance concern the Committee will make arrangements for a suitably qualified assessor or recognised mentor to observe the umpire. The suitably qualified assessor or recognised mentor will report back to the League Chair and the League Umpire representative.
4. All teams are obliged to pay their umpire an expenses fee as recommended by the Umpires Section.
5. Each club must provide an official scorer/timekeeper. Failure to do so may result in a fine. The nominated official scorer/timekeeper must be agreed by both umpires prior to commencement of play.
6. The Umpires Section will keep the Netball League informed of their activities through the league's committee meetings.
7. Umpires must attend any practical/theory rules forums organised by the committee. Non-attendance may result in a fine if the umpire's subcommittee is not notified in advance.
8. Umpires are advised they should not participate in any capacity for more than two, one-hour games on the same day where at all possible.
9. The sole use of facebook to obtain services of an umpire is not acceptable. A list of umpires is available on the members area of the web page.

## **7F. CODE OF CONDUCT**

All umpires must umpire according to England Netball rules, with the exceptions outlined in the local league.

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1. Umpires where possible, should wear neutral coloured clothing.
2. Umpires must remain neutral during the course of any fixture.
3. Umpires must conduct themselves in a professional manner and refrain from making inappropriate comments about teams, individual players or officials.

**8. WARWICKSHIRE COUNTY NETBALL ASSOCIATION**

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

**9. ASSETS**

1. All trophies and expensive equipment remain the property of the Association.
2. 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.
3. Failure by a Club to abide with Rule 9.2 will render the Club liable for the cost of repair or replacement of the Trophy.
4. 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.
5. The replacement of trophies through normal wear and tear to be reviewed annually by the Presentation Sub-Committee.
6. 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.
7. Any Committee Member resigning from their duties must hand over to the Chair all files and sundry items belonging to the Association.

**10. GAME RULES**

1. All games shall be played under ENGLAND NETBALL rules with the exception of Rule 7E5, 10.9, 10.12 & 10.24.
2. Games must be played outdoors on or before the dates listed in the Fixture list.
3. **HOME** Teams MUST inform the Fixtures Secretary and the **AWAY** team via use of the online form of brought forward and rescheduled fixtures, at least 48 hours prior to the rearranged date. The new date becoming the official fixture date. Failure to abide by this rule may result in a fine being levied.
4. All games to be played on the home and away basis; start times of 10.30 a.m., 12.45 p.m. or 3.00 p.m. unless mutually agreed by both teams.
5. 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.
6. Clubs are to set the time and location of their home games by the Tuesday, 11 days in advance of the scheduled game. This information is to be with the opposing team's fixtures secretary by 9pm.
7. 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 (unless they are an umpire who has been delayed from a prior game whilst umpiring).

8. In the event of a team being incomplete they must play with the number present at that time (minimum number of players is 6).
9. The League Chair and Fixtures Secretary must be notified by the home team within 24 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 7pm on the day prior to the match that the court is unsuitable for play
10. 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 Chair must be notified immediately, and the game replayed within seven days. Should it not be played, written reports must be submitted to the Chair for consideration by the Committee.
11. 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 must complete the score on the form submit a report on the back of the result form stating the time of the stoppage and nature. This is to be duly signed by both umpires and captains. The home team to notify the League Chair within 24 hours of the fixture being abandoned. The Chair/ Committee to rule on abandoned matches.
12. Any team giving 60 days' notice to the opposition via the online form must specify in the correspondence that they are officially requesting to bring a game forward. During this 60 day period, bank holidays and non-playing dates will not be considered as 'available' playing dates and the 60 days is extended.

If a date cannot be mutually agreed the requesting team must contact the Chair 30 days prior to the original fixture date. The Chair will then adjudicate and allocate a date when the game is to be played.

If the 60-day rule cannot be used due to the proximity of the start of the season, a wildcard can be used via the online form. A wild card will allow a team to receive a postponement for a fixture within the first 60 days of the season only, at least 7 days notice to be provided in advance of the fixture date. The Chair will provide a replay date based on the date of the fixture and, excluding bank holidays and non-playing dates. Only one wildcard OR 60-day rule can be used per team per season. No games can go beyond the last league fixture date.
13. Should a club be unable to field a team for any reason on the fixture date, they are not permitted to forfeit the game, teams must pull up where possible from their lower teams. If they are unable to do so, then a request for a postponement must be submitted to the league Chair via the postponement request form. You MUST notify the opposition that you are unable to fulfil the fixture, at the first opportunity and a request for a postponement has been made.
14. Postponements may be allowed for higher netball events (higher netball is classed above regional level i.e. under 19s and above national, international, however exceptions may be made for other age categories) more than one player from the team must be attending a higher netball event for a postponement to be considered and requests to be made via the online postponement form.
15. In the event of a postponement being granted by the League Chair the home team are required to provide at least three dates for the re-arranged fixture. If a date cannot be mutually agreed the League Chair will enforce a date picked randomly.
  - A) All clubs must ensure their team(s) fulfil their fixture commitments. Any team failing to fulfil three fixtures during any one season MAY will be withdrawn from the League

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B) If a team fails to fulfil a fixture, the postponement request form must be completed and submitted within 24 hours of the fixture date. If the committee deem the game as unfulfilled, 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.11.

16. CWNA encourages teams to be proactive in bringing forward any affected matches.
17. Any allowed postponements must be played by dates specified by the Chair/Committee; or within four weeks or by the end of the season; as applicable.
18. Prior to the commencement of the fixture the captains and player are to complete as much of the result form as possible.
19. After each League Fixture, the home team must send a completed Result Form within 48 hours to the Fixtures Secretary. This should be completed and signed at the end of the fixture by both captains and umpires verifying the result on the score cards too.
20. All results must be submitted by text to the website number within 24 hours of the game being completed by the home team. Persistent failure to submit results on time will result in a fine
21. Failure to notify the Fixture Secretary as specified in these Rules will render the home team liable to a fine.
22. Injury time will be managed by the officiating umpires (depending on the nature of the injury). This may not be in line with England Netball Rules.
23. In the event of a player being stood off this should be for a number of goals (as determined by the officiating umpire(s), depending on the nature of the incident. All necessary paperwork to be completed and sent to the League Chair and Umpire's Subcommittee Chair

#### **11. APPEALS**

1. In the event of a fine or point deduction being awarded by the committee, including ineligible players, teams and unfulfilled fixtures, clubs have the right to appeal. The appeal must be sent by the club Secretary to the league chair within 7 days of receiving the correspondence relating to the fine or point deduction. Any new relevant information will be discussed via the committee.

#### **12. INSURANCE**

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

#### **13A. CODE OF CONDUCT**

1. 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.
2. Respect all officials and players
3. Be conversant and observe the Rules of the Game.
4. All players to wear skirts or dresses that are of an appropriate length.

5. Play fairly, be competitive not aggressive.
6. During play, do not question a decision made by the Umpires either by gesture, look, verbally or commenting to another player. You may ask for clarification of a decision via your captain at half or full time.
7. Offensive language, remarks or gestures will not be tolerated and may lead to disciplinary action
8. Give a ball promptly to opponents for throw-ins, penalty shots, free and penalty passes etc.
9. Ensure you are in the correct position indicated by the Umpires when penalties are set.
10. Keep your self-control at all times and do not retaliate. Do not use obscene language at any times.
11. Accept victory modestly and defeat graciously, you are representing your Club who will be judged on your behaviour.
12. Shake hands with your opponent at the beginning and end of the game. Do not allow grievances to continue after the final whistle.
13. When a player receives a warning or is stood off during a game, the reverse of the result form is to be completed by both umpires. Warnings and standings off will remain on file with the committee for two years. The committee will then remind the player about her obligations according to the code of conduct
14. Abide by the England Netball Social Media Policy  
<https://www.englandnetball.co.uk/search/?search=social+media+policy+>
15. Enjoy your netball.

### 13B. COMPLAINTS PROCEDURE

1. Any complaint regarding Coventry league by players, coaches, umpires and affiliated club members must be sent within **ten days of the fixture** to the Chair of the league, via the Club Secretary who must countersign the letter. Complaints about umpires are to be sent direct to the League Chair. All letters must state in full reasons for the complaint. All complaints received will be treated as official.
2. In the event of a player being stood off during a match, the incident report is to be sent to the CWNA Chair who will investigate the incident.
3. The Chair 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.
4. Copies of all complaints received by the Chair and subsequent correspondence received by the investigation panel will be sent to the subject of the complaint. Any correspondence received from the subject of the complaint must go to the complainant.
5. In the event that an investigative hearing is needed, the Chair will set the panel, who will have no direct involvement with the parties concerned.
6. 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 U18 players taking part in an investigation must bring an appropriate adult to accompany them to any meetings.
7. In the event of the nominated investigation panel requiring the need to call a hearing all parties concerned will be invited to attend. If any parties fail to attend and the investigation panel are



satisfied notice of the hearing has been received, the investigation may proceed in their absence.

8. The investigation panel will adjudicate in the subjects absence taking into account all available information.
9. 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.
10. Copies of all the decisions made and the reasons shall be sent to the complainant and the subject.
11. The subject has the right of appeal. Any appeal must be notified to the Chair within 7 days of notification and must contain reasons for the appeal as follows:
  - a) An Appeal should be set out in writing and sent to the chair and should identify the decision and reason for appeal as set out in rule 11 a to e.
  - b) The decision of the disciplinary Panel was based on error or fact or could not have reasonably been reached by a disciplinary panel when faced with the evidence before it.
  - c) There was injustice because of serious procedural or other irregularity in the proceedings before or during the disciplinary panel
  - d) Significant and relevant new evidence has come to light which was NOT available before the conclusion of the disciplinary panel hearing but, had it been available, may have caused the disciplinary panel to reach a materially different decision and/or
  - e) The sanction imposed was unreasonable in the light of the disciplinary panel's decision made of the facts.
12. The appeal committee shall consist of three independent people with no previous knowledge of the incident.
13. An appeal hearing shall be arranged, and all concerned will be notified in writing and shall be given an opportunity to attend.
14. 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.
15. The appeal committee shall consider all correspondence and if thinks fit receive fresh information from the relevant sources.
16. 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.
17. Copies of all decisions to go to the subject and complainant, reminding both all paperwork is held on file.
18. The appeal committee shall inform the Chair of the decision as soon as possible.

#### **14. DUTY OF CARE**

1. Club coaches may use video recording as a legitimate coaching aid with prior permission of players or their parent/carer(s).
2. Any person wishing to engage in video, zoom or close-range photography to record a league fixture should seek permission from the opposition prior to the match, with both teams being made aware what the recording will be used for/published.
3. Any person not wishing to be recorded by video, zoom or close-range photography should register their objection with the photographer.

4. The league reserves the right to decline an application.
5. It is the responsibility of clubs and individuals to ensure that there is no over exposure of sporting activities.

## **15. 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.

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

## **16. YOUTH DEVELOPMENT**

### **16A. RULES AND REGULATIONS**

1. All games shall be played under England Netball rules with the exception of: Regulations: Rule 21
2. The Youth League is a subdivision of the Coventry and Warwickshire Netball Association and will be governed by a subcommittee, the committee will provide a report at main league committee meetings each month and raise any matters to the main committee which require assistance or support.
3. To be eligible and to register with the Youth League, clubs must be affiliated to the C&WNA Senior League
4. Teams are not permitted to forfeit games. If they unable to field a team, they should apply to the youth league Chair in writing for a postponement which can then be considered by the junior league chair and or league committee.
5. In line with rule 6C2. Any club failing to fulfil 3 fixtures may be withdrawn from the youth league.
6. Applications for the Youth League must be submitted to the Youth League Chair no later than the date specified for the relevant age category.
7. A registration fee is payable and must be submitted in line with Rule 6E1 with the exception that they are registered by the date specified. No more than 14 players to be registered in any one team at any one time during the season.
8. All players, coaches, team managers and officials must be affiliated to England Netball and C&WNA prior to taking part in any Youth League activity.
9. The participating age groups are defined as follows as at 31 August 11.59pm
  - Under 12
  - Under 13
  - Under 14
  - Under 15
  - Under 16
  - a) A registered player in the under 12 category may only play as a substitute in the age group immediately above their own. All other categories may reserve for a higher age group without restriction.
  - b) A registered player cannot play in more than 2 matches in one session
  - c) Juniors in the C&WNA Junior league in the U12 age category (as at 1<sup>st</sup> September) will not be

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eligible to register within the C&WNA Senior League.

- d) A junior player affiliated to the senior league above division 4 will not be permitted to play in the Junior League.
10. New Clubs wishing to apply for a position in the Youth League without a Senior League Team
- a) Applications will only be considered if there is space in the age group they require
  - b) Applications will be considered on a yearly basis. This registration does not automatically carry over year to year.
  - c) If for any reason a rearranged game is required the home ground will always fall to the club with a senior team
  - d) Applications must be made direct to the Youth Chair within the relevant time scale
11. After the commencement of the playing season new players may be registered by emailing the Junior League Registrations Secretary and providing the details of the player including her EN number. The registration and appropriate fee must have been submitted on-line. This must be completed no later than 10am the day prior to the fixture in line with the registration procedure.
12. No players may be registered or re-registered after the last scheduled fixture date (The Youth League Tournament is not a fixture date).
13. All games will be played in accordance with All England rules and wherever possible will be held at a central venue. All games will consist of 4, 12-minute quarters.
14. After each Fixture, both teams must complete the Result Form and submit within 48 hours to the Youth League Registrations Secretary. The form should be completed, signed and submitted in accordance with the instructions outlined on the form at the end of the fixture in accordance with the instructions outlined on the results form. Both umpires should sign the form to verify the final score. Fines may be imposed for late, incomplete or spoiled forms at the discretion of the Youth League Committee
15. Playing dates will be fixed consisting of 2 playing schedules of which will run from October to December and then from January to April. Matches must be played outdoors.
- a.) If a game is not played on the fixture date (in line with rule 10.2) this will be deemed as unfulfilled, 1 point may be deducted, and maximum points will be awarded to the opposing team. In line with Rule 6C.11 the opponents goal difference will be considered on common games played.
  - b.) Games may be brought forward from the fixture date at the agreement of both clubs. Upon this agreement being reached the Chairperson must be informed using the online form. Failure to notify the Youth League Chairperson Registrations Secretary may render the requesting team liable for any court costs incurred.
  - c.) In the event of a postponement being granted by the youth league Chair. The opposition affected by the postponement (not the requesting team) are required within 7 days of the postponement being granted to provide at least 3 dates for the fixture to be re-arranged. The re-arranged fixture MUST take place by the date specified by the youth league chair.
16. No waiting time for players is allowed. Opposing captains must toss before entering the court and ensure that their team is on court and ready to play at the appointed time.
17. A playing schedule will be issued prior to the commencement of the season. Matches must start at the time stated on the schedule.
18. Time will be allowed for injury in accordance with England Netball guidelines at the discretion of
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the Umpire.

19. In the event of a team being incomplete they must play with the number present at the scheduled match start time (minimum of players is 6).
20. Any team leaving the Youth League competition will not be permitted to enter the end of season tournament.
21. In the event of bad weather, the Youth League committee will try and call off matches in advance using the agreed protocol. In the event that the games are not called off in advance, it is the umpires' decision if a game should not go ahead based on condition of the court etc.
22. Clubs can enter up to two teams per division

#### **16 B UMPIRING**

Please refer to section 7 of the constitution.

#### **16 C CONDUCT**

Please refer to section 13A of the constitution.

#### **16 D COMPLAINTS**

1. Any complaint regarding the Youth League regarding players, coaches and affiliated club members must be sent to the Youth League Chair within 10 days of the fixture. The letter must be countersigned and sent by the Club Secretary. All letters must state in full reasons for the complaint. The Chair and two league officials will decide if there is a bona fide cause for complaint and will decide on an appropriate cause of action. If it is felt that a serious breach of protocol has occurred, the disciplinary procedures outlined in the main league constitution will be invoked.

#### **16E. STANDING OFF**

1. In the event of a player being stood off during a match, both umpires must complete the relevant form and send to the Chair of the Coventry and Warwickshire Netball League.

#### **16 F. DUTY OF CARE**

1. Club coaches may use recording/photographic devices as a legitimate coaching aid having obtained prior permission from the players involved and parent(s)/guardian(s). Please let the league officials know of your intention at the beginning of the session.
2. Any other person wishing to take photographs or recordings at any league fixtures must notify the opposition of their intention in advance of the game supplying contact details and the reason for the request. Permission from the opposing players and officials must also be sought. Anyone found taking photographs or making recordings that have not been approved will be asked to stop immediately or the game may be abandoned.
3. Appropriate clothing (including underwear) and footwear must be worn at all times. Laces must be tied.
4. Each team should carry a first aid kit.

#### **17. 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.