



**North West
Leicestershire
Netball League**

HANDBOOK

Season 2018 - 2019



			Document No: Issue - 0F		
Issue	Date	Amendment	Prepared by	Checked by	Reviewed by
0A	24.05.13	Draft issue for comment	AS	DB	RS
1A	30.05.13	First Issue	AS	DB	
2A	28.08.13	Updated after AGM	AS	JS	RS
0B	18.08.14	Clarification of rules after the first year	AS	RS	
0C	17.06.15	Update sections: 4, 8, 13, 15, 16, 20, 22	AS	RSq	RSa
0D	03.09.16	Updated sections: 6, 8, 10, 11, 12, 15, 17, 18, 19 & 22,	AS	LS	CG
0E	04.06.17	Updated sections 1, 5, 10, 12, 16, 17, 20	AS	SJ	CG
0F	30.09.18	Added section 10, Updated sections: 12, 13, 17, 19, 21	AS	JS	CG

To be read in conjunction with the League Constitution.

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1 TITLE

The amalgamation of the clubs is called The North West Leicestershire Netball League. The league will contain two divisions. It is an adult league and the minimum age to play in the league is 16 years unless they have been assessed and signed off by the governing body. Players who haven't been must be aged 16 either before or on the day of the match.

2 RULES OF THE GAME

The rules of the game of Netball are the current rules of England Netball.

3 MEMBERSHIP

Players must be affiliated to their Club through North West Leicestershire Netball League, Leicestershire County Netball Association and East Midlands Netball Association to England Netball and comply with their rules and regulations.

Clubs wishing to change the name of their club must notify the League Registration Secretary.

Any clubs wishing to resign from membership of the League must give notice in writing to the League Registration Secretary.

4 SUBSCRIPTIONS

The NWL League currently charges an affiliation fee of £14 per team entered at the start of the season and £1 per player added throughout the season.

5 REGISTRATIONS

Registration forms must be completed and returned to the Registration Secretary before the beginning of the season, seven days at the latest. Each team registered must have a minimum of seven players registered. No player is eligible to play in any fixture unless she has been registered by their club to the League seven days before the match is due to be played. Their ENA Affiliation number must be provided at time of registration.

Every club should submit a photo of each of their players and an accompanying signature.

A player may register with the League throughout the season. A player may not transfer membership from one club to another within the League until the end of the season. However, players who have been registered to a club and haven't yet played in any of the matches can re-registered to a different club, the £1 fee is applicable.

6 COMMITTEE MEMBERS

The Executive Officers of the League are the Chairperson, League Secretary, Registration Secretary, Treasurer, Fixtures Secretary and Umpires Secretary. The Committee, each fulfilling their respective position, will govern the League in conjunction with the League Constitution.

7 FINANCE

The League Committee will decide the level of payments applicable. All league members are requested to support all the fund raising activities arranged by the committee throughout the

season. A statement of the financial situation of the League will be presented at the AGM. All monies owed to the League must be settled 7 days prior to the AGM.

The treasurer will invoice each team at the end of the month, payments should be paid preferably by BACS transfer or cheque sent to the treasurer. No payments should be paid to officials at the time of the match. Match fees are £20 per team per match (not including umpires fees.)

Match fee payments must be made 28 days from date invoice issued or a penalty of 1 point per team in the club will be deducted.

8 KIT

Clubs must state their team colours at the beginning of the season. The colours of the kit i.e. shirts, skirts, and bibs must be adhered to without deviation, as this can confuse opponents and umpires. Tracksuit trousers and cycle shorts may be worn providing that a skirt is worn over them, and providing they are the same colour as the team colour scheme. Tracksuit tops and sweatshirts may be worn providing that they are the same colour as the team shirts.

Please ensure all skirts, dresses or shorts are of a decent length and cover players modesty!

A mixture of different coloured kits within a team will not be allowed, if a team is between kits a suitable alternative is needed i.e. all wear black shorts and black tops.

Bibs must be worn by all players, which must have their positions on the front and back to comply with the ENA rule regarding the size of letters.

Should a clash of colours occur, a toss of a coin will be taken and the losing team will change bibs.

Jewellery is not allowed to be worn during the course of a match or activity trackers i.e. fitbits; however wedding rings may be worn if covered with tape.

Nails must be short and smooth to ensure the safety of opponents. It is the responsibility of the player to remove jewellery, tape wedding rings and cut nails short before the match begins.

Long hair should be tied back when playing to ensure safety to opponents. There should be no sharp adornments worn in the hair.

Teams should be on court in full kit at all times. Umpires have the right to refuse to let a player on court who is not suitably attired.

Hats, gloves, hairclips, hair combs and friendship bracelets are not allowed to be worn during play.

9 CHAMPIONSHIP

To decide the championship, 4 points will be awarded for a win, 2 points for a draw, 1 point to the losing team if they score 50% or more of their opponent's total goals. 1 point will also be awarded to the team scoring the most goals in a quarter (i.e. winning the quarter), or ½ point for each team if they both score the same goals in the quarter. The team with the greatest number of points at the end of the season shall be declared the championship winners. In the event of two or more teams having the same number of points, then the goal difference shall decide the championship. In the event of the goal differences being

equal, the teams concerned shall play decided match or matches, as the committee may determine.

10 LEAGUE CUP & PLATE

All teams affiliated with the League will be entered for the League Cup. The first round will be drawn at a Committee meeting before the season commences

Each round of the League Cup / Plate will be drawn at a committee meeting after the previous round has been played.

The League Plate will operate for those teams who are knocked out of the League Cup in the preliminary or first round. From then on the League Plate will operate in the same manner as the League Cup.

Players must play a minimum of 4 NWL matches for their CLUB (including League and Cup) to be eligible to play in the Cup and Plate matches from the quarter-final rounds onwards. The committee will consider extenuating circumstances.

If a team does not fulfil a Cup / Plate fixture, they may forfeit their right to enter the competition the following season. If a team does not fulfil their umpiring commitment for a Cup / Plate fixture, they will be withdrawn from the current competition plus incur a £40 fine. A £20 umpiring fee will also be payable to the stand-in umpire.

When byes are needed to balance the competition, there will be only one bye per team allowed where possible and this will be automatically take that team into the Cup tournament if a bye is given in the 1st round..

If a team of five or more cannot be fielded and you cancel within 7 days of the match then the forfeiting team must pay the match fees for both teams and for both Umpires.

League Cup and Plate matches must be played on the designated dates and venue provided by the committee. Rearrangement of these matches is not permitted.

If there is no winner at the end of time then an extra 7 minutes each way will be played. If there is no winner at the end of the extra time then the 2 goal golden goal must be scored to determine the winner.

11 AWARDS

Awards will be given out at the end of the season to:

- Umpires Award
- Division 1 Winner
- Division 1 Runner Up
- Division 2 Winner
- Division 2 Runner Up
- League Cup Winner
- League Plate Winner

- MVP Division 2
- MVP Division 1
- Best Defence Division 1
- Best Defence Division 2
- Best Attack Division 1
- Best Attack Division 2
- Sportsmanship Division 1
- Sportsmanship Division 2

Any trophies shall remain the property of the League and cannot be won outright. No club shall engrave or interfere with them in any way. Any trophy returned to the League in a damaged condition will be repaired and the cost of any such repair will be invoiced to the club who returned the trophy. Individual awards won by players may be kept. Any trophy not returned will be invoiced to the club/player for a replacement.

12 FIXTURES

Each team shall play fixtures as specified by the Committee. The Fixtures Secretary will inform each club secretary of all fixtures. In the event of a match not being played to the finish owing to circumstances over which neither team have control, a decision on the outcome will be made by the Committee.

If a match is not played through the fault of one of the teams, the defaulting team will forfeit 4 points and be required to pay the cost of all the umpiring and court fees for that match. The non-offending team will be awarded 8 points and 30 goals.

If a team does not turn up for three consecutive matches they will automatically be banned from the League and ordered to pay the total cost of all their un-played matches for the rest of the season.

If a match needs to be cancelled or re-arranged then fourteen days notice must be given to avoid paying costs, if it is within the fourteen day period then costs and penalties will occur. (see section 18)

Severe weather cancellation - Liaise with the Umpire Secretary and Fixtures Secretary the evening before the match for the conditions not only in the area of the match venue but also for the area you will be travelling from. A decision will be made on the Saturday evening; it will be announced on the league Facebook page/League Website and will be emailed to the club secretaries.

Moving to outdoor court or cancelling matches due to unsafe playing conditions will be made by the officials on duty.

Procedures for re-arranging fixtures cancelling a match can be found on the league website.

Re-arranging matches must be done by the correct procedure, these cannot be done solely between teams.

13 MATCHES

All matches will be played at either Newbridge High School Ashby School or Ibstock; however, occasionally if matches need to be relocated to another venue, teams will be notified as soon as possible and all rules apply regardless of the venue.

If a match has to be stopped due to injury then, where possible, the injured person must be moved off the court for the match to resume play. If matches are running behind schedule, it is the responsibility of the official to inform teams that breaks will be reduced. There will be no injury time allowed. The Player has 30 seconds to move off court.

Where a serious incident has taken place and the player is too injured to be moved then the umpires will call a halt to the game.

In general our guidelines are: If the match was in its last quarter then the score at the time the game was halted will be the end score.

With an injury which occurs within the first three quarters then the match will be scheduled to continue play from the time/point of injury.

The umpires and committee will discuss the details on the incident and inform the teams of the outcome and the next step in completing that game. Any queries should be directed to the committee in writing.

All matches will be played with a suitable match size ball which is provided by the League.

Blank team sheets will be located in the netball folder. It should be filled out in full at the end of the match and returned back to the correct place in the netball folder, including all players signatures. If it is not handed in on the day or filled in incorrectly or not fully then 1 point may be deducted.

14 TIMING

Match times will be controlled by the official. Each match will consist of four quarters of 15 minutes, a 2 minute interval at each quarter time and 3 minutes at half time.

Break times may be shortened due to matches over running to which Umpires MUST notify the teams playing.

All matches must start as per fixture list. Time will be taken from the sports hall clock. Each match will commence and finish on the umpires whistle.

15 INCOMPLETE TEAMS

There must be a minimum of five players per team on court at start of play. If a team cannot field five players at the start time the points will be awarded to the opposition, see section 18. A player arriving late may take to the court in the vacant position, at the umpire's signal after a goal or injury. Positions may then be changed at each break. The Centre position must always be filled.

16 DISCIPLINARY RULES

Any verbal abuse directed at the umpires, players or committee members will result in one of the following at the umpire's discretion:

- Caution - umpire advises that a specific behaviour needs to change
- Official Warning - umpire advises that a further breach will result in suspension
- Suspension - Player is suspended from play for 2 minutes
- Ordering Off - player is sent from the court for the remainder of the match.

Further action may be taken by the committee if a team has been disciplined under these rules more than once or if the committee feels that other action is required immediately.

Any other disciplinary matter not covered, will be discussed by the committee and appropriate action will be taken.

Any Complaints should be made in writing to the Chairperson within 7 days of the match being played, comments made on the team sheets will be ignored. Reports will then be requested from both umpires and the opposing team. Receipt of the complaint will be acknowledged within 7 days and a response will be made within 28 days.

17 HEALTH AND SAFETY RULES

The League is an adult league and the minimum age to play in the league is 16 years. Players must be aged 16 either before or on the day of the match. There are procedures in place to allow under 16s to play who have been assessed by the governing body. Teams who play underage players who haven't been assessed successfully will be deducted 3 points.

The chewing of any substance, e.g. gum, by any player is forbidden during play.

If a player is cut or grazed during play the following must be adhered to:

- The umpire must advise the player to leave the court or a player must advise the umpire so they can leave the court.
- The wound must be cleaned and adequately covered to the satisfaction of the umpire.
- Blood stained clothing must be cleaned or replaced.
- The ball and court must be cleaned if necessary.

A player can only return to a game if the above has been actioned; please note, no time will be added for injury. Matches will only be stopped in the event of a serious injury which will be decided on by the teams first aiders.

First aid kits and ice packs are the responsibility each team playing.

All accidents should be reported to Duty Staff at the venue, and an official on duty. If you have an accident and it is not recorded this will impact on any affiliation claims made.

The League would prefer players not to wear glasses whilst playing netball. If any player chooses to wear glasses, they do so at their own risk. Any accident involving glasses will not

be covered from the Affiliation Insurance. North West Leicestershire League does not accept any responsibility for players who choose to wear glasses

Calling 999 - Ambulances are for life threatening injuries such as heart attack, cardiac arrest catastrophic bleeding, unconscious and unresponsive, chest pain with cardiac history, serious head trauma. These are highest priority, other things will be triaged and sent a ambulance if deemed necessary but could be waiting 2-5 hours.

The general advice the NWL would give is: If the injured player can be moved safely without further harm and is stable to be transferred to a car then do so, they could otherwise be waiting hours Then make their way to local A&E or urgent care Centre. If you are unsure then you can ring 111 for advice.

18 CLARIFICATION FOR DEDUCTION OF POINTS

1 point

- Incomplete team sheets or team sheets not handed in on the day will result in 1 point being deducted
- Match fee payments must be made 28 days from date invoice issued or a penalty of 1 point per team in the club will be deducted.

3 Points

- Teams who play un-assessed underage players will be deducted 3 points.

4 points

- Failure for a team to provide an umpire will result in 4 points being deducted and the stand-ins umpire fee will be £20.
- Failure to field a team of at least 5 players at the start of a match will result in 4 points being deducted. (The non-offending team will be awarded 8 points and 30 goals)
- The match is not played through the fault of one of the teams on the day, will result in 4 points being deducted plus the umpiring (£15 per umpire) and match fees (£40) will need to be paid. (The non-offending team will be awarded 8 points and 30 goals)
- The match is cancelled within 14 days of it due to be played will result in 4 points being deducted and will be responsible for the match fees (£40). (The non-offending team will be awarded 8 points and 30 goals).
- A team who plays a player who has not been registered with NWLNL or a team fielding a player registered to another team within the League whether it wins, losses or draws its match, will have at least four points deducted or all points gained from that match, whichever is the greater, from their overall season's score. The non-offending team will be awarded four points from the match.

19 CLUB DUTIES

The Club Secretary must ensure that all players are fully affiliated before they play in any fixtures. She must inform the League of any changes such as names, addresses etc. that may occur in her teams during the season. The Club Secretary must inform all her team(s) members of minutes of all meetings, important events, fixtures, tournaments etc., and is required to attend secretaries meetings when requested. Failure by any club representative

to attend any secretaries meetings or the AGM will incur a £20 fine for the appropriate club. The Club Secretary or Treasurer will be invoiced for the match fees, monies will not be taken by committee or match officials on the day of the matches.

All teams will need to provide a scorer for their match. Both teams scorers will sit next to each other next to the flip chart and keep a tally of all the goals scored. One of the scorers will announce the scores after each goal is made.

This duty must be fulfilled, failure to provide a scorer will mean a player must come off the court to score. You may ask the umpire to score but it is at their discretion if they will.

First teams to Newbridge need to put out the football posts, re-arrange the benches and put up the netball posts. Last teams to play need to bring the football post back inside.

First teams to Ashby need to re-arrange the benches and put up the netball posts. Last teams to play need to put the posts away.

20 CAPTAIN'S DUTIES

Captains must check that her teams' nails are short and smooth (tape is not allowed) and that all jewellery & activity trackers have been removed (wedding rings taped).

The captain must toss the coin with the opposing captain to decide the first centre pass before the match is due to start. Only the captain may approach an umpire at quarter time or full time to query a rule. The captain is to report to the umpires before the match begins. Captains must ensure team sheets are fully completed; failure to do so will result in 1 point being deducted from their team. Any substitutes played must be recorded on the team sheet after the match. There must always be an on court captain, the umpires should be made aware of who this is if substitutions are made.

21 PLAYERS

A minimum of seven players must be registered for each team throughout the season. Where a club has more than one team entered in the League, each team should be given a position status, 1st, 2nd, 3rd etc. at the start of the season. Under no circumstance should a registered player from the 1st team play for the 2nd or 3rd team; nor should a 2nd team player play for the 3rd team.

Under 16's must be signed off by the LCNA and the paperwork must have been received by the registration secretary before they can play, or the team will be deducted points.

Every player has three lives in total regardless of which team they play up for. Once those three lives have been used up they can then either stay in their original team or re register to any other teams within their club providing it ISN'T a named lower team. They will however have no further lives to use and must stay in that team for the rest of the season.

If a player needs to be re registered down due to injury or illness, then that club would need to put forward a case to the committee, who will review it and decide. However there will still be no playing down within this League.

Playing for another team other than the one you are registered in is not allowed. Teams who have found themselves without a full team should play the game if they have five or more players, less than five players the match will be forfeited. However, players who have been registered to a club and haven't yet played in any of the matches can re-register to a different club, the £1 fee is applicable.

A team found guilty of infringing these rules will be brought to the notice of the committee who will then make a decision. A team who plays a player who has not been registered with NWLNL or a team fielding a player registered to another team will pay the following penalty:

The defaulting team, whether it wins, losses or draws its match, will have at least four points deducted or all points gained from that match, whichever is the greater, from their overall season's score. The non-offending team will be awarded four points from the match.

Safeguarding All issues regarding the safeguarding of young people & vulnerable adults remain the responsibility of the club that they play or umpire for. In order to take any photos or videos of a match, the photographer needs to ensure that every single person has been asked if this is permitted, not just young people.

Pregnancy It should be noted that pregnant players may not take part in match play after the 12th week of pregnancy, nor umpire beyond the 20th week.

22 SUBSTITUTES

The rule, as stated under rule 6 in the Official England Netball Rules, applies. Please note that a player who has been previously substituted may return to a game at a later stage. A team can have five substitutes in the team with any amount of substitutions during the game. When completing the team sheet at the end of the match, any substitutes must be named if they took part in the match.

23 UMPIRES

Umpires must carry an ENA Rule Book as standard. There should be two umpires present at every match before the match can commence.

Umpires who aren't yet qualified should be from the leagues assessed confident or mentored umpire list. Qualified umpires who officiate in this league should make themselves known to the umpire secretary and yellow cards shown to prove they have been to the new rules forum.

Umpires must wear suitable clothing and should ensure that they arrive with enough time before the match is due to start to check players' nails are short and that no jewellery or activity trackers are worn. (Wedding rings may be taped). If a player is wearing a leg support with a metal hinge, the metal must be covered.

If an umpire is not on court in time for duty, the stand in umpire must complete the whole match, there mustn't be any swapping done during the match or it's breaks.

If a player behaves in an unreasonable manner, the umpire will warn the captain of the team concerned. If the same player continues to behave unreasonably, the umpire will forward her name to the committee, who will deal with the matter. The NWL League will not tolerate any aggressive or intimidating behaviour towards any umpire.

In all matches the umpires' decision is final. Both umpires from each match must agree the quarters and final scores. It shall be noted that no verbal complaints or criticism shall be accepted by the committee regarding umpires.

Clubs are responsible for their spectators. Any spectator behaving in an unsporting manner will be warned, and if they continue, will be asked to leave.

Players should respect and accept the umpire's decision at all times. Unfair remarks both on and off the court are not acceptable at any time. Team captains need to ensure that all

players, supporters adhere to this policy. The umpire's job can be very difficult and without them there would be no match.

Failure for a team to supply an umpire will result in 4 points being deducted and the stand-ins umpire fee will be £20.

The umpires will be given completed team sheets from the match they officiated, which they will send on to the fixtures secretary. It is not their duty to chase the teams for their sheets.

It is the teams duty to pay their umpire. the rates are:

- £15 normal umpiring duty
- £15 for Mentor mentoring training umpire, trainee doesn't get paid
- £20 for stand-in umpire (arranged within 24 hours of match)

24 APPEAL / COMPLAINTS

You have the right to appeal a decision made by the committee. It must be put in writing to the League Chair person within 7 days of the incident occurring.. Receipt of the complaint will be acknowledged within 7 days and a response will be made within 28 days If the outcome of the appeal / complaint is not to your satisfaction, you can then proceed to take your appeal / complaint in writing to Leicestershire County Netball Association, following this then it can be taken to Region and then England Netball.

25 GENERAL

The committee have the power to deal with any matters arising that are not provided for in the aforementioned rules, and teams failing to comply with any of the rules.

1. All unforeseen and unprecedented circumstances shall be discussed and decided on by the committee.
2. In Extreme circumstances the committee can exercise discretion and bend the rules if they deem appropriate and with good reason to do so.

North West Leicestershire Netball League will not be held responsible for any injury or loss of personal possessions.

Each team must provide a minimum of one representative for the AGM and League meetings. Any team who fails to have a representative from their team will be fined £20

If any team or player does not abide by the rules of the league, the League Committee will review the situation and take action where appropriate.

If you have any suggestions, ideas or points you would like to be discussed at a committee meeting, please write them down with your name and club and send them to the League Secretary. All serious comments will be raised at the next committee meeting.