



Management Document

Adopted at AGM 2008 (amended October 2021)

It is important that this document is read in conjunction with the Constitution and Policies of NETBALL SA and along with the Constitution, By Laws and Country Championship Guidelines of the North Eastern Netball Association.

It should be read as a supplement to the Constitution, By Laws and Guidelines not as a replacement.

It endeavours to be informative and to explain in simple terms, some of the major processes faced by the Association's Executive during a season.

As is expected that the Clubs delegates can and/or will make various decisions to add or alter the information contained in this document. To avoid confusion the Management Document will need to be updated yearly at the October General meeting.

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1. Risk Management

The following documents to be sent out to Clubs prior to the start of the season and be updated on the NENA website;

- NENA Constitution & By-Laws
- NENA Management Document
- Country Champs Guidelines
- NENA & Netball Australia Codes of Conduct – Players, Coaches, Umpires
- Netball Australia Junior Sports Policy
- NENA Hot Weather Policy
- Netball SA Pregnancy Policy
- Netball SA Member Protection Policy

- Extreme/Wet Weather Conditions

In cases of an extreme weather forecast junior and senior players are able to wear long sleeve tops and/or pants/skins underneath their uniform. Players are to wear similar colours to their uniform where possible, and cannot wear items of clothing that would put players at risk of injury.

Three NENA Executive Committee members to discuss forecast and decide the night before the games. NENA Secretary required to inform all clubs via email and the NENA Website Administrator must post on the NENA Facebook page the night prior.

2. Media

In coming Association Executive to contact the following media sources prior to the start of the 2022 season to ascertain requirements;

- The Plains Producer
- Match day publication

Association Reporter

Submit match reports, scores, and other information as directed by the Association Executive to the following; (Removed Northern Argus below)

- The Plains Producer
- Upload to NENA Facebook page

Association Recorder

- To be updated when further information re Play HQ is available

Match day publication

Clubs to submit teams for Saturday, and complete A1 match previews as required or as directed by the Association Executive direct to Game Day publication

Clubs to submit interesting Club articles and stories as required

Association Executive to submit interest Club articles and stories as required

Country Champs Co-ordinator

Liaise with Plains Producer to submit reports from Country Championships preferably the first issue after the June Long week

Arrange for Team Managers/Coaches to submit reports, which (includes players names in the match reports) over the Championship weekend, and collate to submit to the media Sources.

3. Information to start the season

The following needs to be sent to clubs;

- Scorecards for the season's requirements
- Copy of Scorecard
- NENA B&F voting slip pro-forma
- All NENA B&F Vote envelopes attached to scorecard in DL size envelopes, correctly labelled as per template saved in the permanent files and supplied to each club.
- Insurance Claim Forms & Information
- Injury Report Form
- Game Day Checklist (to be completed by Home Club and counter signed by opposing Club for each weekly match day)
- NENA Club contact details for the next season to be sent to clubs for completion prior to the AGM in October
- Match Report Template
- Season Calendar of events
- Net Set Go Netball Rules
- Reminder of Player Name/Photograph NPC (No publication consent) for use on scorecards and this information needs feeding to media, NENA executive and clubs
- Single Game Voucher process

Duties that will need completing;

- Contact NEFL Executive regarding Program and send NENA details to NEFL Secretary for printing.
- Gate passes created for the Executive committee and distributed
- Netball SA Service Agreement in November of previous year
- Child Safe Environment checklist (every 18 months)
- Junior Player Information
- Approach and confirm Trophy Sponsor for season 2022 (in 2021 Elders Burra/Clare donated \$600 towards trophies) We suggest this is negotiated to \$800 if possible to cover all engraving costs on trophies and Grand Final day medallions'.

Player Registration/Consent

- Play HQ allows NENA Recorder to make the following custom fields mandatory at the association level. Custom fields to apply to the following roles – player's, coaches, team manager's, volunteer's and officials.

Image consent

I provide consent for [club name] and the North Eastern Netball Association (NENA) to use my/child's image (photograph and video footage) for promotional purposes. I understand my/child's image may be used in mediums including: publications and promotional material, and

broadcast, print and electronic media including social media platforms. I acknowledge that my/child's image will be used without any personal compensation or remuneration.

Cut down version:

I consent for NENA to use my/child's image (photo & video) for promo purposes. I understand my/child's image may be used in mediums (but not limited to) publications & on social media.

Name consent

I provide consent for [club name] and the North Eastern Netball Association (NENA) to use my/child's name for promotional purposes. I understand my first and surname may be used in mediums including: publications and promotional material i.e. match reports in print and electronic media.

Cut down version:

I consent for NENA to use my/child's name for promo purposes. I understand my/child's first & surname may be used in mediums (but not limited to) printed material & electronic media.

- NENA Recorder to advise NENA Secretary of any Non Consent's at the time of registration
- NENA Secretary to notify all media publications (as detailed in NENA Management Doc No. 2), all NENA Executive and all clubs of any player(s) who do not provide name and/or image consent.

Consent

- A player who has not given consent to have their name and photograph published must have NPC (No publication consent) marked next to their name on the official scorecard. This includes but does not limit non consent to social media sites, game day editions, newspaper publications, North Eastern Netball Association website or Facebook page, and match day reports. The opposing team manager should also be notified prior to the beginning of the match, especially if you are the second team on the scorecard.

4. Meetings –

a) Senior Delegates Meetings

Early March Senior (*review exemption*)

February, March/April (2 weeks *prior* to start of the season), May, June, July (if necessary), August (to arrange finals), October (including AGM)

b) Junior Delegates Meetings

Early March – *Round Table Meeting to discuss numbers*

April (to discuss junior team exemptions),

June to discuss any reviews

At a junior meeting prior to the season starting all clubs must supply Junior Players Template for all proposed players for current season. This information must be sent to the Association Secretary on the template provided by the date set.

c) Country Champs Meetings

April, July

d) NRNC Meetings

Feb, May, Aug, Oct

5. Face Book

- NENA has a public Facebook page to keep members and community informed.

- Upcoming games, results, tables and other relevant information to be put on the page weekly.
- Photos may be included on this page, but it is up to each club to notify NENA Secretary of any members who do not give authority for photos to be published.
- This page is managed by the President of the Association, or delegated to Association Executive as required in conjunction with the Website and Social Media Administrator.
- Website & Social Media Administration to create Log On information for in-coming Executive (President, Secretary, Recorder and New Website & Social Media Administrator after the October AGM, and out-going Executive removed

6. Game Times & Rotations

Netball Times (The number 1, 2 or 3 on the NEFL program denotes the week)

Week 1	Week 2	Week 3
9am – J3 & J5	9am – J3 & J5	9am – J3 & J5
10am – J1 & J4	10am – J1 & J4	10am – J1 & J4
11am – 15U & J2	11am – 15U & J2	11am – 15U & J2
12.15 – A1 & B2	12.15 – B1 & C2	12.15 – A2 & C1
1.45 – A2 & C1	1.45 – A1 & B2	1.45 – B1 & C2
3pm – B1 & C2	3pm – A2 & C1	3pm – A1 & B2

Court Allocation for the season (using rotation '1' for example)

TIME	COURT 1	COURT 2
9 am	J3	J5
10 am	J1	J4
11 am	J2	15U
12:15	A1	B2
1:45	A2	C1
3:00	B1	C2

7. Clare Financial Services NENA Most Influential Player Award

- Each A1 coach to select the 3 best players on the court, who they believe had the most influence on the game.
- 1st Best receives 3 points, 2nd Best receives 2 points & 3rd Best receives 1 point.
- The 3 players can be from the same team, or from both teams.
- If a playing Coach is not comfortable picking the votes, then it is appropriate for someone from the Coaching Staff/Bench to select votes (someone who has watched the whole game).
- Votes are sent to a representative from the match day publication. The award is organised between Clare Financial Services and the match day publication and presented at the NENA presentation dinner (cash award) and framed Game Day cover.

8. ANZAC Medal information

- NENA President to liaise with NEFL President to determine which game/s will be the official ANZAC game/s according to the current NEFL fixture.
- NENA President to liaise with Netball SA.
- Netball President of the hosting club to contact their local RSL to organise the medal, award criteria and who will present it on the day.
- NENA ANZAC Day medal is officially called the Sister M Bidmead Medal.



- The Medal is awarded to the player who displays the ANZAC spirit including playing with skill, courage, self-sacrifice, team work and fair play. This will be determined by both umpires.
- Criteria and medal are supplied by RSL.
- Engraving to be only on the front of the medal including the year as pictured.
- Hosting club's netball and football presidents to liaise together to arrange the timetable (suggestion below).
- The selected A grade netball games will be played in the 3pm time slot. Players from the A1, A2, C1 and B2 teams are required on the oval with the football players at approximately 2:45pm
- A2 and C1 games to begin promptly at 1:30pm (not 1:45pm) due to service commencement.
- All players from all clubs, J5 – A1 will wear black armbands.
- Netball and Football presidents are to ensure all players from both clubs are aware of expectations and change of schedule.

Order of Ceremony (suggested)

All netball and football players and Spectators gather promptly on oval at 2:45pm. Clubs assemble in lines either side of Master of Ceremonies (MC).

1. The MC will call for attention and then briefly comments on the meaning of ANZAC Day, the remembrance ceremony and that there will be a post-match medal presentation. As a mark of respect please ask all present to stand and remove their hats.
2. The Ode of remembrance is read by the MC

Ode Of Remembrance

They went with songs to the battle, they were young, straight of limb, true of eye, steady and aglow. They were staunch to the end against odds uncounted; They fell with their faces to the foe.

They shall grow not old, as we that are left grow old: Age shall not weary them, nor the years condemn. At the going down of the sun and in the morning, We will remember them.

3. The Last Post
4. Minute Silence
5. The Rouse
6. The Australian Anthem
7. Coin toss for both Football and Netball to be done by RSL member or represented person.

End of Games

1. All netball and football players reassembly in lines either side of MC for Medal presentation.
2. Umpires present results to RSL Member
3. RSL member present Medals to netball and football

9. Academy Selection Process

- Trials are an open system as directed by the Academy – no player is to be denied the opportunity to trial.

10. Players achieving state representation

- Clubs to advise at August meeting, players that have achieved State representation refer to AGM minutes regarding payment to these players. (Refer to Bylaw 14).

11. Plains Producer Players Team of the Year

- Players Team of the Year to consist of 10 players including 3 Goalies, 4 Midcourt and 3 defenders.
- Players to choose opposing players nominated by each Club from each area of the court (Goalies, Midcourt, Defenders) and give 4 votes for 1st best, 3 votes for 2nd, 2 votes for 3rd best and 1 vote for 4th best player in each area of the court. A Player to receive votes for ONLY ONE area of the court from each Club. Players cannot vote for their own team mates.
- Should a player play multiple positions and receive votes for more than one position these votes to be combined. If that player then has enough votes to be included in the PTOTY she is included where most votes received (ie. Sally receives 6 votes as a Goalie and 8 votes as a Mid Courter, which equals 14. Sally will be named as a PTOTY Mid Court Player, assuming that 14 votes is enough to qualify for PTOTY).
- Players to receive votes for only one position from each club.
- Count backs are allowed if there is a draw.
- This is the 10 TOP PLAYERS of the North Eastern Netball Association judged by their peers.
- Coach of the Year will be the A Grade Minor Premiership Coach.
- Umpire of the Year will be the player voted NENA Umpire of the Year.
- Players will receive an engraved Red Wine glass.
- A representative from the Plains Producer will present the awards at the NENA Presentation Dinner.
- If the NENA A1 Best and Fairest is not initially voted as a member of this team, they will be included by the NENA Executive following the NENA A1 vote counting. In this instance there will be 11 players in the PTOTY.

12. Umpire of the Year – Nelda Bruce Memorial Trophy

- The Bruce family will donate a perpetual award recognising an umpire for service and ability in memory of Nelda Bruce. A phone call yearly is appreciated to confirm details to Marlene Goss - Contact details on the last page.
- A1 players to nominate up to 2 A grade umpires from their own club and send to the NENA Secretary with their Team of the Year players positions. Umpires must have umpired at least 5 A1 games during the year (May be in another Association than NENA, but must be A1 equivalent)
- All umpire names will be collated and forwarded back out to clubs for voting.
- A Grade players will then vote 3, 2, 1 in preference of the umpires submitted.
- Clubs are not allowed to vote for umpires from their own club.
- These votes will then be added up by association executive and highest vote getter presented award at annual NENA presentation dinner.
- Perpetual trophy to be presented by previous year winner (if back-to-back awards - then the Bruce family); The Bruce family to present the engraved whistle and the 12th Plains Producer PTOY glass

13. 21 & Under Award – Evon Jones Memorial Trophy Best 21&U

- The Jones family (Digger & Liz Hollitt and Mel Helbig) will donate a perpetual award recognising the best 21&U A grade netballer in memory of NENA life member Evon Jones. A phone call yearly is appreciated to confirm details with Mel Helbig – contact details on the last page

- To be eligible a player cannot turn 22 years of age at any time during the current season including finals
- Clubs to nominate their best 21&U netballer/s who have played in A1's in the current season
- All player names to be collated by the NENA Secretary and sent back to clubs for voting.
- A1 Players to choose players from opposing clubs in a 3,2,1 system who they deem the best 21&U netballer (along the same fashion as choosing PTOY), players cannot vote for their own team mates
- Count backs are allowed should there be a draw.
- These votes will then be added up by the Association Executive and the trophy to be awarded at the NENA Presentation Dinner by a member of the Jones Family (Mel Helbig).
- The award winner to receive the Evon Jones Perpetual Trophy and their own trophy to keep to the value of \$30

14. Volunteer of the Year

- The same person cannot win the award on more than one occasion.
- The successful nominee will have contributed to Netball for many years at Association and Club level (however years of service which may have also taken place at other Clubs and/or associations can be included).
- The nomination is to come from the committee of individual clubs not individuals.
- A nomination form is to be provided by the Association to each club to complete with as much detail as possible.
- Nominations are to be received by the last meeting prior to finals – this date to be printed on the nomination form each year.
- More than one nomination may be sent from individual clubs.
- Marlene Goss and Pat Quick, or her nominee, will study the nominations provided and make a decision
- The name of the recipient of the award is to be kept confidential (other than informing the Club President who will arrange for the winner to be at Presentation Dinner) until the Presentation Dinner when an outline of the recipient's work will be read out and the award presented.
- Previous year winner invited to present the new Volunteer of the Year

15. NENA Presentation Dinner

- Hosted by Clubs (refer rotation system). Held on the Tuesday night before the Grand Final
- Host Club to arrange a Guest Speaker – NENA to contribute **\$1000** towards the cost of a the speaker
- Host Club to supply complimentary meal and a gift for the speaker
- Host club to organise an Acknowledgment of Country during the welcome address.
- Host Club to invoice Clubs for the cost of 10 tickets (this is only a minimum requirement; clubs can purchase more tickets if needed). Clubs must ensure that they invite their trophy winners and let the Host Club know how many tickets they will need.
- Invitations including a complimentary meal with NENA to be invoiced the cost of the ticket for the following invited guests;
 - NENA Executive – President, Vice President, Secretary, Patroness, Treasurer, Recorder, Reporter, Umpire Coordinator, Clinics Coordinator, Country Champs Coordinator, NRNC Representative, Website and Social Media Administrator, Netball SA Delegate
 - Life Members (Pat Quick, Janet Zweck, Marlene Goss, Sharyn Roberts, and their partners)
 - 2 NEFL representatives – President & Secretary
 - 2 Plains Producer representative

- 1 match day publication representative (provided they continue the A1 Most Influential player)
- NRNC Executive (President or Secretary)
- 2 Clare Medical Centre (as NENA Country Championships Major Sponsors)
- NRNA Head coach and Programme Manager
- The match day publication A1 Coaches Netballer of the Year Sponsor – Graeme Wandel of Clare Financial Services (or his nominee)
- 1 Mills Freightlines representative
- 1 Jones Family representative
- 1 Bruce Family representative
- 2 representatives Trophy Sponsors (2021 Elders Rural Services Burra/Clare)
- If a Senior Country Championship or Division one under age team wins the carnival – then a table of 10 for coach and players complimentary
- NENA Exec to send the official invites. Club invitees to RSVP to host club and NENA invitees to RSVP to the NENA Secretary.
- A drinks tab to be established for NENA tables, in lieu of thank you flowers. Host club to invoice NENA.
- Trophies to be presented to Best & Fairest and Runner-Up (note no count backs and can be multiple winners). Presented by a NENA Life Member (unless award is sponsored)
- Trophies to be purchased by the Association taking into account sponsorship, with the values to be negotiated and decided at a NENA management meeting. As a guide \$25 B&F and \$18 Runner-up, including engraving was spent in 2021.
- Plains Producer Medal presented to the A1 Best & Fairest winner – donated/supplied by Plains Producer to the value of \$240.00. Secretary to liaise with Plains Producer (Andrew Manual) to ensure that they are happy to sponsor this award again – 5 year deal to be renegotiated in 2025. Plains Producer to provide the medal valued at \$120. A prize (a vase in 2021) to the value of \$120 including engraving to be purchased by NENA (trophy to also be purchased by NENA)
- Highest Vote Getter – a perpetual trophy donated by Mills Freightlines PTY LTD to be engraved and a trophy for the player to keep to be purchased. Highest Vote Getter trophy is presented to either the player who has achieved the highest votes in one grade **or** the highest votes achieved by a player who has accumulated the highest votes having played during the season in multiple grades. Trophy to the Value of \$30 including engraving organised by NENA but invoice to be sent for reimbursement to Mills Freightlines PTY LTD. In the event of a tie for this award contact Jayne at Mills Freightlines PTY LTD to discuss. A phone yearly is appreciated to confirm details and costs involved - Contact details on last page.
- Volunteer of the Year – donated by Marlene Goss and judged by Pat Quick & Marlene Goss (Life Members). NENA to pay for the engraving of the Award; Award paid for by donor.
- Plains Producer Players Team of the Year including Coach and Umpire of the year – each player, the coach and the umpire to receive an engraved red wine glass or an award of that is suitable to the value of \$20 including engraving. Total \$240 funded by the Plains Producer and purchased by NENA. Refer to agreement
- 21&U Award – a perpetual trophy donated by The Jones Family to be engraved and a trophy for the player purchased to the value of \$30 including engraving.
- Academy/Regional players are also invited, but not compulsory. Academy/Regional players to sit at their clubs' tables.
- Certificates to be presented to the players, coaches and umpires who have represented the Association at Academy/Regional level – Refer to Secretary Pack for information on Certificate details.

- Club's Presidents & Secretaries to be advised of invited guests (trophy winners & Team of the Year inc Umpire of the Year) prior to the Presentation Dinner with the trophy winner's details to be kept confidential until the Presentation Night.
- Copy of Power Point presentation compiled by Host Club to be given to the NENA secretary to be kept in the NENA History folder.
- Any flowers presented to New Life members will be allocated \$50 value
 - **Vote counting and trophies**
 - Counting of all NENA Votes to be completed no later than The Monday after the last minor round match
 - Recorder, President and Secretary to be available to count votes
 - Club votes per round and NENA top 10 to be emailed to the president's and secretaries (not handed out on night). If Individuals ask NENA to see these, they will be directed to ask the Club president or secretary.
 - NENA To confirm Plains Producer (removed Northern Argus) will still sponsor the A1 medal after 2025
 - All trophies to be organised by NENA, Generally the secretary
 - Volunteer of the year award to be organised by Marlene Goss
 - Umpire of the Year's whistle organised by Marlene Goss and the Bruce Family
 - NENA to organise the Most votes on behalf on Mills Freightlines Pty Ltd
 - NENA to organise 21&U on behalf of The Jones Family
 - Perpetual trophies to be organise by NENA, but Invoiced to their respective Donor
 - Pat Quick Patroness provided the A1 B&F with a \$30 fresh floral arrangement in 2021

16. Finals

- On confirmation of final ladder, NENA Reporter to request 'Finals Previews' for the Game Day publication and Plains Producer (all finals).
- Each team to supply a preview, and the reporter will collate as required and advise appropriate deadline dates to enable publication in the Game Day publication, and Plains Producer.
- 12 Medallions to be presented to the premiership team (additional medals can be purchased by the Club) including A1, A2, B1, B2, C1, C2, 15U, J1, J2 and Masters (if playing). Each medallion not to exceed \$13 – which included Medal, Ribbon and engraving.
- A medal also presented to the Best on Court for each grade on Grand Final Day. The BOC medal can be selected as a more 'decorated' medal than the premiership medals. Medal not to exceed \$15.00 – which included medal, ribbon and engraving.
- Secretary to liaise with Sportspower Clare about the donation of the A1 Premiership Cup.
- Order Premiership Pennants for each grade – in 2021 Janet Zweck organised this through Copy King in Kadina.
- Life Members and/or Patroness to present shields and medals C2 – A1
- A1 Best and Fairest & Runner-up to present the Junior medals
- In 2021 Netball SA didn't provide umpires for the finals (as in previous years) The NENA Umpires' Coordinator to Contact clubs with availability of umpires and prepare roster.
- Refer to the Rule book regarding information pertaining to a draw
- Willis Australia Limited – Game Day checklist to be completed by the Association President and also the Hosting Club.
- Best on Court voting slips to be completed by umpires on Grand Final Day
- Match reports to be completed by both competing Clubs in all grades and returned to the Association Reporter on the day for compiling for the Plains Producer.

- Scorecards to be supplied by the Association which must be completed by teams 30 minutes prior to the match and to be checked by Recorder to ensure correct qualification. Scorecard also to include Primary Care Person for each finals match and also the Coaches/Captains/Team Managers details for Grand Final day.
- Seven Official NENA Car parks to be allocated to all finals: President, Secretary, Recorder, Umpires Coordinator, Reporter, Treasurer and Website & Social Media Administrator. Additional car parks to be allocated for all four NENA life members for all finals. If the grand finals umpires do come from Adelaide/another area then an extra car park will need to be allocated.
- Premiership clubs have the responsibility of engraving their shield. These shields to be returned at the August NENA Meeting at the latest.

A) Requirements for finals

Host Clubs to Supply

- 7 Car parks (roped off and signed) near the Netball courts for NENA Executive & Umpires Coordinator. 7 car parks on grand final day, to include NENA Executive & Umpires Coordinator and Adelaide/visiting umpires. Plus one car park for all current NENA life members (4)
- Full length goal post padding on all goal posts
- Score bench with 4 seats (Scorer, time clock, checker from each team)
- 3 time clocks, neutral timekeeper, scorer (18 years or over) and scoreboard attendant for each court (If your club is playing at your venue, you must get a neutral scorer and timer from another club for that grade. Scoreboard attendant can be from you club)
- Official 'Team' bench to seat 5 persons from each team, with adequate signage.
- 2 chairs for umpires at quarter breaks
- Suitable change rooms for Umpires – not to be the general clubrooms, but maybe a caravan etc. by courts.
- Female toilets (Including at least one Disabled access) functional for up to 1000-2000 ladies (more needed on grand final day). Liaise with Football club about this.
- Table for umpires and officials lunch. Disposable plates and cups
- Light lunch for umpires and officials (18 umpires & 8 officials) i.e. 2 large chicken platters, 2 plates of sandwiches, 3 plates of cakes/slices, tea and coffee. Soup if cold. (Please check for dietary requirements)
- Refreshments for umpires.
- Number courts 1 and 2
- Some shelter for players and officials in inclement weather (waterproof for rain, shade for heat)
- Designated and safe area for four teams to warm up
- Whiteboard, markers and eraser for games and results
- Power supply to NENA Official Area for recorder laptop. Extension cord in Official Area also.
- Injury Ice (keep in NENA Official Area)
- WiFi access
- Club hosting Grand Final to provide a suitable table with a table cloth for presentations of shields and medallions.**
- Club hosting Grand Final Speaker System for GRAND FINALS ONLY**

Host Club Responsibilities

- Ensure safe playing surface and surrounds for matches, this includes sweeping courts after rain.
- Club presidents or committee members to be present when their teams are playing to monitor club supporter behaviour and ensure players and supporters are abiding by the NENA player and supporter code of conduct.
- Provide liquor licence boundaries to NENA executive, with adequate signage displayed at the playing area.
- Ensure spectators are kept back from playing area. Allow 2 meters of 'room' for umpires to safely run around full court unobstructed
- Ensure Scorers and timers understand their responsibilities and know the extra time rules.
- Keep spectators away from Scorers and timers
- Monitor spectator behaviour (Can get help from NENA Exec for this)
- Scorers to ensure card is signed and return the scorecard to the Official Area
- Match Reports to be completed by both teams and returned to the Official Area
- Move teams over to presentations quickly to allow presentations to commence (Grand final)

NENA to Supply

- Scorecards including folder, pens, scorer instructions and match reports
- NENA scoreboards and magnetic club names.
- 2 Green cones in the event of a draw
- 4 new Gilbert Match Balls for each final.
- Game Day Checklist to be completed with NENA President and Host Club Representative
- Best on Court Voting slips for Grand Final
- Medallions (premiership and best on court) for Grand Final
- Pennant Flags for premiership teams (these are organised via Janet Zweck), send Janet an email asking her if she is happy to organise again. Ordered through Copy King in Kadina
- Check Premiership photographer has been organised through NEFL. Photographer to supply benches and will select the photo backdrop
- Two NENA banners to be hung on fence at the rear of each court (at all finals).
- A1 Premiership Cup (donated by Sportspower Clare).
- NENA photo back drop banner to be set up for premiership photos (weather permitting)

NENA Responsibilities

- Collect Scorecards
- Write scores updates on whiteboard at each final
- Website, My Netball, and Facebook updates at least once each final
- Compile match reports and send to Media.
- Ensure players qualified
- Send written invite to NENA Life Members to visit official area during finals for Morning/afternoon tea and chat.
- Conduct the Grand final presentations
- At least one executive to be available at any time at all finals
- Monitor spectator behaviour. Authority to eject inappropriate behaviour.

B) Times for Finals

1st Semi, 2nd Semi and Preliminary Finals

	Court 1	Court 2
9am	J1	
10.30am	J2	15U
12pm	B1	C2
1.30pm	A2	C1
3pm	A1	B2

Grand Final times

	Court 1	Court 2
08:45am	J1	
10.00am	J2	15U
Presentation: J2, J1 & 15U		
11:30am	B1	C2
Presentation: B1 & C2		
1.00pm	A2	C1
Presentation: A2 & C1		
2:30pm	A1	B2
Presentation: A1 & B2		

C) NENA/NEFL Finals Gate Agreement

- 30% of total GROSS finals gate takings to be received less 30% cost of Advertising, security, gate keepers fees and St John Ambulance.
- Gate Passes issued to NENA Executive – President, Vice President, Secretary, Treasurer, Recorder, Reporter, Umpire Co-ordinator, Social & Website Coordinator, Patron, Life Members (Pat Quick, Janet Zweck, Marlene Goss, Sharyn Roberts).
- Umpires sign in sheet for each final to be supplied to the NEFL Secretary to be signed by all NENA umpires when entering the finals grounds (this is in lieu of passes).
- In the season, NEFL can either:
 - Give NENA 30 (Total) laminated passes to be used FOR ALL FOUR FINALS, or:
 - Disposable passes to be collected from the gate at end of each final and NEFL to be advised as to how many passes were used for the whole of the finals. NEFL will then charge NENA for the number of passes used.
- An itemised finals income/expense statement to be sent to NENA with a breakdown of each finals gate takings and expenses.
- Agreement to be renegotiated in Season 2023 for the future

17. Umpiring during the season

- Umpires to write full names on NENA B&F voting slips (E.G. – Kim and Kourtney Kardashian play in the same team, and on the voting slip in K. Kardashian... which one is it?)
- If you *Umpire THEN play*, you are allowed 10 minutes (so your game may start 10 mins late) to calmly fill in the NENA B&F votes, change and warm up
- If you *play THEN umpire*, NO 10 minutes is allowed – a quick drink and change into white top and dark bottoms is allowed only
- Umpires must wear a white top. White, navy or black bottoms
- **Finals umpires ideally wear NENA tops if available**

18. NENA Life Member passing

In the event a Life member passes:

- NENA will get advised by family
- NENA will as a courtesy advise NEFL
- NENA Exec will advise other NENA Life Members
- NENA will place a death notice in the Northern Argus and the Plains Producer. Depending on prices, please include NENA Logo
- NENA will send family flowers to the value of \$50 as well as a sympathy card.
- If family asks, NENA can take part in the funeral (speak/guard of honour/etc)
- NENA President and Secretary (at least) will represent at the funeral.
- All clubs from A1 – J5 will be required to wear arm bands on the closest Saturday.
- A small notice to go in the closest edition of the match day publication (to explain to others about the armbands also)
- On the closest Saturday, a Minutes silence ceremony will be held between the 1:45 and 3:00 game swap over at the Life Member’s ASSOCIATED Club
- A mention of the NENA Contribution will occur at the NENA Dinner by the President.

19. History Recording

- Prior to 2005 (or even after), any ‘Paper’ records of NENA may be in the Clare Regional History Group collection.
- On the USB, under ‘Permanent files’ is a “HISTORY” folder. Please record Award winners and Premiership teams in the current year at the conclusion of the season.
- Once the season is over, there is a locked cupboard in the NENA room at the Clare Courts to store your folders of hard copy minutes (only the Country Champs coordinator, President & Secretary have these keys)

20. Honorariums

For season 2022 Honorariums will be

- | | |
|---------------------------|-------|
| a) President | \$500 |
| b) Secretary | \$600 |
| c) Recorder | \$700 |
| d) Treasurer | \$300 |
| e) Netball SA Rep | \$200 |
| f) Reporter | \$300 |
| g) Umpires Coordinator | \$200 |
| h) Clinics Coordinator | \$200 |
| i) Country Champs Coord | \$400 |
| j) NRNC Coordinator | \$200 |
| k) Social Media & Website | \$200 |

21. Important Email Addresses & Contact Names

- The Plains Producer Louise Michael or Andrew Manuel
louise@plainsproducer.com.au / am@plainsproducer.com.au
- Mills Freightlines Pty Ltd Jayne Mills Millsltd@outlook.com 0409 096 860
- Jones Family Mel Helbig mhelbig@ruralco.com.au 0418 818 413
- Kapunda Print Tony Higgins kapprint@bigpond.com
- Clare Financial Services admin@clarefs.com.au / tracey.andriske@clarefs.com.au
- NEFL Mel Helbig (Secretary) mhelbig@ruralco.com.au
- Marlene Goss cramar.goss@bigpond.com 0427 779 528

