

**MEDWAY**

**NETBALL LEAGUE**

**CONSTITUTION & RULES**

Updated October 2019

**MEDWAY NETBALL LEAGUE**

**CONSTITUTION**

1. **NAME**

The name shall be the Medway Netball League (MNL).

1. **BOUNDARIES**

The Medway area, to be regarded as the area within the boundaries covering the postal districts ME1 to ME8.

1. **ENGLAND NETBALL MEMBERSHIP**

All teams, players and non playing umpires shall be active members of England Netball (EN) and Kent. If not members, the team, players and umpire shall not play or umpire and concede the game, the exception being ‘taster session’ players as in a).

All EN Team member details must be received by the MNL Divisional Rep two weeks prior to the commencement of the start of the season. All teams must provide an EN membership print out to the MNL two weeks prior to the commencement of the teams first summer and winter game.

Failure to comply will result in a deduction of one point per player per match until the active membership details have been received.

1. ‘Taster session’ players

All Taster session players must be named and identified as such on the Results Card and can only play 3 times in any one EN membership year (Sept-Aug). A team may only play 2 taster session players in one match.

1. **OBJECTIVES**

a) To play by the rules laid down by the EN.

b) To promote, encourage and develop netball within the Medway area.

c) Organise and administer competitions and events for all members at the discretion of the Committee.

d) To use the League funds in the best interest of netball in Medway.

5. **LEAGUE** **MEMBERSHIP**

a) Teams or clubs that are active members of EN whose home ground or hired courts are within the defined boundary shall be eligible for league membership and vote at the Annual General Meeting (AGM).

b) Application for league membership can be made at any time, by any team or club whose home ground or hired courts are within the League boundary, at the discretion of the committee.

6. **LEAGUE** **MEMBERSHIP FEES**

a) Each member shall pay an annual subscription to the MNL together with the EN fees.

b) The rate shall be agreed annually and adopted at the AGM.

c) Honorary Membership - A Life President may be offered by the Committee to a person who has given outstanding service to the League.

An Honorary President shall be chosen annually by the Committee from its’ Life Presidents and only be eligible to serve for a maximum of three years consecutively in a non voting capacity.

d) In the event of any outstanding monies owed to the League by a team, that team and all members of that team will be ineligible to play within the League until such times as an agreement has been reached or the outstanding amount has been paid in full.

7. **OFFICERS**

1. Chairman
2. Vice Chairman
3. Treasurer
4. Secretary
5. Registration Secretary

Chairman, Treasurer and Registration Secretary must have previously served on the Committee. In the event of an officer resigning, the Committee shall appoint a successor.

At no time shall more than two Officers be registered to the same club within the Medway Netball League.

8. **EXECUTIVE COMMITTEE**

This Committee shall consist of the Officers and one Committee member, who are participants of the League.

9. **THE LEAGUE COMMITTEE**

1. The League shall be managed by the Officers and twelve members elected at the AGM. Two of those members will be the Vice Chair and Treasurer of the Junior League Committee. At no time shall more than four members be registered to the same club within the Medway Netball League. It is the duty of the Officers and members to enforce the rules without interpretations to inconsistency.
2. A quorum at any meeting shall consist of five members.
3. The Committee shall meet at least once a month.
4. A Committee member with the exception of the two members from the Junior League Committee shall be required to attend all meetings whereas at least one of the two Junior League Committee members are required to attend. Any member absent for two consecutive meetings without a written explanation to the Committee may forfeit his/her place on the Committee.
5. All meetings of the Committee shall be minuted and a copy circulated to each Committee member.

f) All decisions of the Committee shall be binding, and where necessary the person(s) concerned will be notified in writing.

g) In the event of a Committee member resigning or failing to honour commitment, the Committee shall co-opt a replacement where necessary.

h) An Officer's position on the Committee should be held by one person for up to four years and if after that time no one from the present Committee comes forward they may continue in post.

10. **ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held during the month of October of each year.

a) A minimum of fourteen days notice shall be given in writing to the Secretaries of all teams together with an agenda and any proposed changes to the Constitution and/or rules (Section 12 item c).

1. Each team must be individually represented at the AGM by a team member who is an active member of England Netball, only one individual representative from each team will have a vote. Only those teams represented at the AGM (with the exception of new teams) will be eligible for entry into the League.
2. Registered players of a team not represented at the AGM will not be eligible to reform under a new team name for the forthcoming Summer season.

d) The agenda of the Annual General Meeting shall include :-

i) Minutes of the previous AGM.

ii) Reports and Accounts over the past season.

iii) Proposed amendments to the Constitution and/or rules (Section 12 item c). iv) Election of Officers and Committee members.

v) Election of Auditors.

vi) Any other business.

e) Nominations of Officers and Committee members shall be submitted to the League Secretary seven days prior to the Meeting.

i) Nominees shall be proposed and seconded. In the event of insufficient written nominations being received before the AGM, nominations may be received from the floor.

11. **SPECIAL GENERAL MEETING**

A Special General meeting may be called by:-

1. The Committee, through the League Secretary
2. A written request to the League Secretary from two thirds of the teams/clubs, stating the purpose

for which the meeting is called.

 At least seven days notice together with an agenda shall be sent to all Secretaries of teams/clubs.

12. **COMPETITION AND EVENTS**

a) The Committee is responsible for the organisation of at least one competition, The Summer League.

b) The rules relating to this competition are laid down by the Committee.

c) Any amendments to the rules relating to the Summer League shall be proposed and seconded in writing to the League Secretary 21 days before the date of the AGM.

d) Any other competitions or events held at the discretion of the Committee. Having the right to introduce new rules or amend existing rules.

e) The MNL will assist in the organisation of a Junior League, which will be run during the Winter and Summer seasons.

13. **AMENDMENTS TO THE CONSTITUTION**

Any amendments to the Constitution must be submitted in writing, proposed and seconded, 21 days before the date of the AGM to the League Secretary.

**MEDWAY NETBALL LEAGUE**

**SUMMER LEAGUE RULES**

1. **MATCHES AND CONDITIONS OF PLAY**

a) All matches shall be played under the rules of the England Netball.

b) Teams shall play each team within their division twice - a home and an away fixture, or twice at a central venue at the committee's discretion. (See appendix)

c) Confirmation of fixtures - The Divisional representative, after checking all fixture sheets, will confirm with all secretaries that their fixtures are correct and all games must start on the date and time agreed.

d) A fixture is

* **Conceded** when one of the teams contacts their opponents to withdraw from the game, this will result in the conceding team being deducted a point and the opposition having the winning points. Both result cards are to go to the results secretary in the usual way showing which team conceded. The fixture will not be re-arranged.
* **Abandoned** when the weather or other circumstances such as a seriously injured player not being able to be moved off the court makes it hazardous to play the fixture. The decision to abandon the game is to be made courtside at the time of the fixture by both umpires officiating at that game and with both teams in attendance. The reason the game was abandoned is to be put on both results cards and the cards signed by both umpires. The result cards go to the results secretary in the usual way and the game will be re-arranged.
* **Cancelled** if the decision is made by the Committee or Rainham School for Girls that the courts cannot be used such as when ice or snow are on the courts. In this case all efforts will be made to inform teams as soon as possible prior to the start of the fixture of this decision. **Result cards should not be submitted** to the results secretary but kept for the re-arranged fixture.

e) In the event of a fixture having to be re-arranged it shall be replayed in its entirety. The fixtures secretary will allocate a day and time for the re-arranged fixture as near as possible to the original, and will endeavour to accommodate any reasonable requests from teams. However, should there be a disagreement the first re-arranged date and time will stand.

1. UMPIRES

Each team shall be responsible for providing an umpire. No game shall be played without two umpires. Umpires must have reached the age of 16 years to be eligible to umpire and meet the requirements below regarding qualification, EN membership and registration. Failure of an umpire to meet all these requirements will result in the team they are umpiring for having to concede the game (one point deduction).

**Qualification** - dependent upon the number of divisions each season the Committee will determine the umpiring qualification applicable to each division. Secretaries will be notified on Fixture night. All umpires at league matches to be classified as one of the following:

1. ‘A’ Award
2. ‘B’ Award
3. ‘C’ Award
4. ‘Beginner’ or ‘IO’ Award
5. IO in training

**Membership** - who is currently a member of England Netball.

**Registration** - who is registered with the Medway Netball League umpire list or enters their EN Membership number and qualification clearly on the results card (these will be checked with EN).

g) In the event of written complaints, on the performance of an Umpire, Summer League Rule 3 “Complaints and Disciplinary Policy” will be followed.

 The County Umpiring Secretary may be made aware of the circumstances prior to a decision being made.

h) Each match will consist of four 15 minute quarters; an interval of 2 minutes after the first quarter; 5 minutes at half time and 2 minutes after the third quarter.

2. **RESULT CARDS**

Each team shall be responsible for completing a result card. The winning team and losing team shall send their result card to the Results Secretary who will then distribute them to Divisional Reps. In the event of a draw, abandoned or conceded game both teams shall send their result card to the Results Secretary who will then distribute them to the Divisional Reps.

All result cards must be received within seven days of the match, be fully legible and fully completed, include each player’s name in full and be signed by both umpires. The name of the team submitting the card must be clearly written on the card. One point will be deducted from an offending team for non compliance.

Result cards may be “posted” in the black locked post box in the pavilion corridor. These will be collected on Saturdays and that will be the official receipt date. A team may chose to safeguard against lost/late delivered post by obtaining a Certificate of posting (free of charge) from the Post Office.

3. **CODE OF CONDUCT**

The Medway Netball League (the League) is committed to following the principles of the England Netball Code of Conduct and its own Safeguarding Policy.

The League requires the highest standards of conduct from everyone involved in netball. It expects everyone to conduct themselves in an honest, fair, impartial, transparent way and to ensure their behaviour and actions allows that netball is played in a safe and a fair manner so that it can be enjoyed by all.

**COMPLAINTS AND DISCIPLINARY POLICY**

This procedure must be adhered to by players, umpires, members of the committee, coaches and spectators. Failure to abide by this policy may mean suspension or expulsion from the Medway Netball League (MNL).

The following will be deemed as gross misconduct by the MNL committee and will also apply if the individual is in the vicinity of the game, whether the game is in progress or not.

* Intentionally striking another player, umpire, coach, official or spectator.
* Physical or verbal abuse, unacceptable behaviour or language, as perceived by any person directly involved.
* Inciting or encouraging unacceptable behaviour in others, whether the game is in progress or not.

Other actions may also be deemed as gross misconduct, the above list is not exhaustive.

 Procedure:

* All complaints must be made in writing to the complaints secretary. The contact detail of the Complaints Secretary is available from your divisional representative and is detailed on the League website.
* The complaint must be received by the complaints secretary within 7 days of the incident. This must be clearly marked as a complaint, to avoid ambiguity. If the complaints secretary is involved or is connected in any way to the complaint, the chairperson will assume that role.
* Any complaints made after this time, will not be heard by the MNL committee and will be deemed invalid.
* The complaints secretary will acknowledge the complaint and notify the MNL chairperson of its receipt and advise the committee at the next meeting.
* The complaints secretary will write to all persons involved and request a written statement about the incident, to arrive within 14 days from the date of the request.
* If a reply is not received (although allowance may be made if the respondent can produce evidence of absence), the adjudication will go ahead without that information.
* All relevant information will be put before a complaints sub-committee that will consist of the Complaints Secretary and two members of the MNL committee, chosen by the complaints secretary in light of any particular expertise they may have. Where there is a conflict of interest that person will be excluded from the sub-committee and it may mean the MNL is not the appropriate authority to carry out the complaint investigation, in which case it will be passed to the appropriate authority, for example Kent Netball. Life Presidents may also be asked to sit on the sub-committee. The sub-committee will decide the adjudication.
* The adjudication will be sent to the person who is the subject of the complaint and the complainant. The complaint case notes will be kept on file for three years.
* If disciplinary action is to be taken against any individual, that individual has the right to appeal against the decision. This appeal should be addressed to the MNL chairperson in writing, within 14 days from the sent date of the original adjudication.
* An appeal committee, of three committee members that were not involved in the original sub-committee adjudication, led by the chairperson or another appropriate person, for example a representative from Kent Netball, will hear the appeal.

**All information provided in relation to the Complaints Procedure shall be regarded as confidential information and should be kept securely by all those concerned in the process, including the complainant, respondent and committee members. Where there is a conflict of interest that person will be excluded from any discussions.**

 Sanctions

The MNL committee will have the authority to evoke the following sanctions if they feel that a player/coach/umpire/spectator has been found to be guilty of gross misconduct.

Players

* During the game an umpire has the right, under England Netball rules to ask a player to leave the court should their behaviour be causing serious concern.
* If a player is found to be guilty of gross misconduct, the committee has the right to suspend for a fixed term, dependent upon the considered severity of the offence, or in extreme circumstances, exclude the player for a fixed term.

Umpires

* If 3 complaints from different sources come to the MNL committee within a year (October-September), regarding the same umpire, that umpire will be monitored by an experienced umpire appointed by the MNL committee or by an EN qualified tester, without notice.
* If when monitored, the complaint is found to be justified, the umpire will not be validated to umpire in the MNL for a fixed period. At the end of the fixed period the umpire will be assessed by a MNL committee appointed umpire to determine if they may continue to umpire in the MNL. In cases of repeated suspensions or in exceptional circumstances, MNL committee reserves the right to suspend validation indefinitely.
* If a team uses that umpire whilst they are suspended, whether intentionally or unintentionally, their game shall be declared forfeit in accordance with MNL Constitution Summer Rules, Matches and Conditions of Play 1f.

Coaches

* For inappropriate behaviour, coaches may be refused permission to be courtside for the duration of the game, or for a fixed term in accordance with the complaints procedure.

Spectators

* During the game an umpire has the right, under EN rules to ask a spectator to leave the court should their behaviour be causing concern. Spectators may be refused permission to be courtside for a fixed term in accordance with the complaints procedure.

4. **CANCELLATION**

In the event of a match being conceded the offending team will be liable for any unavoidable costs incurred for courts, travelling expenses etc. on production of the relevant receipts by non offending team. Failure to pay any outstanding costs may result in exclusion from League for the following season.

In the unforeseeable circumstances when a fixture time/date has to be changed by the court provider, it is the responsibility of the Home team to advise the Away team, their Divisional Representative, the Fixture Secretary and the Results Secretary of the change.

5. **HEALTH & SAFETY**

a) Participants in MNL do so at their own risk.

1. For their own safety, players or umpires who are pregnant must cease to play or officiate as specified in the England Netball rules.
2. In the event of a health and safety incident, whether or not medical treatment is given an accident report form located in a folder next to the results folder in the pavilion should be completed and placed in the results folder for filing by the MNL secretary for future reference.
3. Photographs of individuals or teams may be taken by an authorised representative of the League for use in promotional material. Any other person taking photographs of individuals or teams should have first sought permission from both teams beforehand.

6. **ELIGIBILITY TO PLAY**

Players must be female and have reached the age of 14 years to be eligible to play.

7. **LEAGUE CHAMPIONSHIPS**

a) The Competition shall be decided by points.

The club gaining the highest number of points at the conclusion of the competition shall be adjudged the winner.

b) Four points will be given for a win.

Three points will be given for a draw.

Two points will be given if the losing team score 5 goals or less of the winning score.

One point will be given if the losing team has 50% or more of the winning score (i.e. awarded to the losing team).

One point will be deducted from a team’s total League score for each game they concede.

c) In the event of two or more teams being equal on points, final placing shall be determined by calculating the greater goal difference resulting from the home and away fixtures between the clubs concerned.

If the teams are still equal, the Committee shall arrange a play-off to decide the order of the winners.

The date of this play-off shall be decided by the Committee and teams will be made aware of the week allocated to any play-offs at fixtures night. Any player involved in a play-off must be registered in the current season and have played at least one current League match.

d) The winners and runners up teams from each Division (other than Premier) are annually promoted to the next higher Division for the following season.

Other promotions or demotions will be made at the discretion of the Committee.

8. **COMPETITION OTHER THAN SUMMER LEAGUE**

The Committee reserve the right to hold such competitions as they consider reasonable in addition to the Summer League.

The Committee also reserves the right to introduce new rules or amend existing rules as they consider appropriate for any competition other than the Summer League.

9. **SUMMER LEAGUE**

a) ENTRANCE - Teams must apply for admission in writing to the Secretary before 31st December. The Committee will decide which division any new team will be placed, established or otherwise.

b) TEAM COLOURS - All team colours must be registered with the League and both team colours and team name must be acceptable to the Committee. In the event of a clash of colours, as courtesy the home team should wear an alternative set of bibs.

NB Bibs should be marked with positional lettering front and back, in accordance with EN rules.

c) SUBSCRIPTIONS

1. Team - the entry fee amount shall be announced at the AGM and paid with the Summer League Application Form.

ii) Players - Each team shall be required to register its players and pay £28.00 on registration night (this covers 8 players). Additional player registration will be £3.50 per registration. Once named, players wishing to transfer may do so as per the Constitution (rule 11 Transfers).

Any player registering for a team after 31st July, will be required to pay the appropriate EN membership rate. Summer League registration rules still apply.

d) VENUE - Toilet facilities must be provided. If not, the away team have the right to claim the game.

10. **REGISTRATION**

All players/taster session players must complete and sign a Registration card thus acknowledging attendance criteria for the AGM and agreeing to abide by the Constitution.

a) All players and taster session players must be named on the result card before playing a match. A player registering on the day of the match must have her registration card counter-signed by her Captain and the other team Captain or either Umpire, before the match commences. The Registration card and money must be received by the Divisional representative within seven days after the match, failure to comply with any of the above the player/taster session player will be deemed as unregistered and points will be deducted as per Rule 12 INFRINGEMENT OF RULES.

b) A player shall be registered for only one team.

c) On official notification to the Committee of the disbanding of a team, the players of that team shall be eligible to register for any other team in the same or higher division.

d) Where a Club has more than one team: -

i) A player may only play up for a maximum of two games in one season.

1. A Club may play only a maximum of two players from another of the Club’s teams in any one match provided that the player(s) are from a lower Division.
2. A player playing for a team in her Club other than the one for which she is registered, must be declared on the result card before the commencement of the match along with the team they are registered for.

e) i) Team Secretary - The Team Secretary in office at the date of the fixture meeting will remain on the League Committee’s register for all communication etc. until the date of the next fixture meeting, unless a letter of resignation should be made, in writing to the Committee, in the first instance.

ii) The team secretary must be 18 years of age or older.

iii) Should the need arise for the League’s Representative to contact any league member they may do so. However, if the member is under 17 years of age then the Team Secretary (aged 18 years or over) will be contacted. The Team Secretary will act as the point of contact and will liaise with the young person.

f) In the event of an injury a new player can be registered, but a card must be signed at the next interval.

11. **TRANSFERS**

a) A player must inform the team from which she wishes to transfer.

b) When a player transfers to a new team, the Secretary of the new team must notify the Divisional Representatives involved.

c) The player shall be deemed transferred when the Divisional representative has received a letter or email from the new club.

d) No player shall be transferred after 31 July.

e) A player may transfer only once during the season. She is then only eligible to play for that team with whom she is newly registered.

f) Any player playing for more than one club during any one season without being transferred shall be liable to be disqualified from all League games.

12. **INFRINGEMENT OF RULES**

1. Any infringement of the Rules shall result in the loss of one point from the defaulting teams total League points. However, where the infringement affects the result of any match played, two points will be awarded to the non-offending team at the discretion of the Committee.
2. When the infringement is for an un-registered player, no points will be awarded to the defaulting team for the match and the win points shall be awarded to the non-offending team.
3. A point will be deducted from the defaulting team for the infringement of the rules.

13. **TROPHIES**

The Officers of the League Executive Committee shall be trustees and legal owners of the property, including funds of the League (or competition) and shall deal with the same according to the instructions of the Committee.

The trophy or trophies are vested in the Medway Netball League trustees and if, for any cause, the competition shall be discontinued the trophy or trophies shall be held in trust, or dealt with as the League may decide, unless the donor, if there be one, attached to this gift has any specific conditions, in the event of the appropriate competition ceasing to take place.

A trophy cannot be won outright by any club. At the close of each competition, awards shall be presented to the winners. Any club or individual in possession of a League trophy shall be responsible for replacement in the event of loss or damage.

14. **ANNUAL RULES FORUM**

Every team must be represented at the Rules forum by a member registered to that team. Non-attendance will result in the team having a point deducted.

 Umpires umpiring in the Medway Netball League shall attend the rules forum unless they have already attended another EN membership league rules forum in the same membership year subject to satisfactory proof of attendance.

15. **SAFEGUARDING FORUM**

 Every team must be represented at the Safeguarding forum to be held as a minimum every three years by a member registered to that team. Non-attendance will result in the team having a point deducted.

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***APPENDIX TO SUMMER RULES***

* 1. Central Venue teams choosing to play at Rainham School for Girls shall have their fixtures made by the Committee. All games must be played at the venue, date and time stated.
	2. In the event of a match being conceded and not played between teams playing at a central venue and Rainham School for Girls, court fees shall remain payable to the MNL from all teams. All reimbursements and charging of costs relating to court fees for conceded games will be made at the end of the season by the MNL. This may result in deposit cheques being cashed to cover any outstanding costs. Failure of teams to pay any outstanding costs may result in the League refusing entry for any subsequent season until paid.
	3. Central Venue teams and teams choosing to play at Rainham School for Girls shall be liable to pay MNL for the cost of court hire and floodlights. Once notified by invoice of this cost the full amount to be paid on Fixtures night. Teams will not be allowed to play in the League unless court fees have been paid.
	4. If a team playing at a central venue and Rainham School for Girls withdraws from the League any time after payment of court fees and before the end of the season, all court fees will remain payable to MNL for matches due to be played as MNL are still liable for these costs to RGS. Failure to pay any outstanding costs may result in exclusion from the League.