



Rockingham and Districts Netball

Association GRADING POLICY

January 2022

RDNA Management Committee



Policy Title:	Grading Policy
Policy Type:	Operational
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Approved By:	RDNA Management Committee

DEFINITIONS

“**Junior Competition**” means the competition for members aged 7-17 years.

“**Senior Competition**” means the competition for members aged 14 years and over.

“**Member**” means an individual that has affiliated and is registered with the Association in accordance with the RDNA Constitution.

“**Grading Committee**” mean the personnel appointed into the subcommittee in accordance with the RDNA Constitution.

“**Affiliated Club**” means a club affiliated with the RDNA as per the RDNA Constitution.

“**Affiliated Team**” means a team affiliated with the RDNA as per the RDNA Constitution.

“**Round**” means one complete cycle of matches within a grade.

“**Team change**” means a registered player interchanging between teams of the club to which they are registered, or moving to another club within the Association.

INTENT OF POLICY

The policy is to ensure that the Rockingham & Districts Netball Association (Inc) [hereafter referred to as RDNA] provides a policy for clubs to clarify the procedure. To provide a framework to group teams into appropriate divisions in the netball competition.

SCOPE

The Grading Policy applies to the following people whether they are operating in a paid or unpaid/voluntary capacity in the RDNA:

- Individual members, including life members.
- Individuals sitting on committees and sub- committees.
- Any other person that is a member of or affiliated to the RDNA
- Parents, spectators and sponsors and any other person to the full extent that is possible.



HOW THE POLICY WORKS

The policy outlines the procedures followed by the RDNA Grading Committee when grading teams to best place teams in an appropriate grade, reflective of their age and ability in alignment to the RDNA age structure and Competition Rules.

COMPOSITION OF THE GRADING COMMITTEE

The composition of the Grading Committee shall consist of:

- Five (5) appointed members
- RDNA Registrar
- RDNA Association Umpire Development Officer
- RDNA Association Development Officer.

The five (5) appointed members will be affiliated members of five (5) different RDNA affiliated clubs. No Club is permitted to have more than one (1) voting member on the Grading Committee.

All eight (8) personnel on the Grading Committee have one (1) vote each. The RDNA President shall act as ex-officio and in the event a vote is tied, will have the casting vote.

One member of the five (5) appointed members will be appointed as the Committee Chairperson by the Grading Committee. The name and contact details of the Chairperson is to be forwarded to the RDNA Administrator no later than one 21 days after the AGM. The RDNA President will act as ex-officio on this committee (Rule 22.2, RDNA Constitution). The term of appointment is 12 months, from AGM to AGM.

From time to time the Grading Committee may determine a need to invite additional personnel from the Clubs to contribute to grading procedures. Only one additional person per club is permitted. These additional personnel can contribute to discussion but do not have a vote.

The Chairperson is required to present a final draft to the RDNA Management Committee for approval.

PROCEDURE

All teams will be paper graded from team registrations as submitted on Play HQ by the nominated deadline. All Clubs will submit a Team Ranking Form to the Grading Committee prior to Paper Grading or a date determined by the Grading Committee. The RDNA Development Officer must be consulted by the Grading Committee for information on pathway players within team structures **prior** to Paper Grading.

No team changes are permitted after the nominated deadline has lapsed. Extenuating circumstances, received in writing, will be considered on a case-by-case basis by the RDNA Management Committee.

Steps:

1. Paper grading will be executed in consideration of the following criteria.
 - Player eligibility
 - Experience

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- Previous year ladder information
 - Team Ranking Form
 - Age Structure
 - Exemptions (age/ability as determined and **pre-approved** by the RDNA Management Committee)
2. The RDNA Grading Committee Chairperson will provide minutes and final grading recommendations to the RDNA Management Committee for approval.
 3. The RDNA Management Committee will review the minutes and recommendations and determine whether they be accepted or require further considerations.
 4. The RDNA Grading Committee will review grading at the completion of Round 1 and make any necessary adjustments (repeating steps 2 and 3). The RDNA Grading Committee may schedule a grading match(s) to finalise any proposed changes.
 5. Fixtures will be generated on Play HQ and will appear on the RDNA website. The RDNA Management Committee will notify the clubs of any changes to fixtures.
 6. Ladders for competition rounds will be updated weekly.

LADDERS

The RDNA registrar will provide ladders for competition rounds. NetSetGO is not deemed a competition therefore no ladder will be kept, as per the rules.

PLAYER WITHDRAWALS, NEW REGISTRATIONS AND TEAM CHANGES

ALL player movement and registration requests after initial Team Registration Form submission **MUST** be approved by the Management Committee and the Grading Committee through the relevant forms and procedures. (*Player Withdrawal, New Player*). All New Registrations and Team Change players must be viewed by members of the Grading Committee. Grade A/division 1 and NetSetGO are the only exception.

Procedure:

1. The Club Committee must submit the relevant form together with a written explanation stating the reasons for the team change and or new registration to the RDNA Administrative Secretary at admin@rdna.org.au This form will be forwarded by the RDNA Administrative Secretary to the Grading Committee Chairperson, RDNA Registrar and RDNA Treasurer. This must occur at least 48hrs prior to the proposed viewing.
2. There may be an administration fee for each team change (amount to be determined by the RDNA Management Committee). The RDNA Treasurer will be notified by the Grading Committee Chairperson and the club/team will be invoiced. This fee does not apply to a player withdrawal or a new registration.



3. A new player who is to be viewed and is not yet registered must purchase a Single Game Voucher prior to playing the game and tick the Viewing box on the Single Game Voucher envelope.
4. In the case of a New Registration or a proposed Team Change the Grading Committee Chairperson will advise the Grading Committee and organise for **at least two (2)** members of the Grading Committee to view the player movements requested.
5. The Grading Committee Chairperson will contact the relevant club representative to confirm the viewing.
6. A Club Representative must meet the Grading Committee representatives at the court 5 minutes prior to the commencement of the match for the purpose of player identification.
7. The Grading Committee representatives will complete a *Player Assessment Form*, observing the player in two positions in the player's preferred playing area in the first half of the match. For the purposes of the Grading, the player will only participate in the first half of the match. The Grading Committee representatives must remain to view the second half of the match to assess the impact the viewed player has on the team performance.
8. The Grading Committee representatives will meet to compare their notes and decide. The Request for New Player to Join Existing Team Form must be completed to indicate whether the player is approved or declined. The Grading Committee representatives may request a second viewing if they are undecided. In the event a second viewing in the same team or another team, the Single Game Voucher fee will be waived.
9. The Grading Committee Chairperson will forward the approved/declined outcome to the RDNA Administrative Secretary who will advise the Registrar, Treasurer and Club.
10. On receipt of a Player Withdrawal Form the RDNA Administrative Secretary will forward the form to the RDNA Registrar and RDNA Treasurer.

NET SET GO EXEMPTIONS

1. In support of the Netball Australia framework for NetSetGO, no exemptions will be granted for NetSetGO aged players to play outside of the NetSetGO competition.



APPENDIX A: GRADING COMMITTEE TERMS OF REFERENCE

1. INTRODUCTION

The Management Committee of the Rockingham and Districts Netball Association (RDNA) has in accordance with the RDNA Constitution (Part 4, Division 5) established a Grading Committee to assist it with the development and implementation of RDNA's policy and procedures for the allocation of all teams registering to participate in an RDNA Competition to a grade commensurate to the teams' ability.

This is the Terms of Reference of the Grading Committee.

2. PURPOSE

The RDNA Management Committee is responsible for the development of policy and processes for the provision of fair and equitable competitions for its members. The Grading Committee's role relation to:

- 2.1. Establishment of Policy and process for the effective grading of teams;
- 2.2. Review of all RDNA policies and processes and assist in implementation of the same;
- 2.3. Allocation of teams to a grade within a competition that provides participants with a reasonably fair and equitable playing season;
- 2.4. Assess all new registrations and team changes to maintain the integrity of the competition grading process.

3. AUTHORITY

The Grading Committee is empowered by the RDNA Management Committee to perform the activities and pass resolutions relating to all its responsibilities set out in Section 6 of this Terms of Reference. In addition, the Grading Committee is authorised to:

- 3.1 Investigate any activity it deems appropriate, consistent with its responsibilities and duties and will provide recommendations to the RDNA Management Committee based on the outcome of its investigations.
- 3.2 Seek explanations and additional information from management and any officer of an affiliated Club, all of whom must co-operate with any request made by the Grading Committee.
- 3.3 Carry out any activities, determinations, decisions or resolutions delegated by the Management Committee.

4. MEMBERSHIP



The members at the AGM will elect the voting members of the Grading Committee in accordance with the RDNA Constitution and this Policy. The Chair of the Committee (Chair) will be appointed by the members of the Grading Committee in accordance with the RDNA Grading Policy.

Members will be appointed for a one-year term and can be re-appointed. Any members of the RDNA Management Committee as requested by the Chair are entitled to attend Grading Committee meetings. The Chair may invite other members to attend all or part of any Committee meeting.

The RDNA Management Committee may, in its discretion, remove members of the Grading Committee from time to time.

5. MEETINGS

5.1 Quorum & Voting

A quorum of any Grading Committee meeting will be 100% of the elected committee. A duly convened meeting of the Grading Committee at which a quorum is present shall be sufficient to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Grading Committee. Each member will have one vote. Management Committee members are entitled to vote. In the event a vote is tied, the RDNA President will have the casting vote.

Meetings may be held, and resolutions passed by means of a conference call or similar communications equipment, or any other technology or process by means of which Committee meetings may be held and resolutions passed.

5.2 Frequency

The Grading Committee will meet a minimum of 4 (four) times per year and more frequently if required, as determined by the Chair.

5.3 Calling Meetings

The Chair is required to call a meeting of the Grading Committee upon request by either a Grading Committee member or the RDNA President. The Chair may otherwise call a meeting at her or his discretion. The Chair may invite non-Committee members to attend its meetings as deemed necessary from time to time in accordance with Clause 4.

The agenda (approved by the Chair) and supporting documentation must be delivered to the Grading Committee members and the RDNA Management Committee, where possible by the last day of the week preceding the meeting.

5.4 Conflicts of Interest

Grading Committee members must disclose any conflicts of interest at the commencement of each meeting and the disclosure may be a standing one. Where a Grading Committee member or invitee is deemed to have a real or perceived conflict of interest, they must absent themselves from the Committee's discussions and voting on the issue. Paragraph 4.3.1 (Conflicts of Interest) of the RDNA Management Committee Charter applies to Grading Committee members in the same manner as it does to the Management Committee.

5.5 Reporting



The Committee will:

- 5.5.1 Regularly report to the RDNA Management Committee, via the Chair, on all matters relevant to the Grading Committee's responsibilities; and
- 5.5.2 Make appropriate recommendations to the Management Committee for the approval of, or action by, the Management Committee.

5.6 Minutes

The Chair will:

- 5.6.1 Appoint a minuter of the Grading Committee meeting.
- 5.6.2 Provide minutes to the RDNA Management Committee within seven (7) days of the Grading Committee meeting.

6. RESPONSIBILITIES

The Grading Committee in meeting its primary objectives should, without limiting the extent of its responsibilities, carry out the tasks and consider the various matters set out below.

- 6.1 In all matters pertaining to Grading act in the interests of the Association as a whole in accordance to the Grading Committees purpose and the Objects of the Association as described in the RDNA Constitution.
- 6.2 Attend all Grading Committee meetings, Registration day(s) and Grading day(s).
- 6.3 Attend player assessments on request of the Chair and complete all the relevant paperwork associated to Team Changes and New Registrations in accordance with Grading Committee policies and procedures.
- 6.3 Prior to the AGM, the Grading Committee will evaluate its own performance on an annual basis to determine whether it is functioning effectively each year. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in this Terms of Reference. The results of this review will be reported to the RDNA Management Committee.
- 6.4 Prior to the AGM, review and make recommendations to the RDNA Management Committee on any amendments or alterations to the Grading Committee policies and/or procedures.
- 6.5 Prior to the AGM, The Grading Committee will review its Terms of Reference. The Grading Committee shall forward any proposed changes to the RDNA Management Committee for review.

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