**Membership and Entry**

1. England Netball membership is to be paid for all players, officials and team personnel prior to start of season. Teams and officials cannot participate in the league unless membership has been processed.

 Penalty: 6-point deduction for each offence

 *Note: Membership to England Netball is paid online at via ENgage and the membership period runs from 1st September to 31st August yearly. College, university or school membership does not cover individuals who participate in an adult netball league.*

 *Insurance reminder: Players are reminded that they are not insured by Stoke on Trent Area Netball against personal injury or accident, except under the Public Liability Insurance. It is the responsibility of each individual to ensure their membership to England Netball is active to be appropriately insured against accident whilst playing netball.*

 *County Membership Secretary: Julie Tinsley –* *j.tinsley@ntlworld.com*

2. League Entry

* 1. The entry fee to the Stoke-on-Trent Area Netball League (SoT League here forward) is a non-refundable deposit of £150. Application form(s) to be returned to the League Secretary and League Treasurer by the dates presented.

Penalty: No team will be entered into the league without the deposit being paid. Forms and deposits received after the final date may not be considered for league re-entry

*League Secretary: Sammi Clewlow –* *stokenetballsec@hotmail.com*

*League Treasurer: Louise Eltringham –* *stokenetballtreasurer@outlook.com*

2.2 The balance of the winter league fees are to be sent to the SoT League Treasurer by 31st October each year.

Penalty: If the balance of the winter league fee is not paid by 31st October, £10 will be added to the balance for each week or part week that the payment is delayed. The Committee reserve the right to suspend any team who delays payment

3. The financial year for the SoT League is 1st May to 30th April.

**Registration of Players and Officials**

4. All England Netball registered players and officials are eligible to play in the SoT Winter League. Players may only register for one team within the SoT League. It is the responsibility of each team to ensure that their chosen players and officials are FULL England Netball members that are appropriately linked to Staffordshire County (players must also be registered to the ‘named team’s’ ENgage platform), and are eligible to play/officiate in an adult league.

Penalty: 6-point deduction for each offence. 6-points and a score of 30-0 is awarded to the non-offending team. Abuse of this system will not be tolerated and may result in exclusion from the SoT League.

5. Each team must complete a Player and Officials Registration Form online and send to their relevant Division Liaison Officer and Officiating Lead by the date set by the League. Teams must also ensure that all players are registered to their team’s England Netball’s ENgage system (Team Management area) as per SoT League instructions.

 Penalty: 6-point deduction to the offending team

6. After the commencement of the league, any new individual registrations or player transfers should be submitted to the relevant Division Liaison Officer and/or Officiating Lead by e-mail, along with an updated copy of the Player and Officials Registration Form, 72 hours prior to the match. Teams must also ensure that all players are registered to their team’s England Netball’s ENgage system (Team management area) as per League instructions.

Penalty: 6-point deduction for each offence. 6-points and a score of 30-0 is awarded to the non-offending team. Abuse of this system will not be tolerated and may result in exclusion from the League.

*Division Liaison Officers*

*Div 1: Sophie Clarke - 07881 657625 -* *stokenetballdiv1@outlook.com*

*Div 2: Amy Keeling – 07867 368459 -* *stokenetballdiv2@outlook.com*

*Div 3: Shawnee Fryer – 07986 600344 -* *stokenetballdiv3@outlook.com*

*Div 4: Carolyn Owen - 07901 690009 -* *stokenetballdiv4@outlook.com*

*Div 5: Sheetal Walklate - 07792 844437 -* *stokenetballdiv5@outlook.com*

 *Officiating Lead: Angela Nelson -* *stokeleagueumpsec@outlook.com*

**Officiating**

7. The SoT League adheres to the playing guidelines as per the World Netball and England Netball Rule Book, including any updates, restrictions, adaptations and revisions. It is the responsibility of each official to ensure that they are current in their knowledge and rules application.

 Committee action to be taken

8. All Teams MUST provide a qualified or ‘in training’ official to officiate as per the League Officiating Rota. If requested, officials must provide evidence of their qualifications to the Officiating Lead.

 Penalty: 6-point deduction to the ‘named team’

9. Each official should wear appropriate **white top and trainers**, and will only officiate a maximum of two games per evening.

10. Officials Eligibility

10.1 Division 1 Officials

10.1.1 Division 1 must be officiated by experienced (two years post-qualification) qualified neutral C Award or above officials.

10.1.2 C Award officials with less than two-years’ experience may officiate in this division with mentor/assessor assistance. They must inform the Officiating Lead of their first match, giving date, venue and time. The Officiating Lead will then provide a list of mentors/assessors for each official. Observations will be carried out for a minimum of three matches. When deemed acceptable, written league approval (*Division 1 Approval Form*) will be granted.

10.2 Divisions 2 & 3 Officials

10.2.1 Divisions 2 and 3 must be officiated by qualified neutral C Award or above officials.

10.2.2 ‘In training’ officials who have attended a C Award Course and have passed their written paper may officiate in these divisions with mentor/assessor assistance. They must inform the Officiating Lead of their first match, giving date, venue and time. The Officiating Lead will then provide a list of mentors/assessors for each official. Observations will be carried out for a minimum of three matches. When deemed acceptable, written league approval (*Consent for Learner Officials in Div 2/3 Form*) will be given by an accredited assessor, with re-assessment arranged 12 weeks thereafter.

 10.3 Divisions 4 & 5 Officials

10.3.1 Divisions 4 and 5 shall be officiated by neutral INTO or above officials.

10.3.2 ‘In training’ officials who have attended an INTO Course may officiate in these divisions for two years post-course attendance. After this time the individual must have passed their final assessments or attended a new course to re-verify their ‘in training’ status.

*Note: Accredited assessors~~,~~ and league nominated officials, can mentor/assess those wishing to officiate.*

10.4 Should an official (qualified or ‘in training’) be U18, the league recommends that they SHOULD have an ADULT with them on all occasions to comply with safeguarding requirements.

10.5 All records of written approval must be sent to the Officiating Lead, who will inform the appropriate Division Liaison Officers.

Penalty: An official’s failure to inform the League Officiating Lead may result in a penalty in line with the league rules on unqualified and non-approved officials (Rule 8)

 *Officiating Lead: Angela Nelson -* *stokeleagueumpsec@outlook.com*

10.6 If an unqualified/non-approved/non-mentored officials officiate a match then this must be recorded on the results sheets of both teams. The Liaison Officer will then ascertain the reason why and rectify the issue.

Committee decision to be taken

10.7 To assist with the development of all officials across the SoT League, the Committee will arrange support sessions, training, and ad-hoc observations as requested/required.

11. Officials Punctuality

11.1 Should any official (qualified or ‘in training’) arrive late or fail to fulfil their officiating commitment.

Penalty: 6-point deduction from the official’s team

11.2 Should any ‘named team’ organise a replacement neutral official (suitably qualified for that fixture) and they are late or fail to attend.

Penalty: 6-point deduction from the ‘named team’

12. Scorers MUST be present in ALL Divisions and MUST stand or sit together. If scorers are not present then the officials must score themselves.

 Penalty: Loss of the bonus point for every instance scorers do not follow the above protocol

13. Abuse of officials will not be tolerated. If, in the opinion of either official, a verbal attack or obvious dispute has taken place then this will be noted on the Results Sheet and an Official Complaint sent to the Resolution Lead.

 Committee action to be taken. See Feedback and Complaints Procedure (Rule 24)

**Playing Rules**

14. The SoT League adheres to the playing guidelines as per the World Netball and England Netball Rule Book, including any updates, restrictions, adaptations and revisions. It is the responsibility of team personnel to ensure that all are familiar with the rules and regulations and ensure that they are abided.

 Committee action to be taken

15. Match Play and Results

15.1 All matches will be played as per the fixture list. Any matches cancelled officially by the League or due to unforeseen circumstances may be re-arranged by the Committee dependent upon the availability of courts.

15.2 Matches will be played as follows:

Four 12-minute quarters

2 minutes at quarter and third-quarter time

3 minutes at half time

5 minutes between games

15.3 Points will be awarded as follows:

5 points for a win

3 points for a draw

2 points to the losing team if the match is lost within five goals, e.g. 26-30

1 point to the losing team for scoring 50% or more of the opposition’s total

A bonus point for providing a scorer AND playing the match as scheduled

15.4 A Results Sheet MUST be completed by all teams at the commencement of each league match. At the end of the match, it is the captain/team manager’s responsibility to ensure the two match officials and scorers record the score and authorise the Results Sheet in a timely manner. Both team captains/managers must then sign to confirm the result. Results sheets are then emailed to the appropriate Division Liaison Officer and must be received within 5 days of the completed match.

Penalty: No points awarded for late, not received, or unauthorised results sheets. Abuse of this rule will not be tolerated and could result in expulsion from the league

 15.5 On the conclusion of the match, the winning team, or in the case of a draw both teams, are to text the score via WhatsApp to the Stoke League Results contact within 5 days of the completed match.

Penalty: Loss of the bonus point for each instance teams do not follow the above protocol

15.6 If either captain/team manager does not agree with the result recorded, or for any reason relating to the match, they may decline to sign either sheet, but MUST contact the appropriate Division Liaison Officer immediately, stating their concern and requesting clarification.

 *Stoke League Results - 07729 746225*

*Division Liaison Officers*

*Div 1: Sophie Clarke - 07881 657625 -* *stokenetballdiv1@outlook.com*

*Div 2: Amy Keeling – 07867 368459 -* *stokenetballdiv2@outlook.com*

*Div 3: Shawnee Fryer – 07986 600344 -* *stokenetballdiv3@outlook.com*

*Div 4: Carolyn Owen - 07901 690009 -* *stokenetballdiv4@outlook.com*

*Div 5: Sheetal Walklate - 07792 844437 -* *stokenetballdiv5@outlook.com*

16. Timing

16.1 Games must start promptly and on time (i.e. central bell). Officials must not delay matches for late players.

16.2 A timekeeping box will be provided by the SoT League at ~~all~~ venues where central timing is required, which must be maintained by teams and all equipment accounted for. It is the responsibility of the timekeeper of the last game to ensure all items are returned to the centre staff.

16.3 Each team is to provide a timekeeper as per the Timekeeping Rota.

Failure to fulfil timekeeping duties may result in Committee action

16.4 In the case of a cancelled match where the opposition was due to timekeep, the cancelling team must provide the timekeeper.

Committee action to be taken

17. Each Team is to provide their own Size 5 match-standard netball for each game. Each ball should be presented to the official who will then decide which to use for the whole game.

18. Uniform

18.1 Uniform is predominately the same colour with appropriate team kit worn for league matches.

18.2 The SoT League follow the World Netball Rules regarding player requirements.

Penalty: Player(s) will not be allowed on court until these issues have been resolved. The game will not be delayed

19. Late/Cancelled Games

19.1 If any team fails to attend or is late for the start of play (less than 5 players on court) the points will be awarded to the opposition providing that they have five or more players on court when the bell is rung. A Result Sheet MUST be completed and signed immediately by both officials with clear indication of which team is awarded the points. Results sheets must be sent to the appropriate Division Liaison Officer, and the score texted to the Stoke League Results WhatsApp, within 5 days of the match.

Penalty: 6-points and a score of 30-0 is awarded to the non-offending team. No points without a completed result sheet. Abuse of this system will not be tolerated and may result in exclusion from the league.

19.2 If for any reason a team cannot fulfil a fixture then the cancelling team must notify the Division Liaison Officer and League Secretary prior to the match. All points will be awarded to the non-offending team. The score is to be texted to the Stoke League Results WhatsApp, by the non-offending team, within 5 days of the match.

Penalty: 6-points and a score of 30-0 is awarded to the non-offending team.

19.3 If a team’s failure to complete their fixtures has a direct influence on that particular division’s promotion or relegation issues, then all of the team’s games will be rendered null and void.

19.4 If any team cancel more than two matches per season.

 Penalty: 2-point deduction to the offending team for each future offence. Committee action will be taken if this rule is abused and could result in expulsion from the League

20. If possible, the SoT League will be run on a promotion/relegation basis. In the event of a tie on points then goal difference will determine the issue.

**Roles and Responsibilities**

21. AGM

21.1 An AGM will be held each year to elect Committee Members and League officials. All members will serve for a period of three years, after which re-election will take place. Should a resignation occur during this period the league will request nomination(s) to fulfil the appropriate position(s).

21.2 It is expected that the Vice Chair assumes the positon of Chair at the end of the three-year period to provide continuity within the Committee structure.

21.3 A Division Liaison Officer will be elected for each division, being responsible for advising on all netball matters relating to that division including:

* Receiving results sheets
* Verifying results on the SoT League website ([www.stokenetball.co.uk](http://www.stokenetball.co.uk))
* Giving advice to teams as necessary
* Referring matters to the full Committee or the Resolution Lead if a ruling cannot be given at the time

21.4 All rules amendments and new rules that have been voted for and accepted at the AGM will be implemented from the commencement of the next League.

21.5 Every team participating in the SoT League MUST send at least one representative to the AGM.

Penalty: Committee action will be taken should teams not comply and teams may be denied entry for the following season

22. The Committee

22.1 Members of the SoT League Committee reserve the right to decide on any matters concerning the league that arise during the season.

22.2 All teams or persons will be informed if they are to be discussed at a committee meeting to ensure that all information relating to the matter is obtained.

22.3 The Committee has the right to divide teams in equal divisions as far as possible.

23. Committee Meetings

23.1 A quorum of at least seven Committee Members must be present at all meetings.

23.2 Committee Members MUST attend a minimum of 50% of all meetings - to be reviewed annually.

Penalty: With less than 50% attendance, members cannot be voted onto the committee for the following season

23.3 All league members are entitled to attend committee meetings (no voting) if they wish. Details can be obtained via your Division Liaison Officer.

24. Feedback and Complaints Procedure

24.1 The SoT League will handle complaints that fall outside the jurisdiction of the EN and SCNA Disciplinary Regulations through the following process:

24.2 Stage 1 Informal Resolution - the initial point of contact will attempt to resolve the comment or complaint informally if possible.

24.3 Stage 2 Formal Resolution and Relevant Officer Appointment - where a resolution under Stage 1 has not been possible, a Relevant Officer will be appointed to carry out an investigation with the aim establish all the facts and give the complainant a full, objective and proportionate response.

 24.3.1 Stage 2 complaints must be made in writing to the Resolution Lead (or alternative officer) within 7 days, but not within the first 24 hours, of the incident at complaints.stokenetball@outlook.com. The Resolution Lead (or alternative officer) will coordinate a response in writing from the Relevant Officers in line with the complaints procedure.

 24.3.2 The following timescales apply under Stage 2 of the complaints procedure:

* + A formal acknowledgement of the complaint will be sent within 7 days
	+ A full reply will be provided after an investigation within 28 days
	+ If a full response cannot be provided within the time set out above due to a more complex investigation, and update will be provided with an expected completion date

24.4 Stage 3 Chair Review - if the complainant is dissatisfied with the response given under Stage 2, they can request a review of the complaint and investigation by the Committee Chair (or alternative officer where the Committee Chair was a Stage 2 Relevant Officer).

 24.4.1 Stage 3 Chair Review requests must be submitted in writing to the Resolution Lead within 7 working days of receipt of the decision at complaints.stokenetball@outlook.com detailing the dissatisfaction with the outcome or conduct of the complaint, together with an administrative fee of £50. Details of how to make payment will be provided upon receipt of the review request.

 24.4.2 The Committee Chair (or alternative officer) will conduct a review of the complaint and its handling, and write to the complainant a full, objective and proportionate response. The Committee Chair (or alternative officer) shall have the power to vary any previous resolutions imposed under Stage 2.

 24.4.3 The following timescales shall apply under Stage 3 of the complaints procedure:

* + A formal acknowledgement of the complaint will be sent within 7 days
	+ A full reply will be provided after an investigation within 28 days
	+ If a full response cannot be provided within the time set out above due to a more complex investigation, and update will be provided with an expected completion date

 24.4.4 Your administration fee may be reimbursed at the discretion of the Committee Chair (or alternative officer) after review. There is no further right of complaint or review.

24.5 Penalties may include: reprimands, deduction of league points, fines, suspension or expulsion from the SoT League.

24.6 A league record will be kept of any complaints/disciplinary matters.

24.7 Where a complainant has exhausted the complaints procedure and continues to dispute the outcome of their complaint, they will be advised that no further discussion will take place on this issue.

24.8 Repeat complaints about the same issue will not alter this and where a complaint is deemed to be vexatious, persistent and/or have no basis or genuine substance, the SoT League Committee reserves the right not to investigate.