

GUERNSEY NETBALL

LEAGUE HANDBOOK



This LEAGUE HANDBOOK is issued on behalf of the Guernsey Netball Association LBG (“Guernsey Netball” or the “GNA”) by its League Commissioner and Assistant League Commissioner (the League Commissioners).

Day-to-day management of Guernsey Netball’s leagues is delegated to the League Commissioners who are elected and/or re-elected annually at Guernsey Netball’s AGM.

League Commissioner 2025/26: Lynne Jennings

Assistant League Commissioner 2025/26: (Vacant position)

Email: league@guernseynetball.gg

The League Commissioners will use any structure and rules agreed at Guernsey Netball’s AGM or by Guernsey Netball’s Board of Directors as their terms of reference and will be afforded reasonable latitude to make necessary pragmatic decisions.

They will adhere to the rules and practices of England Netball, Guernsey Netball’s national governing body, and work with the Guernsey Sports Commission to meet criteria around governance, safeguarding and coaching.

Guernsey Netball’s constitution is deliberately brief and focused. This separate LEAGUE HANDBOOK provides guiding principles for this discrete aspect of Guernsey Netball.

This is a dynamic document, and it will continually be refined and enhanced to improve the experience and wellbeing of all Guernsey Netball’s members. Any feedback on the handbook from members can be sent to league@guernseynetball.gg mid-season or ahead of the AGM.

It is the responsibility of all members of Guernsey Netball to ensure they are familiar with the content of this LEAGUE HANDBOOK and any updates that may be made from time to time and that will be communicated via email to league clubs and on Guernsey Netball’s social media and website.

Reference: GNA = Guernsey Netball Association EN = England Netball

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INTRODUCTION

The GNA consists of several programmes to suit various ages, genders and abilities which include the following:

- **The Winter League- Year 10 through to adult players**
- **The Junior Winter League- Under 13 and Under 15 players**
- **Back to Netball**
- **Youth Participation programmes**
- **Holiday Camps and other community events**

The Handbook is primarily associated with the Winter leagues but can be used as good practice and guidance for all programmes.

SECTION 1: GENERAL RULES FOR THE GNA

a) EQUIPMENT AND KIT

Each Team must ensure that they have the following Equipment & Kit available for each match:

- 1) Size 5 Match Netball (depending on netball programme), which is adequately pumped.
- 2) A Basic First Aid Kit, including Ice Packs.
- 3) Matching Kit, consisting of;
 - Colour coordinated and matching kit consisting of dress, shorts, skorts, leggings, tops, t-shirts or any combination of the above AND
 - Colour coordinated and matching bibs (overhead or velcro attached), with full sized letters front and back; AND
 - Spare kit in the event of blood injuries.
- 4) Gloves may NOT be worn during play without written consent from the GNA League Committee. Written consent will only be provided upon presentation of an appropriate medical certificate. In this instance gloves must be seamless and fibre free.

All clubs must register their colours along with their membership forms. The League Commissioners shall have the authority to reject club colours should they clash with any other existing registered club. It is strongly advised that new clubs or changes to club colours seek the approval of the League Commissioners ahead of ordering kit. This can be done at any point in the calendar. Clubs will not be able to play matches in kit where colours have not been approved.

b) MATCH RULES

- 1) All matches will be played in accordance with the rules of England Netball and the Guernsey Netball Association.
- 2) Coaches, substitutions and supporters may only take up a watching position at the side of the court (or back of the court or balcony area subject to venue). They must remain at the same position for the duration of the game and are not permitted to approach the umpires during play. The watching/supporting/coaching position MUST be at enough distance from the court lines to not interfere with the Umpires or Players. The umpires' decision is overriding in relation to this rule.
- 3) Matches start as determined by the League Commissioners. If a team has not taken to the court

with a MINIMUM of 5 players by 5 minutes past the start time which the game was scheduled, then the game will be abandoned and the non-offending team will be afforded the win and any associated points. (Note: concession may be made when there is a valid reason, for example, when venue parking is an issue).

- 4) A player who arrives after a match has started must be checked by an umpire before taking the court
- 5) If a position has been left vacant the late player may not enter the match while play is in progress but may take the court at the next break in play as directed by the umpire.
- 6) The umpire can postpone any game based on their assessment of health, safety and well-being of concerned parties.
- 7) Tactical substitution - Players can swap on and off as many times as they need to in line with the EN rules and substitutions can be made any time throughout the game, with the acknowledgment from the umpire. Players may swap positions on court and/or a new player may swap on. Any player that takes to court without the umpire's knowledge may be asked to leave the court by the umpire and the player can take to the court once a goal has been scored.

Both teams may make tactical changes immediately after a goal has been scored following a request from an on-court player to hold time for this purpose, ensuring that:

- (a) The umpire is clear the request is for a tactical change and not for injury/illness of a player or blood.
- (b) Any on-court players leave the court or change playing positions without delay.
- (c) Any substitutions take up their position on court without delay.
- (d) All team officials remain at the team bench.
- (e) The umpire is able to restart play quickly so the momentum of the match is not affected.

For Prem and Div 1 teams, two sets of bibs will be required to enable a quick substitution in line with the speed of the game. For Div 2 and 3 (as the games are slower) bibs may be exchanged quickly before the centre pass is taken.

Please note that this tactical substitution rule does not impact the injury replacement rule which still applies.

c) MATCH SAFETY OF PLAYERS

- 1) Pregnant players may not take part in competitions beyond the 12th week of pregnancy. Umpires may not take part in competitions after 20 weeks of pregnancy.
- 2) Players may NOT play or take to the court wearing any jewellery, other than a correctly and appropriately taped wedding band, a medically required device or piercing and/or a medical alert bracelet. Umpires, however, have the right to make a final decision on whether the taped items present a health and safety risk to the individual or players
- 3) Hair accessories, which, in the opinion of ANY officiating umpire, may cause injury to ANY player MUST be removed BEFORE a player will be permitted to play.
- 4) Fingernails must not protrude beyond the finger ends of any Player, where possible, and the officiating umpire will examine this BEFORE the start of the match.

- 5) Appropriate sports trainers MUST be worn, correctly and fastened.
- 6) Players are not allowed to chew gum or eat whilst playing.
- 7) Smoking is NOT permitted on or around the ground of any netball matches played as part of the GNA.
- 8) If a player/coach/official has to wear glasses for medical reasons then they are fully insured from an EN point of view, but the glasses are not insured. Sunglasses should not normally be worn when participating in netball activities. However, sunglasses may be worn for genuine medical reasons when participating in recognised and authorised EN activities. If sunglasses are required for genuine medical reasons, then an appropriate medical certificate must be supplied to the League Commissioners.
- 9) If a blood injury has occurred and/or blood has been noticed by the umpire and/or other players, this will be dealt with in line with EN Rules.

The penalty for breaching the above will be removal from court or a player may be prohibited from commencing play. If either officiating umpire considers that ANY of the above are contravened, then a player will be prohibited from playing until the breach is remedied to the satisfaction of the umpire. Players may resume or start play ONLY at the umpires' discretion.

SECTION 2: REGISTRATION/PARTICIPATION RULES TO GNA

Players may register to play within the GNA from the start of the official season being September, this is to be done through the club they are affiliated to that season and will last until the renewal process the following season. Players may only be registered to play for ONE club at one time, with the exception of being part of the "Guernsey Panthers" or having transferred to another club (see rules on transfers).

Teams entering the GNA will submit their registration forms with the application fee when indicated by the League Commissioners. Their application will then be considered by the League Commissioners and placed within one of the GNA Divisions according to their playing ability and experience.

It is a requirement for all clubs/teams to have the following officials (and enough to cover the number of teams being entered) when registering a team(s)

- a) An individual who is a qualified umpire or has taken/are taking the Into-Officiating course
- b) An individual who is a qualified safe guarder or who is booked on a safeguarding course
- c) An individual who is a qualified first aider or who is booked on a first aider course
- d) All players and officials need to be full EN and GNA registered members. People who are safe guarders only should hold the EN social membership as a minimum.

Failure to fill these positions may result in a club/team's registration being declined.

The League Commissioners will provide to each club the following documents (via email) in preparation for the new season. Guidance will be provided each year in respect of the timeline within which forms/payment are to be returned.

- Club and Team Registration Form, Safe guarder list and request for payment for the number of teams to be entered.

- Team Member Registration Form (1 per team) with an approved and qualified safeguarding officer noted per club (see safeguarding section).
- Proof of EN Membership - This is to be provided by the clubs. Evidence is to be provided prior to any games played, there is no exception to this. A report from your club's Engage portal detailing your "active" players for the season will be sufficient.

In order for all players, officials, safe guarders and members to be supported fully by the GNA and EN in terms of insurance, courses provided and under the policies and processes outlined in the Handbook, we ask for all of these groups to have a level of membership to EN. Outlined below are the memberships required for each category of individual affiliation:-

- All Team officials involved with a GNA Team or Club must be affiliated and registered each season.
 - All players/coaches and umpires will be required to hold a full EN membership.
 - Safeguarders/responsible adults for clubs should have a "social/supporting" membership with EN.
- All players are required to have a GNA membership.

a) CLUB/TEAM RULES

- 1) All Teams must register a minimum of 9 and up to 12 eligible playing players per team. For single team clubs this number can be up to 18 players registered. 18 is also the maximum number of players that can be registered for the lowest registered team in multi team clubs, for example if a club has 4 teams, the teams registered as the 1st, 2nd and 3rd team can register a maximum of 12 players, but the 4th team can register up to 18.
- 2) A player may only play in the same division or a higher division than their registered playing division in the GNA. The only exception to this is where a player has been deregistered to a lower team, which is to be approved by the League Commissioners at least 24 hours prior to any match the deregistered player wishes to play in.
- 3) Where a club has registered two teams in the same division, a player registered in the higher team cannot play in the team registered below them, however if they are registered in the lower team they can "play up".
- 4) Only named registered players are entitled to represent their team/club.
- 5) For any club/team wishing to register a new player to their club in order to play a match, a minimum of 24 hours' notice should be given to the League Commissioners. Please supply the players name, team to be registered in, proof of EN membership and confirmation that the additional GNA fee has been sent.

The penalty for breaching the Club Rule will be determined by the Board of Directors and may result in a fine, loss of points, or both.

b) ENGLAND NETBALL REGISTRATION

All players are required to register with England Netball **before** being permitted to play and there are no exceptions to this.

A certain level of insurance is included in the EN membership, however players are encouraged to read the policy (found online with England netball, [England Netball | Insurance FAQs](#)) to understand what is/ isn't

covered – and thereafter may want to purchase independent medical insurance cover.

The GNA is not responsible for any injury however caused and strongly recommends that each team and player takes advice on the most appropriate insurance for them.

Registrations for an EN membership should be undertaken by each individual via the Engage portal accessed via engage.englandnetball.co.uk and information relating to the system can be found at www.englandnetball.co.uk

Support for this should be through the individual's club in the first instance, however, should there be any queries, please contact the League Commissioners.

c) TRANSFER OF PLAYERS

- 1) Players may only transfer once between clubs within the playing season (September to April usually). A 'free' transfer window is in place in the non-playing season (usually May to August).
- 2) Transfers of players between clubs, once league has commenced, can only be made prior to 31 December of the playing year. Players wishing to transfer must complete and submit a Transfer Request Form (completed and signed in full), along with a £10 transfer fee, to the League Commissioners. No transfer can take place before a formal agreement from the League Commissioners. Any breach of this will incur the loss of points for any matches played before transfer has been approved and a full 5 points awarded to the non-offending team.
- 3) Should a team "fold" or should there be any extraordinary circumstances (after 31 December), players may request to transfer to another club and the request should be made in writing to the League Commissioners. Any request will be investigated by the League Commission and their decision will be final.
- 4) Contested transfers will be taken to the GNA Board of Directors for a majority vote decision.
- 5) All players must be debt free from the club they are leaving before being able to register and play for another club.

Code of Conduct relating to this section.

If an Under 18 player (or parent/guardian) from another club approaches your club with a request to transfer to your club you must tell them to contact their current club coach to inform them of their wish to move to another club.

1. In the event of the above occurring your club must also contact the players' current club to discuss the transfer as well as ensuring the player's parents/guardians are included in discussions.
2. No adult, in any capacity and under any circumstances must approach an under 18 player from another club to encourage or pressure them to leave their current club and transfer to their club.
3. No adult, in any capacity and under any circumstances, must encourage or pressure their own club players to encourage or pressure a player from a different club to transfer to their club.
4. No junior club coach must approach another club's player's parents/guardians to encourage or pressure them to transfer their daughter to their club.

5. If your club requires a player from a different club to play temporarily for your club for competition purposes this must be discussed first and foremost with her current club coach. This would come under the “Borrowing of Players” within the Handbook.
6. If a coach or club decides that one of their players would benefit from transferring to a different club then they should instigate discussions with the chosen club.

The above codes are not exhaustive and we would like to reinforce that as we are all working to the same goal of developing Junior Netball Players, we should at all times extend courtesy and respect to all our fellow coaches and clubs in the matter of junior player transfers, and to deal with any transfers in an open and professional manner.

d) BORROWED PLAYERS

- 1) For clubs with only 1 team registered in any division, who due to illness or unavailability, may borrow a player from another club(s) (with the clubs’ consent), if they play in a lower division to that of the borrowing team. For Div 2 clubs with only 1 registered team the same principle applies, however the team can borrow from a team that is placed lower than them in the division based on the league table from the previous week.
- 2) Clubs can do this a maximum of 4 times per Winter League Season.
- 3) Approval needs to be sought from the League Commissioners prior to the game by email (league@guernseynetball.gg) by 5pm on the afternoon of the day of the match.
- 4) Borrowed players should be clearly noted on the scorecard of the match they play.

e) WITHDRAWALS

- 1) A team's voluntary withdrawal from the league will result in a fine determined by the Board of Directors. All points from played matches will be declared null and void.
- 2) If a withdrawal is after halfway through the season, teams will be liable for any outstanding costs.
- 3) Outstanding debts MUST be paid by offending teams/players as advised by the League Commissioners, in consultation with the Finance Director, before taking part in any further GNA games before transferring to another club.

SECTION 3: LEAGUE STRUCTURES AND FIXTURES

a) GNA WINTER LEAGUE

Following the submission of the team registrations each season, the League Commissioners will review the structure of the league and submit a proposal for that year’s league structure. The previous season’s division winners and last placed teams will not necessarily go up or down as there is no guarantee that those teams will continue into the next season, however they will be noted and taken into consideration.

Following player registration, teams will be reviewed and their ability will be taken into account when being placed into the league structure. A list of the teams within each division for the new season will then be circulated to Club Representatives. Prior to the league structure being agreed by the League

Commissioners a club/ team can challenge the division a team has been placed in by email to the League Commissioners will review any challenge and communicate a final decision prior to the season starting.

Fixtures will be prepared by the League Commissioners and then be circulated to all Club Representatives and will be available online.

Fixtures Rules:

- 1) Once fixtures are set there is no opportunity to request changes, unless deemed necessary by the League Commissioners or due to circumstances outside of the GNA's control (i.e. bad weather and/or closure of premises).
- 2) In the event that a team is unable to honour a fixture, the cancelling team must without exception inform League Commissioners by emailing league@guernseynetball.gg, and messaging in the GNA Club Reps WhatsApp Group and GNA Umpire Pool WhatsApp Group to inform the other team contact and the relevant clubs who would be umpiring their game to confirm the cancellation at the earliest opportunity.
- 3) If a game has been cancelled with 48 hours' notice, there will be no charge of court to those teams. However, if less than 48 hours, the cancelling team will receive the full charge for the court, this will not be split between both teams.
- 4) If a team cancels more than 4 games in a season, their membership will be reviewed and the team may be subject to a deduction in points and/or a fine.
- 5) Should a player from a lower team/division "play up" for 18 quarters over the course of the league the League Commissioners will notify the club that this player has been registered to the higher team.
- 6) Players playing up a team must be marked clearly on the score card to ensure the League Commissioner is aware and can keep track of players playing up over the season.

b) GNA U13 AND U15 WINTER LEAGUE

1. Aim
To provide an appropriate platform for players in the Under 13 and Under 15 categories to participate in competitive netball within a well-structured environment.
2. Key Objectives
 - Provides opportunities for existing teams, new teams, and individuals to join and play
 - Offers development opportunities for coaches and umpires in a supportive and safe environment.
 - Ensures regular, competitive fixtures for U13 and U15 players and teams.
 - Limits impact on clubs and volunteers especially with regards to time commitments on game day.
3. Details
Tuesday evenings at BSJ, 2 courts, 3 time slots per evening (6 games per session). TBC on entry of teams.
4. Team Responsibilities:
 - Teams take turns on a central rota to provide a main venue safe guarder for each time slot covering both courts.
 - Each team must have one responsible adult (18+) present every evening with the sole responsibility of managing the team.
 - Each team must be able to provide a minimum of 1 umpire per squad ,1 safe guarder per squad (on rota, not required weekly).
 - Scorers can be a parent, sub or the responsible adult but they should stand together to

ensure they have the same score and be a different person to the responsible adult in charge of the team.

5. Umpiring:

Teams are to arrange umpires to cover their own games.

If an umpire is under 18 and unqualified, they must have a mentor with them who is over 18 and their sole responsibility is to mentor that umpire. The umpire must have attended an into officiating course.

If over 18 and unqualified, they must have attended an into officiating course and have a mentor with them whose primary focus is on mentoring, but this could be the other umpire if they are qualified and this is agreed prior to the fixture.

Mentors must hold a minimum of INTO officiating qualification and be present on the sidelines with the responsibility of supporting the umpire

6. Entry & Structure

- Minimum of 8 and maximum of 12 registered and affiliated players per team.
- No more than 4 island players from the previous year's squads per team for new teams entering the league. Existing teams can have more than 4 but must not play more than 4 on court at any one time.
- Each team can borrow 1 player per game from the same age group each week if required from any team. Players can play a maximum of 2 games in any evening.
- A fair play rule will apply that if half time is reached and one team is 20 or more goals in the lead then coaches should agree to mix the teams up, or the winning team coach should arrange to play players out of position to ensure fairness, fun and learning for the second half and a 40-goal win will be recorded.

7. Age Groups & Divisions:

- U13 Division: Over 11, under 13 on 31st August 2025- Years 7 and 8
- U15 Division: Over 13, under 15 on 31st August 2025- Years 9 and 10
- Year 8s on the performance pathway may be given an exception to play into the U15 league but this should be addressed with the GNA board in the usual manner for requests.
- Year 9 players on the performance pathway may be given an exception to play into adult divisions but this should be addressed with the GNA board in the usual manner for requests.
- Year 10 players may play in adult divisions OR under 15 league but not in both. Should coaches use year 10 players into the adult divisions they will be permitted to play 3 times for an adult team, on the 4th occasion they will then be re-registered as an adult player and no longer be eligible to play in the Under 15 league.
- Year 11s may be given an exception to play in the U15 league by request to the League Commission in advance of the season starting- They may not play in both Under 15 league and Senior leagues.

8. Fixtures & Matches:

- Will all be dependent on number of teams entering but the aim is to play from 6pm-8pm each Tuesday evening

9. Costs

- Individual costs= Affiliation: England Netball + GNA Membership.
- Team costs = Court Costs: total cost would be divided by teams and given as one amount to enter the league. This would be payable in instalments

c) SCORING

Each team is required to provide a scorer for each fixture. Scorers need to have the correct equipment; a scorecard and pencil/pen and a timing device.

- 1) Scorers must be at least 14 years of age or, where a Youth League Game is being played, the equivalent age of the teams playing (or older) and registered as a player or non-playing member or as agreed to by both umpires.
- 2) Scorers must be present at the start of the game and must liaise with the umpires to ensure that they fully understand their role and responsibility throughout the game.
- 3) Scorers are required to stand or sit together to check frequently throughout the game to ensure that both scores are corresponding. Any discrepancies to the score should be highlighted to the umpires immediately and the umpires would have the deciding vote as to the correct score.
- 4) One scorer will be allocated responsibility to notify the umpire at the end of each quarter and at the end of the game. The scorer with notification responsibilities will approach the Umpire as 15 seconds remains on the stop clock and countdown (out loud) from 10 seconds to "time".
- 5) A team may wish to drop a player to score to avoid penalties being imposed - this is permissible and if an appropriate alternate scorer can subsequently be identified, the player-scorer can resume play at the next quarter time break.
- 6) Safe guarders must be noted on the scorecard for each match

In the event of a scorer not being present, a supporter may be asked to score, and a penalty will be imposed against the offending team, which will be a fine of £50. The fine must be paid within a week of the breach and/or before the team's next match. Failure to do so will result in further investigation by the League Commissioners and potentially a hold on match play.

d) MATCH CARDS AND RESULTS

For a league match, points will be awarded as follows:

- 5 points for a win.
- 3 points for a draw.
- 2 points if the losing margin is 4 goals or less.
- 1 point for being within 9 goals of the winning team.

Each game requires a GNA match sheet to be completed legibly and in full (including umpires and safe guarders, where needed). When a borrowed player has played, a "B" must be written at the side of the appropriate player's name. Where a player is playing up an arrow pointing up must be written at the side of the appropriate player's name. The score cards MUST be photographed and uploaded to the GNA Members only Facebook results page within 24 hours of the match finishing. It is the responsibility of the winning team to post the results on the page. Please ensure that only FIRST NAMES are written on score cards and where there is more than one person of the same name, the first letter of their surname. (does this still need to apply?)

If the league is tied, for both division and plate, (equal points to two teams) at the end of the season the results from the two teams tied will be reviewed. If a team has won all the head to heads, they will be deemed the higher ranked team, if match wins are equal, goals for and against will be taken into account and the team with the better average will be deemed the higher ranked team.

e) CUP FINALS

- 1) No new player registrations will be accepted once the winter league fixtures have been concluded and cup semi-final places have been determined.
- 2) No player can be de-registered i.e. from 2nd to 3rd team, once winter league fixtures have been concluded and prior to cup semi-finals

- 3) If a club has more than one team in the cup semi-finals, players will become cup tied to the team they first play in.
- 4) Finals – if there is a draw on the final's event following full time, an extra 5 minutes each way will be played. If still a draw, the scoring table will not call time after the second 5 minutes and will allow play to continue until one team leads by 2 goals

SECTION 4: SAFEGUARDING

The GNA takes all safeguarding matters very seriously and will enforce/update rules as and when required.

It has been agreed that any player of school Year 9 and below will not be able to compete in a division which contains 18+ adults. However, the Protection and Performance Directors may consider a request to "Fast Track" an individual. A request should be sent in writing to protection@guernseynetball.gg and will be considered by the Protection Director and the Performance Director.

In line with the England Netball insurance policy it is deemed that Men are not able to participate within a league structure where points are awarded (and which would therefore impact the outcome of the league), however are to be allowed to participate in "friendlies" whereby no points are awarded to each team, thus not affecting the outcome of the league table. It is the position of the GNA that EN guidance will continue to be followed in relation to male participation and reviewed annually or earlier subject to EN changes.

Subject to ongoing conversations with EN we will continue to explore the feasibility for safe inclusion of male participants into a competitive league structure. Until this time, we welcome friendly matches of all male teams versus women from Year 12 and up, for those teams that wish to participate.

Friendly fixtures, for those teams who wish to play friendly matches versus any male side, will be arranged in line with the Winter League fixtures and normal protocols for umpiring/scoring and safeguarding will apply.

Clubs are able to opt in/out of playing friendly fixtures against any male side that are aligned to the relevant standard division. The division that male teams are aligned to will be at the discretion of the League Commissioners. Only teams in the relevant divisions will have the ability to opt in to play the male teams - i.e. Prem teams opt in/out to play male teams aligned to Prem ability.

Club Safeguarding Officer

When registering your club at the start of the season it is a compulsory requirement to have a designated safeguarding officer for your club. This is true for all clubs, and not just those with players under 18 years of age. This person must be identified on their ENGAGE profile during the registration process. Where a club has players aged 18 years or under, the designated safeguarding lead must hold a DBS check for the Guernsey Netball Association. Along with the DBS, the designated safeguarding league must attend a UK Coaching Safeguarding and Protecting Children course which is run by the Sports Commission and familiarise themselves with the England Netball and GNA policies and procedures. For guidance on the role, please refer to the GNA website.

It is the club's responsibility to understand the requirements of ratios/photographic consent at training and matches along with the general running of their club. Below are current guidelines from the Protection Director who can be contacted on protection@guernseynetball.gg and should be contacted in the event that any of the points below cannot be met, guidance and/or approval (if required) will be provided.

1. Undertake a risk assessment prior to training commencing using the GNA Risk Assessment Checklist & ensure you retain the completed checklist on file for inspection.
2. Complete the Teams Master Control Spreadsheet which contains details of players' medical conditions, emergency contacts for parents & ensure you retain the completed checklist on file for inspection. This needs to be with you at training and games.
3. As per the above, maintain a weekly register which is included in the Teams Master control Spreadsheet & ensure you retain the register for an inspection. Collate and hold on file a GNA Codes-of-Conduct-for-Parents-or-Carers-to-sign & ensure you retain the completed checklist on file for inspection.
4. Collate and hold on file a GNA Codes-of-Conduct-for-Volunteers-to-sign & ensure you retain the completed checklist on file for inspection.
5. Collate and hold on file a GNA Parental-Consent-Form & ensure you retain the completed checklist on file for inspection.
6. Collate and hold on file a GNA U18 Code-of-Conduct-for-Players-to-sign & ensure you retain the completed checklist on file for inspection.
7. In the event of an injury remain courtside with the player and call their parent/guardian immediately - if critical, call an ambulance and the parent/guardian will accompany the child.
8. U18 players must not be left at the venue unsupervised. Coaches/Responsible Adults must remain at the venue until the last player has been collected.
9. Any team with players under 18 years of age must have a 'responsible adult' present on court side for the duration of the game. By definition, the responsible adult must not be someone who will take to the court at any time during the game. This person does not need to hold a DBS check or have undertaken the UK Coaching Safeguarding and Protecting Children course. This person should be separate from the team's coaching staff.
10. Here are the following minimum ratio guidelines for an adult to a young person, however there should always be a minimum of two adults present when working with young people.
 - 10.1. 4-8 years - 1 adult to 6 children
 - 10.2. 9-12 years - 1 adult to 8 children
 - 10.3. 13-18 years - 1 adult to 10 children
11. No coaches or volunteers to provide transport to U18 players unless direct consent from parent/guardian has been given. (This is also to be a last resort basis and is not advised.)
12. Parents/guardians must give consent for their under 18 child to be photographed and have the images posted on Club/GNA social media platforms. This consent should be part of each player's registration to your club. Images used must only be posted from club/GNA accounts and not from personal accounts.
13. It is recommended that clubs use Heja as their form of communication with players and parents. If this is not possible and social media groups are used, for example WhatsApp/Messenger, both the child and parent/carer should be added to the groups.
14. If an under 18 player is asked to play up in a division above the one they are registered in, permission must be given directly from the parent/carer in writing before the fixture is due to take place.
15. As a minimum requirement all safeguarders/adult supervisors/responsible adults should have an approved enhanced DBS check, be a member of EN and have completed the Safeguarding Course.
16. There may be times where school age players are required to record a match for educational needs as part of a school course. As such, there is a clause in the GNA Parental-Consent-Form (see point 6) which asks for permission to be granted for these occasions at the start of the season. For anyone who does not want to be recorded they are asked to notify the umpire ahead of the match. The umpires will have the final say as to whether the match can be recorded or not. Any questions or concerns should be directed to the Protection Director on protection@guernseynetball.gg.

17. Girls in school years 12 and 13 (e.g. Sixth Form) are eligible to play in friendly fixtures against the men once a risk assessment for that individual has been completed and approved by the GNA Board.
18. All club coaches and volunteers who have unsupervised contact with under 18s must hold an up to date DBS check and have completed the UK Coaching Safeguarding and Protecting Children
19. Adults accompanying overnight trips must be DBS checked and have completed the UK Coaching Safeguarding and Protecting Children course prior to travel.
20. Volunteers who assist club coaches, i.e. parent helpers, do not need to hold a DBS or have undertaken safeguarding training as long as they have no unsupervised contact with any players.
21. Umpires under the age of 18 should only be umpiring fixtures involving players of the same age or below and should have a responsible adult present on courtside.

SECTION 5: UMPIRES

All participating umpires should be affiliated with the GNA either directly or through a club and full members of England Netball in order to umpire a match.

- 1) All umpires are required to adopt a “continual improvement” approach to umpiring.
- 2) Female umpires may officiate as per the EN guidelines during pregnancy.
- 3) All umpires must be appropriately dressed and have a whistle.
- 4) Failure to provide an umpire will result in a fine of £50 charged to the respective club made payable to the GNA. The fine must be paid within a week of the breach and/or before the team’s next match. Failure to do so will result in further investigation by the League Commissioners and potentially a hold on match play.
- 5) **All umpires must be suitably experienced to umpire the division of game they have been fixtured to carry out.** Should a club experience difficulty fielding a suitably experienced umpire you can contact the Umpire Secretary or League Commissioners who will do their best to assist you, however, it is not the responsibility of either the Umpire Secretary or the League Commissioners to locate an alternative umpire. There is also a WhatsApp group of available umpires who may be able to support.
- 6) Should any umpire wish to be mentored on any given fixture or as they lead up to their practical assessments for a specific qualification, the Umpire Secretary can be contacted for this to be arranged with an experienced umpire.

a) CLUB REQUIREMENTS FOR UMPIRES

Any club registering a team(s) in the GNA league requires an appropriate number of “TRAINED” or “IN-TRAINING” umpires available to them. The umpire(s) must be EN/GNA registered. In-Training is deemed to be someone who has completed the Into-Officiating online courses and are pending practical assessment.

The GNA recommends clubs research courses being run by England Netball in order to be qualified/in-training and not wait for the GNA to arrange courses. Expressions of Interest Forms on the England Netball website should be completed by all those wishing to take an officiating course.

Only EN/GNA Registered and “Trained” or “In-Training” umpires may be used for GNA fixtures. **Where possible only fully qualified and experienced umpires should umpire Premier Division.**

For any U18 umpire, it is the club allocating that person to be responsible for ensuring that they are safeguarded at the fixture.

SECTION 6: COACHES

The GNA is keen to support people in their coaching journey. Whether you are new to coaching or have been involved for a while, there are various opportunities to help develop your knowledge, skills and confidence. Please contact Sally on coach@guernseynetball.gg for any details and support required.

SECTION 7: ISLAND COACHES AND INTER-INSULARS

The Board has the power to appoint a Guernsey Head Coach who will take up the role of planning and overseeing the performance structure for Guernsey alongside the Performance Director. The Head Coach and the Performance Director will be given the responsibility to appoint Island Coaches in various age groups as necessary. Should a Head Coach not be in situ, the decision falls to the Performance Director with the assistance from the Board. In order to develop the performance structure it would be of benefit that those wishing to be involved within the age group roles consider coaching courses to further their own personal development.

It will be the decision of the Head Coach to approve teams wishing to attend qualification tournaments for the South Region League.

In order to be considered for Inter-Insulars (should they go ahead each year), any player wishing to represent the Island of Guernsey should be actively involved in the programme appropriate to their age group. This includes, but is not limited to: attending training as and when appropriate, commitment to attending camps and other events in the lead up to competition, have good attendance at Island training for their age group, be an active and affiliated member of Guernsey Netball Association prior to the events. The Head Coach shall have final decisions on all players wishing to participate in conjunction with the age group coaches.

SECTION 8: COMMUNICATING AND DISCIPLINE

a) GENERAL ISSUES

- 1) Complaints or problems should be directed to the Participation Director in writing via email within 7 days of the issue arising.
- 2) An acknowledgment will be provided within 7 days - if for whatever reason you do not receive an acknowledgement, please contact the Participation Director by telephone within the 7 day period to ensure that your complaint or concern is registered. If no response is received, please email info@guernseynetball.gg
- 3) Any GNA Board of Directors' decision(s) that affect the Leagues (which is not deemed as urgent) will be relayed to the League Commissioners to be discussed with clubs at the next workshop.
- 4) Any violent or socially inappropriate behaviour towards any player, official, umpire or spectator will not be tolerated and will result in an automatic suspension from the GNA Winter League pending a full investigation.
- 5) Participating in any match or tournament, in any capacity whilst under the influence of illicit drugs or alcohol is strictly prohibited and will result in the player, official or umpire being required to cease the activity immediately. The offending individual will be suspended from the GNA until the Board of Directors has undertaken a full investigation to

determine the appropriate outcome. We welcome children to attend and watch matches provided they are with a responsible adult and that they are able to adhere to health and safety rules (such as standing back from the edge of the court and no running).

- 6) The League Commissioners and the GNA Board of Directors may utilise discretion on the application of ANY rules, penalty, fine or sanction as detailed within this Handbook and any application of the rules applied will be minuted in a Board or League meeting for transparency (where appropriate to do so, and at times where required, on a no-name/confidential basis).

b) APPEALS

- 1) Any registered and affiliated member of the GNA has a right to appeal a decision of a fine imposed by the Board of Directors.
- 2) All appeals must be made in writing and accompanied by £5 payment at the time of the Appeal to participation@guernseynetball.gg
- 3) Appeals must be sent to the Participation Director within 7 days of the decision prompting the Appeal.
- 4) The GNA board of directors will convene the Board of Appeal to review the issue(s) at an Appeal Hearing.
- 5) The Board of Appeal is a randomly selected group of three representative clubs from all the registered GNA clubs.
- 6) Clubs who have an existing Committee member who are part of the Lodge of Appeal will not be included on the Board.

The Appeal Hearing will include the following:

- a) Appeal Board.
 - b) GNA director.
 - c) Team Representative and/or member concerned.
 - d) Non-participating minute taker.
- 7) Any player, team or club knowingly not complying with any GNA rules may be suspended or have their membership to the GNA terminated.

The Appeal Board's decision is final.

The GNA board of directors may, in consultation with the League Commissioners, use its discretion in the application of penalties, fines and sanctions.

Any queries regarding these rules and regulations should be addressed to the League Commissioners and/or the Participation Director.

SECTION 9: DIVERSITY AND INCLUSION

The Guernsey Netball Association (“GNA”) working in line with England Netball (“EN”) “Belonging Commitment Statement” brings to you our GNA Diversity and Inclusion statement;

<http://www.guernseynetball.gg/wp-content/uploads/2022/05/Diversity-Inclusion-Policy-May-2022.pdf>

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