



Norwich Netball

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Contents

1)	1	
2)	2	
3)	2	
4)	3	
5)	3	
i)	3	
ii)	3	
iii)	4	
6)	4	
7)	4	
8)	5	
9)	6	
10)	7	
11)	Results Cards	7
12)	7	
13)	8	
14)	8	
15)	8	
16)	9	
i)	Qualifications	9
ii)	Impartiality	10
iii)	10	
17)	10	
i)	10	
ii)	Error! Bookmark not defined.	
18)	11	
19)	11	

INTRODUCTION

The purpose of this Handbook is to set out in one document the guidelines and requirements of the Norwich Netball League (hereafter known as the NNL). Compliance with these guidelines and requirements is a condition of entry to participate in all summer and winter leagues organised by the NNL. There may be situations where you require further guidance. Where this is the case, please contact the Management Committee (hereafter known as 'the Committee') by email at norwichnetballleague@gmail.com

Anything not covered in this Handbook shall be at the Committee's discretion and the Committee's decision shall be final. Non-adherence to the requirements in this Handbook may result in fines, loss of points and may affect your team's entry in future leagues.

The Committee reserves the right to adjust the rules in this Handbook, as appropriate, in extenuating circumstances.

1) General

The Committee expects all those involved in netball in the NNL to adhere to the England Netball (hereafter known as EN) rules of the game, EN Codes of Conduct, NNL Constitution and this NNL Handbook. This extends to players, coaches, umpires, and supporters.

Any behaviour that falls below the expected standard as set out in the above will not be tolerated and any individual not prepared to adhere to these provisions will not be permitted to take part in the League.

2) Child Protection

The NNL is an adult league. All teams with players under the age of 18 years must have a Safeguarding/Welfare Officer. Clubs should take particular care to ensure that their young players are suitable and competent enough to participate in an adult league. At league fixtures, if an U18 player is playing the club must have a non-playing Safeguarding Officer or nominated adult present. This can be a different adult each quarter.

All members of EN are expected to act in accordance with the EN 'Safeguarding and Protecting Young People in Netball Policy' document. Any concerns or complaints against or involving Young People and Adults at Risk must be referred to EN's Lead Safeguarding Officer. Please see the EN website for further information and guidance.

3) Photography and Filming

Photos or game videos can be shared on social media sites if permission has been given (via the completion of our form) and if no U18 players or officials were involved. For guidance on photography and filming U18 players or officials, please refer to EN's 'Taking & Use of Photographic and Recorded Images of Young People Guidance' booklet. Anyone wishing to take photographs or video must have the permission of the players and umpires involved in the match by completing the 'Photo Permission Form' supplied by the NNL. This must be emailed to the league after the game or sent to the Results Secretary with the results card. Failure to do so may result in a fine. You may also be asked to delete footage.

Anyone wishing to take photographs or video at the UEA Sportspark is also required to sign a register at the UEA Sportspark reception on each occasion.

4) Affiliation

All players, team management and umpires MUST be affiliated with their club to EN through Norfolk. All players must be linked to NNL via their affiliation on ENGage.

Affiliation queries should be directed to EN.

Any change in name by a player (i.e. by marriage or deed poll) should be notified to the Results Secretary prior to that player being named on a results card.

5) Registration

i. Registration of Players

a) For the Summer and Winter CVL Leagues & Open Academy Winter League:

- Teams do not need to submit a Team Registration sheet at the beginning of the season, but all players must be affiliated with EN through Norfolk.

b) For the competitive Summer League & the UEA Sportspark Winter Leagues:

- Players must be registered with the NNL Results Secretary before their first League game. This can be done either on the Team Registration Sheet submitted at the start of the season, or by sending in a Mid-Season Registration form to: nnlresults@gmail.com The Mid-Season Registration form can be found on the website.
- Players registered within the last 4 weeks of the season will be accepted at the Committee's discretion.
- Any player who is actively playing in, or has played in, the current season of the East Region League and above, may only play in Divisions 1,2 & 3 in the indoor UEA Sportspark Winter League.
- For any summer CVL player wishing to play in the competitive Summer League and any Winter CVL or Open Academy player wishing to play in the competitive indoor UEA Sportspark League, the receiving team must submit a Mid-Season Player Registration form and submit this to the league prior to the game. If you are unsure if a player has already registered or not with a competitive team, please contact the league on nnlresults@gmail.com
- Any player may register with a different team at any point throughout the season providing that she has not played for her original team. Both teams must agree for the player to move teams. A Mid-Season transfer form must be completed and sent to nnlresults@gmail.com

ii. Mid-Season Transfer

A player wishing to transfer at the half way point of the season must submit a Mid-Season Transfer form, available on the website, to: nnlresults@gmail.com before the transfer deadline date, (which shall be communicated to the teams at the beginning of

the season and included on the 'Schedule of Dates'. Available on the website) and this shall be at the Committee's discretion.

iii. **Playing-Up**

- A team may name a player from any team from any division below their own to play up. (This rule does not apply to Summer CVL, Winter Open or Winter CVL players – see '5.i.a' above).
- Any player 'playing up' must be ticked on the results card and should be identified to the umpires before the start of the game.
- A player may only be allowed to 'play up' twice per season, once either side of the mid-season date as publicised on the 'Schedule of Dates'. Any player who is 'playing up' but who does not take to the court may be crossed through on the results card at the end of the game to denote they have not played in the game. They will be deemed to have **not** 'played-up'.
- It is the responsibility of the borrowing team to ensure that the player has not previously 'played up' twice.
- Teams may 'play-up' a maximum of 2 players in any one game.
- Players may play up in a re-arranged fixture, providing they adhere to all other playing up criteria and they were registered within the last 4 weeks of the regular season if the re-arranged fixture is played after the end of the regular season. If a player plays up in a re-arranged fixture this will count as one of their two opportunities to play up. A player can play-up in a re-arranged match at any time providing they have not played up in that half of the season and they were registered with the league when the original match was due to take place.

6) **Home Ground**

Each team must nominate a home ground that conforms to EN requirements and is within a 3-mile radius of the outer Norwich Ring Road. If that home ground is unavailable the committee will make, contact to discuss other options. If necessary, a new venue may need to be inspected by a member of the Committee prior to it being accepted for use. The venues shown on the fixture lists cannot be changed without the express agreement of the Committee.

7) **Time & Duration of Games**

Games should begin promptly as specified on the fixture list. It is the umpire's responsibility to get the game started on time. To allow for any unforeseen difficulties that may occasionally occur, 5 minutes grace is allowed on the starting time at the umpires' discretion. NB. In the Competitive Summer league, you can extend the court time in the event of injury stoppages but in all the other leagues the games must finish within the allocated time slot.

In the indoor UEA Sportspark Winter League, CVL Summer, CVL Winter & Open Academy Winter Leagues 10 minutes is allowed for the changeover of teams between games.

The timing of games will be as follows:

League	Match start times	Quarter Times	Quarter time and three quarter time break	Half time break	Injury time
Summer League (not CVL)	19:00 unless specified on the fixtures	15 minutes	3 minutes	5 minutes	As per EN rules
UEA Sportspark League	18:50 20:00 21:10	13 minutes	2 minutes	3 minutes	No time held – See 16.iii
CVL Summer, Winter & Open Academy Winter Leagues	19:00 20:00	12 minutes	2 minutes	3 minutes	No time held - See 16.iii

No game may be considered a League game unless at least three quarters of the game has been played. If a game must be shortened because of extenuating circumstances the umpires will make the ultimate decision and communicate to both captains.

- Where three quarters of the game have been played, the result will stand.
- If less than three quarters of the game have been played the game will be deemed to have been cancelled and the provisions in section 9 (Rearrangement of Fixtures) will apply.

8) Conceding a Game

It is the responsibility of the team that concedes the game to inform the opposing team, both allocated umpires and the Committee at norwichnetballleague@gmail.com at the earliest opportunity but by 5.00 pm at the latest. **Please do not rely solely on social media for this information to be relayed.**

Any team that refuses to take to the court either at the start or during the game in circumstances where the umpires consider that the game can continue (having due regard to the safety of players), that team will be judged to have conceded.

- If this is at the start of the game, then the team who are not refusing to take to the court will be awarded 25 goals and the conceding team 0.
- If this is during the game, then the team who are not refusing to take to the court shall win the game and shall keep their goals scored if higher than 25 (if lower than 25, the score will be 25-0). The team conceding shall lose the game with no points allocated and no goals scored.
- In both scenarios the conceding team shall lose 2 points.

If for any reason your team concedes a game, your umpiring commitment must still be met. It is also courteous for the conceding team to cover the court costs and any umpire costs incurred.

A scorecard must be submitted by both teams for any conceded game, with a brief explanation of the reason.

9) Rearrangement of Fixtures & Extenuating Circumstances

The fixtures shown on the fixture lists cannot be rearranged without the express agreement of the Committee. Any request to rearrange a fixture in advance must be submitted to the committee for approval.

The Committee must be notified, via email at norwichnetballleague@gmail.com of the non-playing of a league game by the home team. If this happens at the court side, a results card **completed by each team** should be sent to the Results Secretary at nnlresutls@gmail.com with a short explanation of what has happened.

NB. CVL Summer & Winter and Open Academy winter league games will not be rearranged if cancelled.

Competitive Summer League and UEA Sportspark Winter League games:

Games may be rearranged for the following reasons:

- Committee decides – e.g. extreme weather
- Umpires decide during the game (unsafe court, umpire injury or player injury (with less than three quarters of the game played)).
- Non-attendance of an umpire
- In extenuating circumstances – the Committee will judge each individual case

The committee has an established sub-committee to monitor the weather, using the BBC weather forecast, and decide on the cancelling of games. The Criteria for the committee to cancel a game due to weather are:

Below 3 degrees or a weather warning is in place.

The committee will post on the NNL Facebook page by 5pm if the games are due to be cancelled. Where possible, the decision will be made at the earliest opportunity.

In the event a game is to be rearranged:

- i. The home team should contact the opposing team within 7 days to agree a new date for the rearranged game – this should be played under the original game conditions (court, players etc) on a mutually agreed date and this should be ideally as soon as possible, but at the latest by 1 week after the league ends. (Please note teams can play twice in one week). NB. Whit week and the week after the last game are **usually** set aside for rearranged games if needed. **All players must have been affiliated and registered to that team at the time of the original game.** Players will be allowed to play up if required, following the criteria as stated in 5iii above
- ii. If teams are unable to agree a date for the rearranged fixture, they must notify the committee as soon as possible. The Committee will decide on each individual case.
- iii. Each team should initially approach the original allocated umpires to see if they can make the new date. If not available, an alternative neutral umpire should be sourced.

If the game must be rearranged due to umpiring issues (i.e. non-attendance of an umpire or umpire injury or illness during the game) the league will cover the cost of the umpires for the

rearranged fixture. NB. This will only apply if the teams affected had to pay the umpires at the original game.

If for any reason your game is cancelled, your umpiring commitment must still be met.

10) Payment of Umpires

Competitive Summer League:

Teams shall pay the umpires before the game starts.

Where umpires attend a fixture, whether that fixture is then played in full, in part or not at all, they shall be paid the usual fee of £10 each. If only one umpire attends, the game cannot go ahead but each team will pay the umpire £5 to cover their expenses.

All other Leagues:

No payment of umpires is required.

However, if a team chooses to reimburse expenses to their own umpire who is umpiring that same night, they may do so. If you must find an alternative umpire from outside your team, you may wish to reimburse that umpire to an agreed amount. This is up to individual teams to arrange.

11) Results Cards

Please print all names including umpires and scorers, clearly, in full and in capital letters. BOTH teams are responsible for submitting a digital scorecard. This must be fully and correctly completed and received by the Results Secretary within 24 hours of the game. The link for all scorecards is shared at the start of the season

It is the umpire's responsibility to ensure the correct score is recorded on the scorepads which can then be photographed by the team captains.

If a game is cancelled or conceded at any time, each team should send in a results card with a short explanation of what has happened to the Results Secretary on nnlresults@gmail.com.

12) Disputes, Complaints and Appeals

All concerns or complaints relating to the EN Codes of Conduct should be made directly to EN using their Disciplinary Regulations. Please see the EN website for further information and guidance.

Any other dispute or complaint regarding a game and/or its result must be submitted by a club/team Secretary or umpire in writing to the Committee within three working days of the game concerned. The Committee will acknowledge receipt of complaints within 3 working days. The Committee may contact the teams and umpires concerned for their input. The

complaint will be dealt with by a sub-committee to the full committee. The complainant and those concerned will be contacted within 10 working days of the meeting.

If any team, club or umpire wishes to appeal against the decision of the Committee, they must notify the League Secretary at norwichnetballleague@gmail.com within 14 days of receipt of the decision. The Committee will acknowledge receipt of appeals within 3 working days. In this event, the matter will be considered by an Appeals Panel. The decision of the Appeals Panel will be final and binding on all parties.

13) Suspensions

If any player is suspended or ordered off the court during a game by an umpire (see Official EN Netball Rules, Game Management Rule 13) then both umpires need to notify the Committee in writing of the event and provide short description of the situation that led to that player being suspended or ordered off within 3 days of the fixture.

Any player being suspended or ordered off during a game will automatically receive a two match ban in order to allow the Committee to review and respond appropriately to that situation. The outcome of that review and any further penalty to be awarded against the player will be communicated within 14 days of the game in which that player was ordered off or suspended.

14) Relegation and Promotion

Competitive Summer League:

The winners and second placed teams of Divisions 2 to 5 are promoted automatically and the bottom and second to bottom placed teams in Divisions 1 to 4 will be relegated automatically. There will be no promotion from Division 1 or relegation from Division 5. Divisions may need to be adjusted based on the entries into the league for the following season.

Teams that are in the Open Academy Winter League or the CVL Winter League can apply to enter the Competitive Summer League once they meet the essential criteria of having an active, qualified umpire registered with their team.

UEA Sportspark Winter League:

The winners of Divisions 2 to 5 are promoted automatically and the bottom placed teams in Divisions 1 to 4 are relegated automatically.

Please see section 15 for what happens to the team finishing in last place in division 5.

All other Leagues:

Promotion and relegation do not apply.

15) UEA Sportspark Winter League

The UEA Sportspark Winter League is limited to 36 teams. New entries to the UEA Sportspark Winter League must have played in the **previous season** competitive summer league and all teams must have a qualified umpire on the current NNL Umpires List.

If only 36 applications are received:

All 36 teams will form the League (provided that the Committee has deemed all entry requirements are met).

If more than 36 applications are received:

- i) The top 35 teams from the previous season will have priority entry into the league (provided their applications were received before the due date and they meet all the entry requirements).
- ii) If there is only one new applicant wishing to enter the league, a 'play-off' game will take place against the team who finished in last place in division 5. The winning team of this play-off game will enter the league in Division 5.
- iii) If there is more than one new applicant, the teams will go into a play-off game/s against the team who finished in last place in division 5. The winning team of these play-off games will enter the league in Division 5.
- iv) The play-off game/s will be arranged by the Committee.
- v) Players used in the 'play-off' game must be registered with your team for the forthcoming winter season.

All trainers must have non-marking soles and no outdoor shoes are permitted in the Sports Hall.

All spectators must watch from the Viewing Gallery, as space around the court is limited. Only the 'Team Bench' is allowed court side. All bags, water bottles and netball kit should be kept to a minimum court side and should be out of the way of players and umpires.

16) Umpiring

i) Qualifications

For entry into all leagues except CVL, all teams must have at least one active, qualified umpire registered with them who is on the current NNL Umpires List.

Entry into the CVL leagues does **not** require teams to have an active, qualified umpire registered with their team. Each team will be allocated matches to umpire and therefore must provide an umpire from the current NNL Umpires List.

If umpires 'swap' their allocated fixtures they must swap with an umpire who is approved to umpire the appropriate division, as stated on the current NNL Umpires List.

If an umpire starts a game, they are required to complete that game. There are to be no umpire changes during intervals unless the umpire is taken ill or sustains an injury. If this occurs and a suitably qualified umpire is available and can take over the game, they shall umpire for the remainder of the game. If this is not possible then rules 7 & 9 apply.

If a team is unable to provide an umpire for a fixture that they have been allocated it is that team's responsibility to notify the Committee, the teams, and the other umpire. **Please do not rely solely on social media for this.**

NB: The NNL Umpires List will be issued with the fixtures and when updated throughout the season, this list will be emailed to all teams and umpires. Please ensure you are working from the current list. If you are unsure if an umpire is on the NNL Approved list, please contact the Umpiring Coordinator on nnlumpiring@gmail.com

ii) Impartiality

In accordance with EN rules, all umpires are expected to be impartial.

No umpire may officiate at a game in which their own team or team they are associated with (e.g. coaching or playing) are playing, unless the fixture is allocated by the Umpiring Coordinator.

Such circumstances are limited as much as possible but where this is unavoidable (due to the number of teams within a single club in the same division or the popularity of a particular playing night) the Committee expects teams to behave sensibly and responsibly when considering the availability of any of their umpires to fulfil that fixture. Such situations may call for that fixture to be swapped where possible.

No umpire should be related, by virtue of being a family member, to any player who is playing in the game in which they are umpiring.

iii) Injury

The EN Rule book dictates how player injuries should be managed during a game. The league asks that umpires and teams should apply common sense in dealing with these. If a player is badly injured and cannot safely be removed from the court within 2 minutes or 30 seconds, then more time may be required. If this is the case and the game is a CVL Summer league game or any of the winter league games which are played within a specific time slot, it will not be possible to extend the length of the game accordingly. The umpires will control the timing of the game and rules 7 & 9 come into effect.

17) League Management

i) Annual General Meeting

All clubs currently participating in the NNL must have at least one adult, affiliated representative attend the League Annual General Meeting for the duration of the whole meeting. Failure to attend may result in your club not being entered into the League, a fine and/or points being deducted. This will be at the Committee's discretion. Please see the NNL Constitution for further information.

ii) Annual League Fee

Each team shall pay an annual league fee of £30 to cover administrative costs, payable at or before the AGM.

18) Fines & Sanctions – applicable to all leagues

Fines will be levied under the following circumstances:

Infringement	Fine	Additional Sanction
Late results card	£5	
Incorrectly completed or illegible results card	£5	
Playing an unregistered player	£10 per player	The offending team forfeits the game
Playing a player who is not affiliated with EN	£10 per player	Plus game conceded by the offending team
Failure to pay a fine within 28 days of it being sent	£5 per 7 days unpaid	
Non-attendance of your umpire:		At the committee's discretion:
First occasion	£15	
Second occasion	£30	Plus loss of 2 points
Third and subsequent occasions	£50	Plus loss of 5 points
Incorrectly qualified umpire	£10	
Conceding a game		Loss of 2 points
Failure to notify the committee of the non-playing of a league game	£5	
Failure to provide a Photography Permission Form	£10	

Any appeal against a fine or sanction must be sent to the league within 14 days of receipt. This will be adjudicated upon by the Committee or appointed Sub-Committee and a decision will be made. The decision of the Committee will be final and if it is judged that any fine will stand, payment must be made within 14 days otherwise the further charges referred to above will apply.

Subject to any appeal, payment of all fines must be received by the Committee within 28 days of receipt of the fine notification in accordance with the payment details set out in that fine, and confirmation of payment sent to the League Secretary at norwichnetballleague@gmail.com

Failure to pay any fine may also affect your team's continued involvement in the League.

19) GDPR

The NNL is committed to ensuring that personal information is held fairly, lawfully, and securely in accordance with data protection laws.

Our NNL Privacy Policy covers the different elements of personal information we collect from you, what we do with the information, how long we will hold it, what we will not do with the information, as well as what rights you have. The latest version of this is available on the NNL website.

By participating in any NNL League you are agreeing to us holding your data securely, to be used as our published Privacy Policy dictates.