

POLICY

Duty Requirements For Clubs and Teams

2026



This Policy was adopted by the IDNA Board on 25 February 2026

ILLAWARRA DISTRICT NETBALL ASSOCIATION

DUTY REQUIREMENTS FOR CLUBS AND TEAMS FOR WINTER COMPETITIONS

1 INTRODUCTION

The outdoor netball competitions would not be possible without the support and assistance of the Clubs and Teams. To ensure that the work necessary is properly understood and evenly shared amongst clubs for the Junior, Intermediate and Cadet timeslots, and senior teams for the senior timeslots, this policy has been created so that all duties and responsibilities are clearly presented to avoid any confusion.

2 POLICY REVIEW

This policy is to be reviewed not less than once every two years and before the start of a Winter Competition.

3 CLUB DUTY DAYS- CANTEEN

3.1 Competition Days

- (a) All clubs will be allocated canteen duty responsibilities at the Berkeley Courts during the winter competition.
- (b) A club allocated canteen duty is required to have not less than 3 representatives available for the Canteen from 15 minutes before the start of the first game to 15 minutes after the completion of the Cadet games.
- (c) Each club representative working in the canteen must be 14 years of age, or older, and capable of providing service to the customers.
- (d) Each club representative working in the canteen is required to do so for at least a 30-minute period. They must be capable of providing service to the canteen's customers and shall not leave until they have been replaced.
- (e) Each club representative must wear appropriate clothing as well as appropriate and enclosed footwear while working in the canteen.
- (f) When a club has been allocated canteen duty, the club may also conduct fund-raising activities during their duty time. Any activities to be undertaken are to be advised to the Board by the Wednesday before their duty day.

3.2 During The Finals Series

- (a) Each club will be allocated Canteen Duty at the Berkeley courts once during the final's series by the Board.
- (b) The day and time for each club's Duty will be determined by the Board.
- (c) Each club representative working in the canteen shall be 14 years of age or older, and capable of providing service to the customers.
- (d) Each club representative working in the canteen shall be required to do so for at least a 30-minute period and shall not leave until they have been replaced by another representative from their club, or the club for the next timeslot.
- (e) Each club representative shall wear appropriate clothing as well as appropriate and enclosed footwear while working in the canteen.

4 SENIOR TEAM DUTY RESPONSIBILITIES

4.1 Regular Competition Days

4.1.1 General

- (a) Any senior team that has a Bye shall provide two (2) representatives to be prepared to do Canteen, or Umpiring duty, for both senior timeslots on that day.
- (b) Senior teams that do not have a Bye shall provide two (2) representatives to be prepared to do Canteen, or Umpiring Duty for the timeslot when they do not play.
- (c) Where a team has given or received a forfeit, be it notified or unnotified, they are not required for duty on the day on which the forfeit is applicable.
- (d) Representatives for senior teams required for Canteen and Umpiring Duty shall be present not less than ten (10) minutes prior to the scheduled start time for the appropriate game.
- (e) All Duty Team representatives for Canteen Duty and Umpiring Duty shall sign the Duty Book, at least 10 minutes before the start of the timeslot for which they have duty. Failure to sign the Duty Book will incur a fine/s as well as the loss of one (1) Competition Point for each Duty Team representative not in attendance, as identified in the Duty Book.

4.1.2 Canteen Duty

- (a) A team that has been allocated Canteen Duty is required to have not less than 3 representatives working in the Canteen at all times for their allocation.
- (b) Each team representative working in the canteen shall be required to do so for at least 30 minutes and shall not leave until they have been replaced, or, they have been dismissed by the Canteen Supervisor.
- (c) Each team representative shall be at least fifteen (14) years of age, and capable of providing service to the customers.
- (d) Each team representative shall wear appropriate clothing, as well as appropriate and enclosed footwear while working in the canteen.

4.1.3 Umpiring Duty

- (a) A team that has been allocated Umpiring Duty is required to have two (2) representatives appropriately dressed and wearing footwear appropriate for umpiring, as well as being suitably qualified to umpire for the relevant senior timeslot.
- (b) Each person undertaking umpiring duty for a team shall have passed the Rules of Theory Netball Umpires Exam and provide a copy of their pass certificate to their club.
- (c) Each person undertaking umpiring duty shall fulfil all commitments as allocated by the Umpires Committee.
- (d) Each duty team representative not initially allocated to umpire a game shall be required to remain and be available to umpire until dismissed by the Umpires Committee representative.
- (e) Duty Teams may use replacement umpires of appropriate age and suitable standard who have not already been allocated to umpire by the Umpire's Committee.
- (f) Duty Teams may utilise Nationally Badged Umpires from their club to do their umpiring duties, if not already allocated by the Umpires Committee. In such instances the umpire will be treated as a Duty Umpire with respect to the games they are allocated
- (g) Each duty team representative required to umpire shall provide their own equipment.
- (h) A badged umpire from a team doing Umpiring Duty, who has been allocated to a game by the Umpires Committee will be considered as having fulfilled one of the team's umpiring duties.
- (i) Where an umpire, who is not a member of a team, is used by a team as a duty representative, the team shall be permitted to pay that representative a maximum of \$15 for undertaking the team's umpiring duty, which is additional to the payment received from the teams they umpire.
- (j) Duty Team Umpires must ensure all Score Sheet particulars have been entered by each team.
- (k) No duty team umpire will be allocated to a Premier League Game
- (l) Nationally badged umpires or Premier League **Team** duty umpires, shall be allocated to Senior A1 games **or lower**
- (m) Duty Team umpires will not be allocated to a game in a grade higher than the grade in which their team competes, unless by prior arrangement with the Umpire's Committee

5 REQUIREMENTS OF DUTY UMPIRES

All duty team umpires officiating at a game are required to:

- (a) Wear either their club's playing uniform or their club's umpiring uniform.
- (b) Wear footwear appropriate for playing netball.
- (c) Report to Umpires Duty area at least ten (10) minutes prior to the start time of the game they are required to officiate at.
- (d) Ensure they are paid the required amount prior to the start of the game.

- (e) Ensure that for the game, each team has a scorer (if they so desire) located together, in the centre third, where necessary, a timekeeper also located in the centre third.
- (f) Ensure that there are 2 umpires for the game, prior to and during the game.
- (g) Check the score sheet at the completion of the game and print name.