



Policies and Procedures

Age Eligibility

QISSN is an U/18 age Carnival. To play at a QISSN carnival, players must be enrolled in secondary school at your college and must be turning 18 years or less by 31 December in the year of play. Students turning 19 years or more during the year of play are ineligible. The Executive reserves the right, for very particular pastoral reasons, to grant an exemption to this rule.

Alcohol Policy

QISSN recognises that consumption of alcohol is not appropriate during the conduct of sporting activities, especially when children and young people are involved.

Consumption of alcohol is therefore prohibited within the boundaries of the carnival while any student is present.

Anti-Discrimination Policy

QISSN does not tolerate any form of discrimination. Complaints or suspicions of discrimination will be dealt with promptly and seriously, with a view to alleviating issues with care and concern for all involved.

Anti-Harassment Policy

QISSN does not tolerate any form of harassment. Complaints or suspicions of harassment will be dealt with promptly and seriously, with a view to alleviating issues with care and concern for all involved.

Braces on Teeth

QISSN advises any participants that have braces on their teeth to consult their orthodontist or other relevant medical practitioner before participating in netball activities to ensure that they do not pose a risk to themselves or other players.

Concussion Policy

QISSN follows the guidance of the community netball guidelines. The new guidelines, which are designed to protect the health and wellbeing of all participants, are in alignment with the recent Australian Institute of Sport's Concussion and Brain Health Position Statement.

If a concussion is suspected, a standard primary survey and cervical spine precautions should be used. Once safe to do so, the player must be removed from play and assessed in a quiet, safe environment. The player must be monitored closely and taken to seek medical attention if not already provided. If a doctor is not present at the match the player must remain out of play until they have had a chance to be medically assessed.

If a diagnosis of concussion is made the earliest that a player that has sustained a concussion can return to play is on the 21st day post the concussion incident provided they get medical clearance.

If a diagnosis of concussion is not made, the player may return to play only once medical clearance from a certified medical GP, stating they do not have a concussion is provided to the QISSN Executive Officer.

Complaint Handling Policy

All allegations of a serious or criminal nature will be reported immediately to the police or relevant agency or authority. Under no circumstances will QISSN conduct its own investigations into any serious allegations or allegations of a criminal nature.

For complaints which are not of a serious or criminal nature, QISSN will follow these guidelines:

- Details of the complaint will be documented in writing on the form on page 17 and given to a member of the QISSN Executive Committee.
- The details of the complaint will be conveyed to the person/people complained about (respondent(s)) in full. The respondent(s) must be given sufficient information to enable them to properly respond to the complaint.
- The respondent(s) will be interviewed and given the opportunity to respond.
- The respondent(s) response to the complaint will be documented in writing.
- If there is a dispute over facts, statements from witnesses and other relevant evidence will be obtained to assist in a determination.
- The association will make a finding as to whether the complaint is:
 - Substantiated (there is sufficient evidence to support the complaint); or
 - Unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); or
 - Mischievous, vexatious or knowingly untrue.

A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be prepared along with the recommendations for future actions. Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

Heat Policy

The QISSN Executive Committee may stop, cancel or postpone training or competition if it is deemed by the committee that the temperature is too high for participation in netball. It is recommended that all participants drink sufficient amounts of water before, during and after exercise at any time to remain hydrated. Injury and Incident Policy All incidents and injuries occurring within QISSN carnival or during events in which QISSN is involved, must be reported to the QISSN Executive on the Incident Report Form attached (Appendix E).

Jewellery Policy

Participants must not wear jewellery or any other object or article of clothing that poses a threat to themselves or any other player, except for a medical bracelet (which must be taped). All piercings are prohibited, even if taped. Any players with piercings taped or un-taped will not be allowed to take to the court. No gloves or taping of nails.

Pre-game Umpire Check

Umpires acknowledge they have received their game allocation by email or text and are OK to fulfil their rostered games (Failure of an umpire to fulfil their allotted games will incur a \$33 per game fee for the school as instructed by QISSN) Umpires report to the umpire's room upon arrival at the venue at least 30 minutes prior to the start of their first game and sign an attendance sheet, and umpires will need to sign for each game they umpire.

Umpires will move from the umpire's room approximately 10 minutes prior to the scheduled start to their allocated court with the umpire they are umpiring with and will remain with the other umpire for the entirety of the game and will return to the umpire's room upon completion of the game.



Umpires will be responsible for ensuring the court and surrounds are safe for the game to commence by inspecting the court and surrounds. With player and spectator movement around courts, court conditions can change from game to game.

Safety On / Around Courts

To ensure the safety of all the following guidelines are expected to be followed by ALL players, officials, parents and general spectators when entering the court floor:

BAGS

Allowed: Team kit bags and must be stored safely away from the side-line. Personal handbags that must remain either on the individual's shoulder or lap throughout the entire game.

Not Allowed: School bags, back packs or similar are not allowed inside on the court floor due to limited space.

SEATING and VIEWING

Allowed: Please remember priority is given to teams and officials and they WILL NOT share bench space with spectators. Viewing for spectators on the court floor is ONLY AVAILABLE to those who manage to get a seat.

Not Allowed: There is no standing or sitting on the ground between courts or in the main walkway.

Conditions of Play

QISSN carnivals will be played under the Rules of Netball issued by the International Netball Federation unless otherwise stated.

Carnival Officials

The carnival will be officiated by the QISSN President and Host School Convenor. The QISSN Executive Officer will assist the QISSN President in this process. Disputes will require completion of the official QISSN Grievance Form by the Team Manager. Carnival officials' decision will be final.

Code of Conduct

QISSN is committed to ensuring the safety, welfare and wellbeing of all involved in the carnival is maintained at all times. The Netball Queensland Part A Codes of Behaviour has been adopted and will be enforced throughout the carnival.

Teams

Teams consist of up to 12 nominated players. Players must be registered in Netball Connect prior to the Carnival. Player changes may be made until 5pm on the Wednesday prior to the carnival in Netball Connect and with the organising committee. Swapping of players after this time is not permitted. Only eligible students registered in netball connect may compete in the carnival.



Blood Rule

An umpire is required to call time when no 'on court' player has called time and the umpire observes that a player is bleeding or there is blood on the court, ball or any other player. A bleeding player must be replaced immediately. Before any player may retake the court (after a goal has been scored):

- The flow of blood must be stopped; and
- Any wound must be cleaned or covered; and
- Any bloodstained clothing must be cleaned or removed; and
- The ball and court must be cleaned before any play restarts, if necessary

Concussion Rule

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If a doctor is not present at the match, the player must remain out of play until they have had a chance to be medically assessed.

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Injury

During any game, injured players must leave the court and they can be replaced immediately. Players may change positions after an injury occurs. No injury time except for the Division 1 Grand Final when the International Netball Federation Rules of Netball will apply.

Games

All games, excluding the Division 1 Grand Final will be 2 x 12 minute halves with 2 minutes between halves and a 4 minute changeover time between games. The Division 1 Grand Final will be played 4 x 12 minute quarters with a 2 minute break for $\frac{1}{4}$ and $\frac{3}{4}$ quarter time and a 4 minute break for half time.

Equal Points

If two or more teams have gained equal points at the completion of the Divisional Games, placings for Quarter Finals shall be decided by the best for and against ratio.

Extra Time

In the Quarter Finals, Semi Finals and Grand Finals (except Division 1), if there is a tie at the end of full time then there will immediately be 2 x 3 minute halves played with no break between halves, with a change of ends. Rolling substitutions will continue as per guidelines below (normal injury protocols also apply). If the game is still drawn at the completion of extra time the game will continue until one team has a two-goal advantage.



Rolling Subs

Rolling substitutions to apply to all fixtures. The substitute player must stand close at their team's bench to indicate a substitution is to take place. The player must be wearing the bib of the position they are taking.

Before leaving the substitution area, the player must tag hands with the player being replaced ensuring all offside rules are observed and neither player should interfere with the game or umpire. There is no limit to the number of rolling substitutions in a game.

Division 1 Extra Time

In the case of a draw in the Div 1 Grand Final there will be 2 x 6 minute halves with players to change ends at the completion of the first half of extra time and the game continues. Rolling substitutions will continue as per guidelines above (normal injury protocols also apply) and if the game is still drawn at the completion of extra time the game will continue until one team has a two-goal advantage.

ALL-STAR / RISING STAR SELECTION AND MVP's - Numbering of players

Please use the marker provided to number your players as per their number in the program. For the ease of selectors and for when coaches are selecting MVPs at the end of each game, please write the player's number on both calves, and both upper arms.

Most Valuable Player

Coaches/Managers from each team are to nominate one player from their own team AND one player from the opposing team as the Most Valuable Players from that game. A tally of votes will be kept and the player from each team with the most votes at the end of the carnival will receive the Most Valuable Player Award for their team.

Player of the Carnival

The award for Player of the Carnival shall be decided by the Selectors.

Points

Points shall be awarded as follows:

- Win by 5 goals or more 5 points
- Win by less than 5 goals 4 points
- Win on forfeit 5 points with a given score of 15-0
- Draw 3 points
- Loss by less than 5 goals 2 points
- Loss by 5 goals or more 1 point
- Loss on forfeit 0 points with a given score of 0-15

Umpires at QISSN

All umpires at QISSN have a National C Badge qualification or higher. A roving Umpire Mentor will be on the games floor each day to assess umpires, coach umpires and give feedback where required. Umpires will be allocated their schedules prior to the start of each day and the Umpire schedules have been taken into account in game allocation. The Umpires will be reallocated pool games as determined by the Umpire Mentor. Umpires will be required to see the Umpire Admin Convenor for scheduling/signing in and any other administrative requirements as determined by the Mentor.

Captains may approach the umpires at half time or after the game to questions relating to the rules of netball or the interpretation by the umpires on court.

Any player/official found guilty of disputing the Umpire's decision or otherwise misconducting her/himself, may be liable to be disqualified, suspended, or fined for such time and/or amount as may be decided upon by the Carnival Officials.

Score Cards

Score sheets will be used alongside Netball Connect. Score Sheets will be available on each scorer's bench. Paper Copies of the score sheets are required to be handed to the information desk by the competing schools immediately following the match.



QUEENSLAND INDEPENDENT SECONDARY SCHOOLS NETBALL CARNIVAL

GRIEVANCE FORM

TEAM NAME: _____ COURT NO: _____ TIME: _____

DETAILS OF GRIEVANCE

Please indicate (by circling whichever is applicable) who or what the comment is about.

COACH

PLAYER

SPECTATOR

OTHER

Name: _____

Signature: _____

Details of action taken:

OFFICE USE ONLY

Actioned by: _____

Date: ____ / ____ /20__

CQUniversity QISSN CARNIVAL INJURY REPORT FORM



NAME OF INJURED PERSON: _____ DATE: _____

Male Female

Date of Birth: / /

1. SPORT **Netball** TEAM _____

Playing Position/Number _____ Time of Injury _____ am/pm

Venue Central Queensland University Rockhampton Emmaus College, Rockhampton

2. **Detailed description of what happened** _____

3. **Activity Leading to Injury**
 Landing Starting Twist/Turn Maul Kicking Other
 Jumping Running Receiving Ball Scrum Tackling
 Stopping Side stepping Passing/Throwing Ruck Hitting

4. **Collision with**
 Ground Equipment Ground Equipment Other Player Hit by _____

5. **Severity of Injury/Illness**
 Minor (first aid only) Moderate (referred for medical attention) Serious (ambulance called) Fatal

6. **Treatment Referred To:**
 Nil First Aid (on site) Doctor Hospital (overnight stay/longer) Physio Dentist

7. **Transport**
 Car Ambulance Other _____

8. **Action Taken**
 Rest Ice Elevation Stretching Taping Bandaging Sling

9. **Part of Body Injured**
 head lower leg ankle thumb toe hips groin
 neck face eye foot mouth skin ears
 wrist upper back lower back nose shoulder tooth elbow
 knee hand fingers chest stomach upper arm upper leg

10. **Suspected Type of Injury**
 graze blister bleeding bruise rash cork concussion
 puncture cramp strain (muscle) sprain dislocation fracture overuse injury
 knocked out spinal injury heat illness winded asthma cut
 fatal unspecified other _____

11. **Emergency Contact Informed** YES NO

Who was contacted? Name _____ Phone Number _____

Date: _____ Time: _____ a.m./p.m.

Reason not contacted _____

12. **Details of Witness/es**
 (i) Name _____
 Address _____ Contact Phone Number _____
 Position team official parent student

(i) Name _____
 Address _____ Contact Phone Number _____
 Position team official parent student

13. **Signature of Person Completing Form.** _____ Date: / /

NAME _____ Designation: _____
 (please print)