



**VICTORIAN
NETBALL
LEAGUE**

VICTORIAN NETBALL LEAGUE

HOME GAME MANUAL

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1. INTRODUCTION

Bupa Victorian Netball League Licensees will be given the opportunity during the Bupa VNL season to host home games.

Bupa VNL home games will be conducted in accordance with the BUPA Victorian Netball League Competition Regulations.

1.1 Bid to Host a Bupa VNL Home Game

- Licensees are encouraged to request up to two home games (along with preference dates); this does not entitle a Licensee to two home games.
- Some licensees may be allocated two home games dependant on how many licensees take up the initial offer of a home game. Subsequent home games will be randomly allocated.
- A Bupa VNL Licensee wishing to submit a bid to host a home game must be able to meet the obligations outlined in this manual and satisfy the criteria outlined in the Venue Specifications form.
- All three divisions will play a home game should a Licensee be successful in securing a home game or if a License is allocated to play a home game match.

1.2 Netball Victoria Responsibilities

Netball Victoria (NV) is responsible for the overall event management of the Bupa VNL home game to ensure the rules and integrity of the competition are maintained at all times.

NV will be responsible for the following for the Bupa VNL Home Game:

- Determination of all rules and regulations pertaining to the Bupa Victorian Netball League;
- Sponsorship signage including banners and A-frames for the field of play;
- Production of a 'Home Game flyer' to be used to promote the home game;
- Supply of template for production of Program Booklet;
- Event equipment including;
 - Competition match balls
 - Umpire alert units
 - Competition forms/scoresheets.

NV will be responsible for the appointment of the following personnel for the Bupa VNL Home Game:

- Court Supervisor;
- Umpire Coach;
- Umpires for all matches;

The NV representative acting as the Court Supervisor will attend the home game and will:

- supply the official match ball;
- supply the signage and assist with set up around the court;
- supply the umpire alert system;
- ensure all team signage is adequately positioned;

- ensure the team lists are filled out by both teams at least 30 minutes prior to the start of the game;
- ensure teams and umpires are ready to take the court on time;
- collect the umpire votes, completed scoresheets, match ball, umpire alert system, and signage and return to NV.

1.3 Host Licensee Responsibilities

Netball Victoria will consult with the Host Licensee in relation to the organisation of the Bupa VNL Home Game and will consider in good faith all suggestions or comments forwarded to Netball Victoria by the Host Licensee.

The Host Licensee will co-operate with Netball Victoria throughout the preparation, conduct and staging of the Bupa VNL Home Game to ensure the success of the event.

Each Host Licensee or 'home team' will be responsible for the following:

- **Preparation of the competition schedule for approval by Netball Victoria;**
- **Manage the operation of the competition and warm up areas at the competition venue;**
- **Appointment of a Match Coordinator.**

It is the responsibility of the home team to appoint a Match Coordinator who will be responsible for match presentation, volunteers and any liaison requirements with the visiting team.

It is the responsibility of the Match Coordinator to:

- Provide a suitable venue, as per venue requirements;
- Contact the opposition team 2 weeks prior to the match date and confirm number of tickets opposition team will require (tickets to be purchased by opposition team) tickets to be allocated in a "premium" position, i.e. behind opposition team bench;
- Provide at least two (2) accredited scorers (this must be approved by Netball Victoria);
- Provide information to visiting team and Netball Victoria Competition Manager pertaining to stadium availability on the day of the match, any warm up matches, and game formalities. To be completed seven (7) days prior to the event.
- Provide separate change room facilities for the visiting team;
- Display Bupa VNL signage at the venue;
- Ensure MC announces teams onto court and teams are ready to play at correct time;
- Provide minimum Level 1 Sports Trainer at venue;
- Send an invitation to Netball Victoria inviting Netball Victoria's Executive team and Board members to attend Home Game.

APPOINTMENT OF A MASTER OF CEREMONIES

The Master of Ceremonies (MC) is to announce players, team officials and umpires onto the court prior to the commencement of the game.

The MC is to acknowledge the following at appropriate times throughout the home game:

- Bupa (naming rights sponsor);
- Gilbert (official netball supplier);

- Sportscast Australia (official Videographer).

Club sponsor acknowledgements – use the full sponsorship name of home and visiting teams during all introductions, promotions or announcements.

APPOINTMENT OF FIRST AID PERSONNEL

Each licensee is required to provide a minimum Level 1 Sports Trainer at their home game.

Strapping tape and other medical supplies must be provided by own team. Ice must be available for players who have sustained injuries on the day/night of the home game.

It will be the responsibility of each club to provide ice for their players for other circumstances outside of this (i.e. recovery).

PROMOTION

Netball Victoria encourages licensees to promote their Home Games. Netball Victoria will produce a home game flyer for each licensee. Licensees must use the flyer endorsed by Netball Victoria. The flyer will be placed on the Bupa VNL website and Bupa VNL Licensees are encouraged to promote their home game outside of these two mediums.

Information about the home game (match times and ticket prices) must be submitted to Netball Victoria no later than 2 months prior to scheduled date.

PRODUCTION OF PROGRAM BOOKLET

It is the up to the home team to prepare a program for the match. Netball Victoria will provide each Match Coordinator with a template, which must be used as the official program. Templates will depict the following logos;

- Bupa VNL;
- Netball Victoria;
- Bupa VNL secondary sponsors;
- Competing teams logos;
- Competing team's sponsors.

The program can include player's names and positions, coach, manager and team officials.

A Home Game program template; this will be forwarded to each Licensee electronically.

ADMITTANCE TICKETS

It is the responsibility of the home team to determine the ticketing plan. The Host Licensee is responsible for and will receive all gate revenue for ticket sales to the Bupa VNL home game. Visiting teams will be required to pay entry to the stadium.

If physical tickets are required, the home team is responsible for the design and production of them. The following information must be included on the ticket:

- Full name of the competition – Bupa Victorian Netball League;
- Competition logo;

Prices must not be set higher than the following (Participating teams must only be charged the SNHC entry fees or less);

General Public

- Adult - \$12
- Concession - \$9 (Health care or Senior card)
- 12-17yrs - \$6
- 11 & Under – Free

Participating Teams (please allocate 17 tickets per team)

- Adult - \$4.30 (SNHC Entry Fee)
- Concession - \$3.50 (Health care or Senior card)
- 12-17yrs - \$2.15

TICKET ALLOCATION

The home club must allocate one ticket/name on door to the following:

- Each officiating umpire
- Court Supervisor
- Umpire Supervisor
- Netball Victoria Representatives (tickets as per requests from NV)

2. COMPETITION OPERATIONAL PROCEDURES

2.1 Communication

Participating home teams shall provide a mobile phone contact number for the Match Coordinator that will be operational during the home game. This number will be used by Bupa VNL management to relay important or urgent information.

2.2 Competition Schedule

The home team match co-ordinator is responsible for preparing the competition schedule. This schedule should be distributed to the following personnel prior to competition:

- Participating teams;
- Umpires;
- Score bench personnel;
- Court Supervisor;
- Umpire Coach;
- MC
- Netball Victoria Competition Manager

Home teams may choose to extend the half time break in Championship Division only to 10 minutes. Both participating clubs must agree to this and the Competition Manager must be informed. Any changes to time must be communicated two weeks prior to the scheduled match.

The competition schedule should also include any information regarding parking, amenities and if a café will be open for the duration of matches.

2.3 Incident Reporting

Any incident which occurs at the Bupa VNL Home Game must be recorded on Netball Victoria's official incident report form and lodged with the Court Supervisor.

2.4 Pre-match warm up procedure

Teams will be given time to warm up on the field of play as determined by the Court Supervisor and timing of matches held previously.

2.5 Athlete Presentation

Team managers will be responsible for marshalling teams for introduction onto the field of play. The Court Supervisor will ensure that this happens at the correct time. The following procedure will be implemented for team and athlete match introductions prior to Bupa VNL home games:

- 15 minutes prior to start of match, teams warm up on field of play, if time permits
- **Two minutes** prior to the start time of the match, athletes will be announced individually onto court into starting position, commencing with the Goal Shooting position and finishing with the nominated substitution players.
- As they are called, athletes will run to their position ready to commence the match.

2.6 Team Benches

When standing on the same side of the court as the team benches, facing the court the first named team shall be allocated the team bench on the right.

3. COMPETITION VENUE

3.1 Venue Accreditation

The competition venue must meet the minimum standards as set out by Netball Victoria. Where necessary, Netball Victoria will conduct a venue site inspection prior to endorsing the venue for Bupa VNL home games.

3.2 Competition Environment

There must be sufficient courtside space around each field of play to accommodate sponsor signage outside of the 3.05m run off area.

SPONSOR SIGNAGE

Where possible, existing signage that is in direct conflict with the Bupa VNL sponsors must be removed or covered for the duration of the home game.

Where possible, the following signage must be erected as part of the sponsorship obligations for the Bupa VNL. This will be provided by NV:

- Major sponsor – up to 6 signs located around the court (if provided by NV)
- Team Sponsors - Two (2) A-frame sign 2000m (l) x 600mm (h)

Each home club will have the rights to additional signage opportunities including but not limited to:

- Venue Entrance
- Venue Foyer
- Walkways
- Venue Roofline

SPONSORS

The competition must be referred to at all times as the Bupa Victorian Netball League.

- Gilbert (Official Netball Supplier)
- Sportscast (Official videographer)

Please refer to the Commercial Operations manual for further information.

SECURITY

Although security has not been a major problem at netball matches, it is still important for teams to keep players, coaches, umpires and spectator's safety in mind.

Ensure that spectators are kept away from teams until the completion of the game and that teams are given adequate time after the game to warm down before meeting the public.

Ensure that areas used for the storage of players and umpire's equipment and valuables are kept secure and not accessible to the public.

GOAL POSTS

Goal posts must be sunk into floor sockets and must be checked for excessive movement. Full Goal post padding must be provided.

SCORE BENCH

The score bench shall be positioned outside the 3.05m run off area and centred in the middle third of the court.

A blood spill cleaning kit will be provided to the score bench along with seats, score sheets, timing devices, pens and umpire alert systems.

UMPIRE BENCH

Three umpire chairs will be positioned outside the 3.05m run off area and to the right of the score bench.

TEAM BENCHES

The team benches must be positioned outside the 3.05m run off area, at either end of the sideline. There must be maximum room to allow for athlete bags and feet. If space allows, benches must be placed to ensure that passing traffic can move behind the benches and equipment can be placed under or behind the seats. If this is impossible then traffic must be controlled at either end of the sideline to stop any movement along the sideline where the umpire is working.

Seventeen chairs per team should be placed courtside for:

- Players x 12
- Team coach
- Team Manager
- Three other personnel, one of which must be a Primary Care person who is qualified to diagnose and treat injury and/or illness.

3.3 Back of House Preparation Areas

TEAM CHANGE ROOMS

Each team should have access to a change room with shower and toilet facilities. A separate change room to the general public is recommended, however this is not always possible.

Each away team should be provided with some recovery food at the completion of each match. This may include mixed sandwiches and a fruit platter.

UMPIRE CHANGE ROOMS

Change rooms that can accommodate both male and female umpires should be made available.

The umpires should be provided with some recovery food at the completion of each match. This may include mixed sandwiches and a fruit platter.

3.4 Seating

All efforts must be made to provide good public seating.

It is recommended that Home Teams reserve a block of prime seating for special guests, sponsors and VIP's – centre court close to the sidelines.

4. SPORT PRESENTATION (where possible)

The sport presentation program should aim to create an environment for Netball which enhances the event for spectators, officials and athletes by showcasing it at its optimum level. While ensuring that an environment suitable for optimal performance by athletes is created, the elements of the sport presentation program must also adhere to the rules, regulations requirements and protocols of the sport.

The following infrastructure and resources should be provided to assist in the delivery of the sport presentation;

- Scoreboards
- Audio system
- MC/Courtside announcer

The Match Coordinator or someone appointed to be the Sport Presentation Coordinator shall be responsible for cueing all of the live aspects that surround the sport on the field of play, including announcements, music, scoreboards and team introduction.

No music, sound effects or voice commentary may be used during play. Music may only be played during breaks and injury breaks.

5. MEDICAL SERVICES

The home team hosting the Bupa VNL Home Game must provide appropriate medical assistance at the venue. Each licensee is required to provide a minimum Level 1 Sports Trainer at their home game. This service is also required to cover emergencies for staff, volunteers and spectators. The home team is not required to provide an on-site ambulance but must have a thorough understanding of the venue operator's emergency medical procedures and policy for requesting an ambulance. A designated First Aid facility must be provided at the venue.

The first aid room should be equipped with the following:

- Sufficient lighting
- Table
- Ice
- Treatment bed
- Crutches
- Wheelchair
- A spinal board and collar

6. FINANCE

Except as expressly set out in this manual, each home team must bear all costs and expenses of whatever nature arising out of its participation in the Bupa VNL Home Game.

The home team is responsible for all expenditure associated with the conduct of the home game and will retain all gate takings from match ticket sales to assist with offsetting expenses incurred.

7. MATCH DELAY OR POSTPONEMENT

7.1 Procedures for Match Delay or Postponement

All matches must be completed up to the agreed full time.

Only the officiating umpires may stop play during a match (temporarily or definitely) because of poor field of play conditions, equipment damage or failure, a seriously injured player, or any other reason deemed necessary by the match umpires.

The Court Supervisor, in consultation with the Match Coordinator will determine if the match may proceed or if the match must be delayed or postponed.

If a match is delayed, interrupted or postponed, the match must be resumed as soon as is conveniently possible under the following conditions;

- On resumption, the match shall be continued from the spot where the ball was when play was stopped as per IFNA (2018) Rule 9.3.
- On resumption, Rule 9.1, relating to the substitution of players shall apply as though there had been no interruption to the match.

The score on resumption of the match being that at the time the interruption took place.

7.2 Definition of Delay and Postponement

Delay: A match is considered delayed if it does not start at the scheduled start time or is interrupted after the scheduled start.

Postponement: A match is considered postponed when it cannot be completed within the scheduled session (or an extended session) and is rescheduled to another session on the same day or another day.

7.3 Rescheduling management

Netball Victoria's Competition Manager in consultation with the Court Supervisor will determine when delayed or postponed competition will resume based on recommendations from the Match Coordinator and Venue Operator.

The following regulations must be observed when rescheduling matches:

- If circumstances arise which are not provided for in the Rules of Netball, the Competition Manager will determine the necessary action to be taken as to when a match shall resume or be rescheduled.

7.4 Rescheduling options

Options to compensate for delayed matches during the home game schedule are:

- Push back game start times
- Reduce the time between games

8. CANCELLATIONS

When matches are cancelled due to an event which NV determines was beyond its control or beyond the control of either team prior to the start of the game (including, but not limited to, a strike, power loss, wet weather that causes stadium damage), both teams will be credited with 2 points and 5 goals each and the Competition will continue as per the fixture, unless NV determines that alternate arrangements can be made to reschedule the match.

- a) Four points can only be awarded for fully completed games
- b) Prior to the completion of the first half teams will be awarded two (2) points and five (goals)
- c) After the commencement of the second half the score stands as at the time of the stoppage
- d) In the event that a match is cancelled due to wet weather, quarters will be awarded to a maximum of twelve players totalling 28 quarters, for each team

Should circumstances occur in which successive rounds need to be cancelled, the Competition Manager will consider the position and determine a suitable course of action which may include but is not limited to; rescheduling all or some of the matches or changing the day on, or order in, which matches are played.

APPENDIX 1. HOME GAME CHECKLIST

Personnel – Home club to supply

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Match Coordinator |
| <input type="checkbox"/> | First Aid Personnel (must be minimum level 1 sports trainer) |
| <input type="checkbox"/> | MC (optional) |

Facilities – Home club to organise and ensure requirements met

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Court free of debris and dust with sufficient space around edges |
| <input type="checkbox"/> | Goal Posts with compliant padding (full length of post) |
| <input type="checkbox"/> | Team Changerooms (one per club) |
| <input type="checkbox"/> | Umpire Changeroom |
| <input type="checkbox"/> | Score Bench |
| <input type="checkbox"/> | Umpire Bench/Chairs |
| <input type="checkbox"/> | Team Benches |

Other – Home club must prepare

- | | |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Competition schedule |
| <input type="checkbox"/> | Program Booklet (optional) |