



# 2018 WA NETBALL LEAGUE

## Home Game Manual



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## INTRODUCTION

WA Netball League clubs will be given the opportunity during the 2018 WA Netball League season to host home games. WA Netball League home games will be conducted in accordance with the WA Netball League Competition Regulations.

## NETBALL WA RESPONSIBILITIES

Netball WA is responsible for the overall event management of WA Netball League to ensure the rules and integrity of the competition are maintained at all times.

Netball WA will be responsible for the following for WA Netball League home game:

- Determination of all rules and regulations pertaining to the WA Netball League.
- Hiring of courts and change rooms for home games.
- Sponsorship signage including banners and A-frames for the field of play.
- Supply of event run sheet template.
- Event equipment including:
  - Competition match balls
  - Umpire alerts
  - Competition forms/scoresheets
  - Goal post padding

Netball WA will be responsible for the appointment of the following personnel for the WA Netball League home game:

- Netball WA representative.
- Umpire coaches.
- Umpires for all matches.
- Bench Officials for all matches.

The Netball WA representative acting as the court supervisor will attend the home game and will;

- Supply the official match balls.
- 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 all teams at least 15 minutes prior to the start of the game.
- Ensure teams and umpires are ready to take the court on time.
- Collect the Jill McIntosh Medal, Reserves Best & Fairest and 18U Best & Fairest votes, completed scoresheets, match balls, umpire alert system and signage and return to Netball WA.

### **WA NETBALL LEAGUE CLUB RESPONSIBILITIES**

Netball WA will consult with the WA Netball League club in relation to the organisation of the WA Netball League home game and will consider in good faith all suggestions or comments forwarded to Netball WA by the host club.

The host club will co-operate with Netball WA throughout the preparation, conduct and staging of the WA Netball League home game to ensure the success of the event.

Each home club will be responsible for the following:

- Providing a cashier and float for the door.
- Hiring of any part of the venue required (with the exception of courts and change rooms).
- Appointment of a match coordinator.
- Ensure court set up as per requirements as set out on page 6 (includes team benches, score bench, signage, ice/water, wheelchair & spinal board).
- Provide food for umpires and bench officials.
- Supply ice for injuries and water for teams.
- Run sheet template provided and completed, and returned to Netball WA.

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

It is the responsibility of the Match Coordinator to:

- Provide information to the Netball WA Game Development Coordinator – Competitions pertaining to any game day formalities or hospitality the WA Netball League club wish to conduct during their home game. To be completed no later than 7 working days prior to the event.
- Provide club match day staff/volunteers names, contact numbers and roles to the Netball WA Game Development Coordinator – Competitions for addition to the official event run sheet. To be completed 7 days before the event.
- Provide club related MC sponsor messages to the Netball WA Game Development Coordinator – Competitions for addition to the official MC script. To be received at Netball WA no later than 7 working days prior the event.
- Ensure MC announces teams onto court and teams are ready to play at correct time.
- Ensure all club match day staff/volunteers perform their role correctly at all times.

### **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 (as detailed on the event run sheet):

- Naming rights sponsor.
- The Insurance Commission of WA (Belt Up).
- Any other key messages as required by Netball WA.

Club sponsor acknowledgements – use the full sponsorship name of home and visiting teams during all introductions, promotions or announcements. Club sponsor messages are to be sent to the Netball WA Game Development Coordinator – Competitions, no later than 7 working days prior to the event.

### **PROMOTION**

Netball WA encourages clubs to promote their home games using various mediums. All promotions of home games are to be approved by Netball WA before being published.

### **PRODUCTION OF MATCH DAY PROGRAM**

Should clubs wish to produce a match day program, it is the club's responsibility to:

- Contact the visiting team for team lists and any other information.
- Contact Netball WA for
  - Netball WA logo.
  - WANL logo.
  - Smarter than Smoking logo.
  - Belt Up logo.

### **CASHIER**

It is the club's responsibility to provide a cashier for door entry to home games. The Netball WA representative will provide an attendance sheet to be filled out by the cashier and returned to the Netball WA representative at the completion of the home game. The cashier is to remain open until half time of the final match of the day. The home club shall keep all money from door entry, however any money from the sale of WA Netball League season passes is to be handed over to the Netball WA representative. WA Netball League Season Pass forms will be provided by the Netball WA representative.

### **TICKET PRICES**

All ticket prices are set by Netball WA.

2018 Ticketing prices are as follows:

- Adults - \$10
- Concession- \$5.
- Children (16&Under) – Free.
- 2018 WA Netball League Season Pass - Free entry upon display of card.
- Adult WA Netball League Season Pass - \$90
- Concession WA Netball League Season Pass - \$60

### **MATCH DAY FUNCTION**

It is the home club's responsibility for organising any home game function. The home club is responsible for the hiring and payment of any rooms, catering, staff required for such a function.

### **KIOSK**

It is the home club's responsibility to approach the venue regarding the opportunity to run the kiosk facilities.

### **SALE OF ALCOHOL**

It is up to the home club to decide if they wish to sell alcohol at home games. It is the home club's responsibility to:

- Consult with the home game venue regarding the sale of alcohol.
- Abide by all health & safety requirements (including staff with RSA).
- For any information regarding the sale of alcohol at home games, please contact Mark Watton, Netball WA Member Services Manager at [mark.watton@netballwa.com.au](mailto:mark.watton@netballwa.com.au) or 08 9380 3742.

### **SPORT PRESENTATION**

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 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 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.

If the home game club wish to use match intervals for any presentations, promotions or exhibitions matches, approval must be sought from Netball WA, who will add the details to the official event run sheet. To be received 7 days prior to the event.

### **SET UP**

Courts are to be set up as follows:

17 chairs for each team bench

3 chairs for umpires to the right of the score bench

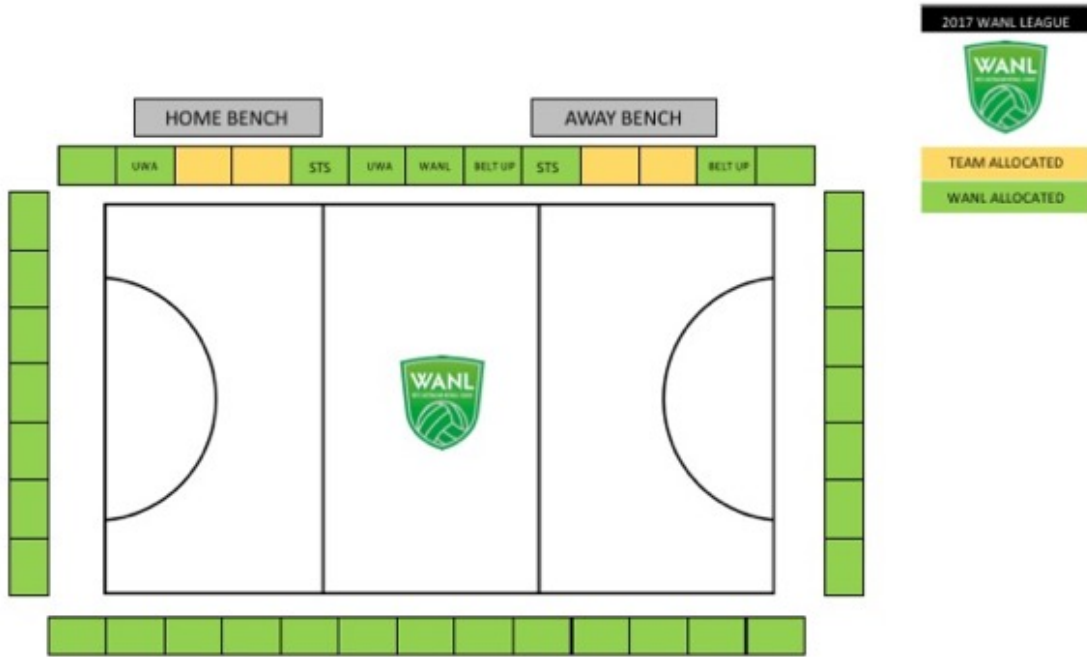
5 chairs for score bench

A frame signage in front of team benches and score benches as set out in the diagram below.

1 trestle table at the end of each team bench .

1 water container and 1 esky full of ice on each trestle table with freezer bags.

Wheelchair, spinal board and neck brace to be courtside when possible.





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