

# 2025 GRADING POLICY

The purpose of this policy is to provide a framework to allocate teams into appropriate divisions within the netball competition and contains the Grading Committee Terms of Reference.

*Rockingham and  
Districts Netball  
Association Inc.*



Date	November 2024
Policy Type	Operational
Date Approved	December 2024
Approved by	RDNA Management Committee

### Who Does This Policy Apply To?

This Policy applies to the following people/organisations whether they are operating in a paid or unpaid/voluntary capacity in the Rockingham and Districts Netball Association [RDNA]:

- (a) Individual Members, including service award holders and life members.
- (b) Individuals sitting on boards, committees and sub-committees.
- (c) All employees, volunteers, independent contractors and other workplace participants, including:
  - Support personnel (e.g. managers);
  - Coaches and assistant coaches;
  - Athletes and players; and
  - Umpires, bench officials and other officials.
- (d) Any other person or organisation that is a member of or affiliated to RDNA.
- (e) Parents, guardians, spectators and sponsors and any other person or organisation to the full extent that is possible.
- (f) Any other Person who has agreed to be bound by this Policy.

### Definitions

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In this Policy, unless otherwise stated:

- 'Association' means Rockingham and Districts Netball Association (RDNA);
- 'AGM' means the Annual General Meeting of the Association;
- 'Club' means a club affiliated with Rockingham and Districts Netball Association;
- 'Committee' means the management Committee of the Association as elected under the Constitution;
- 'Constitution' means the constitution of Rockingham and Districts Netball Association Inc.;
- 'Grading Committee' means the personnel elected into the sub-committee in accordance with the RDNA Constitution
- 'Member' means all affiliated members of the Association, including players, coaching and umpiring officials, volunteers, Clubs, and Club members;
- 'Net Set Go' means the competition for members aged between 6 and 10 years;
- 'Junior competition' means the competition for members aged between 6 and 18 years;
- 'Senior competition' means the competition for members aged 14 years and over;
- 'Round' means one complete cycle of matches within a grade;
- 'Team change' means a registered player interchanging between teams within their registered Club after team nominations.



## Changes to the Policy

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This Policy may be cancelled, amended, or supplemented by the Association as and when it sees fit. Any variation will be given to Members in writing by the Association. The Association will review this Policy on a regular basis to ensure that it remains effective in supporting the objectives and strategic direction of the Association, and to ensure ongoing best practice governance.

## Purpose

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The policy is to ensure that the RDNA provides a policy for clubs to clarify the grading procedure. Provide a framework to allocate teams into appropriate divisions within the netball competition.

## How the Policy works

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The policy outlines the procedures followed by the RDNA Grading Committee when grading teams to best place teams in an appropriate grade, reflective of their age and ability in alignment to RDNA age structure and Competition Rules.

## Composition of the Grading Committee

- Five (5) elected members – minimum
- RDNA President (Ex-Officio)
- RDNA Registrar
- RDNA Development Officer
- RDNA Umpire Development Officer

The elected members will be affiliated with different clubs. No club is permitted to have more than one (1) voting member on the Grading Committee.

All personnel on the Grading Committee have one (1) vote each. The RDNA President shall act as ex-officio and in the event a vote is tied, will have the casting vote.

One of the elected members will be appointed Chairperson of the Grading Committee. The name and contact details of the Chairperson is to be forwarded to the RDNA Administrator no later than 21 days after the AGM. The RDNA President will act as ex-officio on this committee. The term of appointment is 12 months, AGM to AGM.

From time to time the Grading Committee may determine it necessary to invite additional personnel sourced from the Clubs to contribute to the grading procedure. Only one additional person per club is permitted. Additional personnel can contribute to discussion but do not have a vote.

## Procedure

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All teams will be paper graded as a first step from team registrations as submitted on Play HQ by the nominated deadline. On Team Nomination day Clubs will submit the following to the Grading Committee:

- Team Nomination sheet
- Team Ranking Form
- Team Summary Form
- Approved Exemptions

The RDNA Development Officer must be consulted by the Grading Committee for information on pathway players within team structures.

**No team changes are permitted after the nominated deadline has lapsed.**



## Steps:

### Senior Competition and Net Set Go

1. Paper grading will be executed in consideration of the following criteria;
  - a. Player eligibility
  - b. Player experience and ability
  - c. Ladder information from the preceding year
  - d. Team Ranking Form
  - e. Age structure
  - f. Senior Mixed gender division. If there is insufficient mixed gender teams to constitute a grade the nominated team(s) will be unable to participate in the season(s).
  - g. Approved exemptions
2. The Grading Committee Chairperson will provide minutes and final grading recommendations to the RDNA Management Committee for approval.
3. The RDNA Management Committee will review the minutes and recommendations and determine whether they are to be accepted or require further consideration.
4. Fixtures will be generated on Play HQ by the Registrar
5. Team allocation to a grade is final. Regrading will only occur in extreme circumstances (*Refer to Regrading in this policy*).

### Junior Competition

1. Paper grading will be executed in consideration of the following criteria;
  - a. Player eligibility
  - b. Player experience and ability
  - c. Ladder information from the preceding year
  - d. Team Ranking Form
  - e. Age structure
  - f. Mixed gender division (*14/U, 16/U and 18/U*). If there is insufficient mixed gender teams to constitute a grade the nominated team(s) will be unable to participate in the season(s).
  - g. Approved exemptions
2. The RDNA Registrar will generate week to week fixtures for the purpose of Physical Grading.
3. Grading
  - a. Grading will occur over a period of three (3) consecutive Saturdays – dates to be determined by the RDNA Management Committee.
  - b. All teams must attend grading. Teams will play a series of matches each day.
  - c. All registered players must participate in each game. No rolling subs will be permitted during the grading phase. No borrowed players will be permitted during the grading phase. Registered players that are absent for the entirety of the grading process will be considered as new players and must be viewed during the ensuing competition as per this policy.
  - d. Grading will be final at the completion of the grading phase. All players and coaches must act with integrity as to not sabotage the grading process.
4. The Grading Committee will submit their recommendations to the RDNA Management Committee for approval.
5. Season fixtures will be generated on Play HQ by the RDNA Registrar.
6. Team allocation to a grade is final Regrading will only occur in extreme circumstances (*Refer to Regrading in this policy*).



## Ladders

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The RDNA Registrar will maintain, update and publish ladders for competition grades. As Net Set Go is a participation competition there will be no published ladders.

## New registrations and Team Changes

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ALL player movement and registration requests after the Team Nomination deadline has lapsed MUST be approved by the Management Committee and the Grading Committee utilising the relevant forms and procedures.

ALL new registrations and Team Change players must be viewed by members of the Grading Committee, with the exception of teams in an A division or Net Set Go. Clubs must electronically submit the mandatory form **48 hours** prior to the next scheduled playing date. Forms submitted less than the 48 hour deadline will be carried forward to the next week.

### Steps:

1. The Club Committee must submit the relevant form together with a written explanation stating the reasons for the team change and or new registration to the RDNA Administrator at [admin@rdna.org.au](mailto:admin@rdna.org.au) this will be forwarded to the Grading Committee Chairperson, Registrar and Treasurer.
2. A new player:
  - a. Intended placement to an A grade team, Division 1 team, Net Set Go team or a Junior mixed team requires no viewing by the Grading Committee.
    - Submit required forms as explained in Step 1
    - Register player on Play HQ
    - Update the relevant Team Form and send to the Registrar
    - Update Play HQ team list
  - b. Intended placement of a player into competition grades other than those detailed above:
    - Submit required forms as explained in Step 1 by the 48 hour deadline
    - Purchase a Single Game Voucher prior to the start of the viewing match
    - Await approval from the Grading Committee before registering the player on Play HQ
    - If approved, update the relevant Team Form and send to the Registrar
    - If approved, update Play HQ team list
    - If the player is not approved follow the recommendations of the Grading Committee
3. Viewing Process:
  - a. Grading Committee Chairperson will delegate Grading Committee personnel to view the player
  - b. The player must be viewed playing in the first 2 quarters of the match. The player must play in their 2 preferred playing positions. These playing positions MUST reflect the position that player will continue playing in the season.
  - c. The player must then take no further part in the match.
  - d. The Grading Committee personnel will advise the Chairperson of the outcome.
  - e. The Grading Committee Chairperson will communicate the outcome to the Club directly and will inform the Management Committee of the outcome.



### **Player withdrawals**

In the event a registered player decides to withdraw from the competition, the clubs are required to submit a Player Withdrawal Form to the Administrator who will forward to the Registrar, Treasurer and Grading Committee Chairperson.

#### **Steps:**

1. Submit the Player Withdrawal Form
2. Commence the Deregistration process (refer to the Registration Procedures)
3. Update the relevant Team Form and send to the Registrar

### **Team Changes**

All team changes must follow the same steps as for a New Player with the exception that the player is already registered.

### **Regrading**

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The RDNA Grading Committee will consider regrading a team as and when the Grading Committee deems appropriate. Teams to be regraded will be considered to be an at-risk team within a grade (ie. a team that shows a consistent pattern of wins or losses by a large margin).

Clubs may also request a team to be regraded. The request must be sent to [admin@rdna.org.au](mailto:admin@rdna.org.au). In this situation the following will be considered by the Grading Committee

- a. Where a request is for a team to be regraded to a lower grade, the Committee will only accept requests from teams with minimum points and a low percentage in proportion to the other teams within the grade.
- b. Where a request is for a team to be regraded to a higher grade, the Committee will only consider teams who are sitting alone on top of the ladder with a large percentage disproportionate to the remainder of the teams within the grade.
- c. The Grading Committee will not consider a time change.
- d. The Grading Committee cannot guarantee that a team will be regraded, as this depends on the suitability of the grade above or below the team concerned.
- e. The Grading Committee has the discretion to regrade teams, regardless of a request being received, if it is felt it will improve the competition.
- f. All decisions of the Grading Committee are final.

Should regrading occur in competition grades then the following will occur;

- a. The RDNA Registrar will generate a new fixture and ladder to reflect the new composition of the grade.
- b. Teams that are moved to a new grade will be allocated the minimum points commensurate to the number of matches played and a nil percentage, (the principle of movement is to afford the team an opportunity for an improved competition experience).
- c. Teams in a grade where regrading has occurred, but who were not involved in the regrading, will retain their points and percentage as scored when the regrading process was initiated.



## Appendix A: Grading Committee Terms of Reference

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### 1. Introduction

The Management Committee of the Rockingham and Districts Netball Association (RDNA) has in accordance with the RDNA Constitution (*Section 44*) established a Grading Committee to assist it with the development and implementation of RDNA's policy and procedures for the allocation of all teams registering to participate in an RDNA Competition to a grade commensurate to the teams' ability.

This is the Terms of Reference of the Grading Committee.

### 2. Purpose

The RDNA Management Committee is responsible for the development of policy and processes for the provision of fair and equitable competitions for its members. The Grading Committee's role relation to:

- 2.1. Establishment of Policy and process for the effective grading of teams;
- 2.2. Review of all RDNA policies and processes and assist in implementation of the same;
- 2.3. Allocation of teams to a grade within a competition that provides participants with a reasonably fair and equitable playing season;
- 2.4. Assess all new registrations and team changes to maintain the integrity of the competition grading process.

### 3. Authority

The Grading Committee is empowered by the RDNA Management Committee to perform the activities and pass resolutions relating to all its responsibilities set out in Section 6 of this Terms of Reference. In addition, the Grading Committee is authorised to:

- 3.1 Investigate any activity it deems appropriate, consistent with its responsibilities and duties and will provide recommendations to the Management Committee based on the outcome of its investigations.
- 3.2 Seek explanations and additional information from management and any officer of an affiliated Club, all of whom must cooperate with any request made by the Grading Committee.
- 3.3 Carry out any activities, determinations, decisions or resolutions delegated by the Management Committee.

### 4. Membership

The RDNA Management Committee will appoint the members of the Grading Committee in accordance with the RDNA Constitution. The Chair of the Committee ("Chair") will be appointed by the members of the Grading Committee in accordance with the RDNA Grading Policy. The RDNA President will act as Ex-Officio on this committee.

Members will be appointed for a one-year term and can be re-appointed. Any members of the Management Committee as requested by the Chair are entitled to attend Grading Committee meetings. The Chair may invite other members to attend all or part of any Committee meeting.

The Management Committee may, in its discretion, remove members of the Grading Committee from time to time.



## 5. Meetings

### 5.1 Quorum & Voting

A quorum of any Grading Committee meeting will be 80% of the elected members. A duly convened meeting of the Grading Committee at which a quorum is present shall be sufficient to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Grading Committee. In the absence of the Chair the remaining members of the Committee will elect one of their number as Chair of the meeting (subject to a quorum otherwise being present). Each member will have one vote and the RDNA President will have the casting vote. Other Management Committee members are not entitled to vote.

Meetings may be held, and resolutions passed by means of a conference call or similar communications equipment, or any other technology or process by means of which Committee meetings may be held and resolutions passed.

### 5.2 Frequency

The Grading Committee will meet a minimum of four (4) times per year and more frequently if required, as determined by the Chair.

### 5.3 Calling Meetings

The Chair is required to call a meeting of the Grading Committee upon request by either a Grading Committee member or the RDNA President. The Chair may otherwise call a meeting at his or her discretion. The Chair may invite non-Committee members to attend its meetings as deemed necessary from time to time in accordance with Clause 4.

The agenda (approved by the Chair) and supporting documentation should be delivered to the Grading Committee members, where possible by the last day of the week preceding the meeting.

### 5.4 Conflicts of Interest

Grading Committee members must disclose any conflicts of interest at the commencement of each meeting and the disclosure may be a standing one. Where a Grading Committee member or invitee is deemed to have a real or perceived conflict of interest, they must absent themselves from the Committee's discussions and voting on the issue. Paragraph 4.3.1 (Conflicts of Interest) of the RDNA Management Committee Charter applies to Grading Committee members in the same manner as it does to the Management Committee.

### 5.5 Reporting

The Committee will:

- 5.5.1 Regularly report to the RDNA Management Committee, via the Chair, on all matters relevant to the Grading Committee's responsibilities; and
- 5.5.2 Make appropriate recommendations to the Management Committee for the approval of, or action by, the Management Committee.





## 6. Responsibilities

The Grading Committee in meeting its primary objectives should, without limiting the extent of its responsibilities, carry out the tasks and consider the various matters set out below.

- 6.1 In all matters pertaining to Grading act in the interests of the Association as a whole in accordance to the Grading Committees purpose and the Objects of the Association as described in the RDNA Constitution.
- 6.2 Attend all Grading Committee meetings, Registration day(s) and Grading day(s).
- 6.3 Attend player assessments on request of the Chair and complete all the relevant paperwork associated to Team Changes and New Registrations in accordance with Grading Committee policies and procedures.
- 6.3 The Grading Committee will evaluate its own performance on an annual basis to determine whether it is functioning effectively each year. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in this Terms of Reference. The results of this review will be reported to the RDNA Management Committee.
- 6.4 Review and make recommendations to the RDNA Management Committee on any amendments or alterations to the Grading Committee policies and/or procedures.
- 6.5 The Grading Committee will review its Terms of Reference each year. The Grading Committee shall discuss any required changes with the RDNA Management Committee.