



INDOOR NETBALL
FEDERATION
OF
QUEENSLAND INC

**APPENDIX,
UMPIRING
&
COACHING
2019**



TABLE OF CONTENTS

APPENDIX

- A. INFQ Umpires Director
- B. INFQ Coaching Director
- C. INFQ Tournament Director
- D. INFQ Score Sheet
- E. INFQ Blood Bin
- F. Superleague Transfer Form
- G. INFQ Incident Report (2 Pages)
- H. Alteration / Additions / Deletions
- I. Superleague Netball Registration Form

UMPIRES INFORMATION

- 1) Umpires Committee 2019
- 2) In-House Umpire Assistance Form
- 3) In-House Assessment Form (2 pages)
- 4) State Umpiring Accreditation
- 5) Umpiring Course Procedures
- 6) INFA Rule Books Order Form
- 7) Umpire Shirts Order Forms
- 8) Request for Practical Umpires Test
- 9) Course Request Form

COACHING INFORMATION

- 1) Coaching Committee 2019
- 2) Sample Coaching Course
- 3) Coaching Information
- 4) Course Request Form

APPENDIX A – INFQ UMPIRES DIRECTOR

Shall have an umpiring background

Duties shall be to:

- (a) monitor and evaluate badge testing program at State and Centre Level.
- (b) organise and conduct State Seminars and education programs where required.
 - (i) Be aware when selecting the venue that the allocated room area for the Seminar/meeting has been checked for any obstacles that may cause an injury.
 - (ii) Be aware of excessive heat in allocated area Seminar is being run.
- (c) monitor all umpire/s testers and screeners at tournaments or centre level.
- (d) arrange the screening and testing allocation of prospective candidates for badging.
 - (i) Arrange for Nominations to be distributed to all Member Centres
 - (ii) When list is finalised contact all Candidates informing them of their requirements
- (e) liaise with INFQ Umpires Committee Member – at applicable tournaments.
- (f) hold monthly meetings to discuss any relevant umpiring matters.
- (g) prepare a budget for State Camps and Seminars and present to the Treasurer.
- (h) in consultation with umpires committee make recommendations to the Association Management Committee of changes applicable to I.N.A. Rule Book which in turn will be sent to Indoor Netball Australia for consideration.
- (i) attend Seminars where possible to keep informed and up to date.
- (j) At any INFQ Zone or State Championship the following are to be checked prior to the commencement of the tournament.
 - (a) Check Playing Area/Equipment
 - (i) are all courts free of debris.
 - (ii) is the surface on courts in good condition
 - (iii) goal posts have padding in place
 - (iv) are nets correctly attached to floor bolts and safe.
 - (v) is sports equipment safe and in good condition. Eg Netballs are correctly inflated.
 - (vi) Make Umpires aware of the location for filling water bottles and the importance of why their intake of water is so vital.
 - (vii) Explanation of Blood Bin Rule and the necessity of carrying out full checks on clothing and equipment if this were to occur during a match.
 - (viii) Be aware of the location of First-Aid and telephone for emergencies if required.
- (k) Conduct an Umpires meeting prior to the commencement of the Zone Titles and State Super-League Championships.
 - (i) refer to (b) (ii)
 - (ii) Portray relevant information covering risk management and health and safety issues to the umpires in regards to their duties throughout the tournament.
 - (ii) refer to (j) (a) (i) (ii) (iv) (v) (vi) (vii)
 - (iv) within two (2) weeks of the completion of the events, supply a written report to the Association Management Committee detailing the following:
 - (a) badges awarded.
 - (b) assessment of Screeners/Testers.
 - (c) recommendations (if applicable)

APPENDIX B – INFQ COACHING DIRECTOR

Shall have a coaching background

Duties shall be to:

- (a) formulate, monitor and evaluate programs of talent identification and State Development groups.
- (b) develop and monitor coaching accreditation systems.
- (c) provide high quality coaching at development programs.
- (d) organise State Coaching Seminars.
 - (i) Be aware when selecting the venue that the allocated room area for the Seminar/meeting has been checked for any obstacles that may cause an injury.
 - (ii) Be aware of excessive heat in allocated area Seminar is being run.
- (e) hold coaches education programs, keep records and statistical records concerning State Development e.g. fitness testing - State Team performances.
- (f) hold meetings with State Team Coaches on their announcement.
 - (i) Portray relevant information covering risk management and health and safety issues to the coaches in regards to their duties throughout training and National Tournaments. (e.g. Nutrition, Dehydration etc etc)
 - (ii) To check training facilities are safe and free of any obstructions
 - (iii) assist with up to date training techniques
- (g) hold monthly meetings to discuss any relevant coaching matters.
- (h) prepare a budget for State Camps and Seminars and present to Treasurer.
- (i) attend Seminars where possible to keep informed and up to date.
provide a written report after each Seminar held and submit within two (2) weeks to the Association Management Committee.
- (j) Provide a written report covering State Teams which will include the following:-
 - fitness
 - training
 - recommendations

APPENDIX C – INFQ TOURNAMENT DIRECTOR

Reporting directly to the Operations Manager

1. Contact the Operations Manager to arrange for a meeting regarding the tournament
2. Operations Manager will have the draw completed and other items as per the tournament checklist –
3. Arrange for a time to collect all items / money's
4. Arrange for a time to return all items and any other requirements

Duties shall be to:

- (a) have overall control of the Tournament
- (b) organise and co-ordinate other personnel (if required).
- (d) conduct a Managers Meeting prior to the tournament. At this meeting a managers kit will be distributed to each manager which will include - a program, team sheets, final team forms and any other appropriate information required for said event.
 - (i) Be aware when selecting the allocated room area for the meeting it has been checked for any obstacles that may cause an injury.
 - (ii) Be aware of excessive heat in allocated area meeting is being run.
 - (iii) The location of the First-Aid attendant so that information can be passed onto all Managers.
 - (iii) Be aware of telephone location for emergencies and emergency telephone numbers.
- (e) Prior to tournament commencing a check is done on the following items:-
Playing Area/Equipment
 - (i) are all courts free of debris.
 - (ii) is the surface on courts in good condition
 - (iii) goal posts have padding in place
 - (iv) check scoring system and timing system is in working order.
 - (v) ensure water is available near playing area for filling of water bottles.
 - (vi) is sports equipment safe and in good condition. Eg Netballs are correctly inflated.
 - (vii) have nets and goal rings been checked for safety factors.
 - (viii) that approved Association netballs are ready for Umpires.
- (f) receive final team sheets.
- (g) receive and deal with all complaints and protests regarding game matters controlled by the Association.
- (h) convene the Disputes Committee.
- (j) liaise with the Centre Management hosting the tournament.
- (l) advise the Operations Manager in writing of decisions regarding the outcome of any protests upheld which will be notarised by the Management Committee.
- (m) submit a written report to the Association detailing the following:-
 - (a) managers/selectors meeting.
 - (b) disputes (if applicable)
 - (d) final results for all grades.
 - (e) recommendations (if any).

APPENDIX E – BLOOD BIN RULE

INDOOR NETBALL FEDERATION OF QUEENSLAND



BLOOD BIN RULE



1. PLAY MUST BE STOPPED IF THE UMPIRE NOTICES OR IS MADE AWARE OF ANY PLAYER WHO IS BLEEDING. THIS PLAYER **MUST** LEAVE THE COURT IMMEDIATELY TO BE TREATED.
2. THE WOUND MUST BE SECURELY COVERED AND ANY BLOOD STAINED CLOTHING OR FOOTWARE MUST BE REPLACED TO THE SATISFACTION OF THE UMPIRE.
3. THE PLAYER MAY BE SUBSTITUTED – REFER TO RULE 6.2.b IN THE CURRENT INFA RULE BOOK.

THE PLAYER MUST REMAIN OFF COURT UNTIL THE COMMENCEMENT OR THE NEXT QUARTER WHEREBY THE INTERCHANGE RULE CAN BE APPLIED. CHANGES ARE OFFERED TO THE OPPOSING TEAM WHEN AN INJURED PLAYER IS REPLACED DURING THE QUARTER IN WHICH THE INJURY/ILLNESS/BLOOD BIN OCCURRED.

INJURY TIME **IS** PERMITTED.

4. IF THE TEAM ELECTS **NOT** TO UTILISE A SUBSTITUTE, NEITHER TEAM MAY MAKE POSITIONAL CHANGES.
- IF THE PLAYER CONCERNED IS THE CENTRE COURT PLAYER ONE POSITIONAL CHANGE IS PERMITTED BY THAT TEAM.

WHEN THE CENTRE COURT PLAYER RETURNS TO THE COURT, ALL PLAYERS MUST RETURN TO THE PLAYING POSITION THEY OCCUPIED PRIOR TO THE INJURY UNLESS THERE HAS BEEN AN INTERVAL OR STOPPAGE FOR INJURY OR ILLNESS.

5. BEFORE PLAY CAN RE-COMMENCE THE UMPIRE MUST ENSURE THERE IS NO BLOOD ON THE BALL, THE COURT OR ANY OTHER PLAYER.



APPENDIX F – SUPERLEAGUE TRANSFER

Date: _____

CURRENT CENTRE: _____

NAME: _____

ADDRESS: _____

PHONE: (Wk) _____ **(Hm)** _____

Centre Representative Name: _____

Centre Representative Signature: _____

CENTRE TRANSFERRING TO: _____

Centre Representative Name: _____

Centre Representative Signature: _____

REASONS FOR TRANSFERRING: _____

SIGNED: _____
(player signature)

This Form is to be forwarded to Indoor Netball Federation of Queensland Inc for approval.

APPENDIX G – INCIDENT REPORT



FORM 'A'

REPORTED BY:

Name: _____

Position: _____

Date: _____ Centre: _____

Grade In Which Incident Occurred: _____

Player/s On Report: _____

Official/s On Report: _____

PLAYER – Position Played: _____

OFFICIAL – Position Held: _____

PLAYER – Length of Send Off: _____

OFFICIAL – Action Taken: _____

Witness/s of Incident: _____

Contact Number/s: _____

Report Submitted By: _____

Signature: _____

Centre Manager: _____

Signature: _____

If it is reported that a potential breach of the by-laws or polices by misconduct of a member, either as witnessed by the umpires or as directed to the umpire it must be reported to the HOST SUPERLEAGUE CO-ORDINATOR IMMEDIATELY and an incident report is to be completed in full by all parties and promptly handed to the Host Centre Netball Coordinator. The Host Superleague Co-Ordinator is then to inform the opposition Superleague Netball Co-Ordinator. This information is to be forwarded to the Superleague Division President within 48 hours.

Attached Form "B" is to be completed In Full – Please use only Blue Biro and PRINT.

APPENDIX H – ALTERATIONS/ADDITIONS/DELETIONS



INDOOR NETBALL FEDERATION OF QUEENSLAND INC

ALTERATIONS / ADDITIONS / DELETIONS: (SPECIFICALLY FOR THIS MANUAL)

INFA rule book changes to be submitted separately to Indoor Netball Federation of Queensland Inc. who will forward this onto the INFQ Umpires Director.

TICK WHICH IS APPLICABLE ALL COMMENTS WILL BE REVIEWED AND ANY CHANGES WILL BE ADVISED TO ALL CO-ORDINATORS.

AN AMENDMENT PAGE WILL BE ISSUED IF NECESSARY - AND IS TO BE INSERTED INTO YOUR MANUAL.

ALTERATION
ADDITION
DELETION

PAGE NUMBER REFERRED TO IN MANUAL: _____

DETAIL YOUR COMMENT HERE: **PLEASE PRINT**

CENTRE _____

PERSON SUBMITTING _____
