



HERVEY BAY NETBALL ASSOCIATION

Hervey Bay Netball Association Grading Policy

POLICY TITLE: Grading Policy
DEVELOPED BY: Hervey Bay Netball Association
ADOPTED: 22nd January 2018

Date Amended	Summary of Amendments
30 th July 2019	Added section related to grading individual players

POLICY PURPOSE

The purpose of this policy is to provide guidelines for Hervey Bay Netball Association (HBNA) activities related to grading of teams (and where appropriate, individual players).

Hervey Bay Netball Association ensures that teams are observed and assessed at the commencement of each netball season so that any concerns about the placement of the team in a particular division are addressed.

The aim of the grading process is to provide a competitive match play environment for all netball teams playing within the Hervey Bay Netball Association competition. Grading games are played to determine the evenness of competition in each division.

An appointed Grading Committee will grade teams into divisions according to their standard of play and age group as fairly as possible. The Grading Committee shall be responsible for grading teams as per this policy.

Hervey Bay Netball Association objectives in respect to this policy are to:

- i. To deliver a competition catering for all age, skill and ability levels, which provides the following features:
 - a. Encourages and promotes continuing involvement in netball
 - b. An opportunity for teams to excel
 - c. Supports the fun and participative elements of sports
 - d. Supports on-going skills development of individuals and teams alike.
- ii. To strive to establish competition divisions which provide the following features:
 - a. A similar matching of skills
 - b. A reasonable and competitive competition
 - c. Enable individuals and teams to develop skills



HERVEY BAY NETBALL ASSOCIATION

- iii. To comply with the various rules and by-laws of the Association and other peak governing bodies associated with netball and the delivery of sport in general.

POLICY STATEMENT OR COMMITMENT

Hervey Bay Netball Association is committed to ensuring consistent and conscientious application of the policy, operational processes and procedures outlined in this document to ensure the following:

- I. Transparency for all stakeholders who are involved in the grading process
- II. Improved communication and understanding between stakeholders
- III. Improved planning and execution associated with all aspects of the grading process.
- IV. Flexibility to respond to situations in a fair manner
- V. Facilitation of analysis and review of processes to ensure quality, consistency and stability of grading activities and decision-making

GRADING COMMITTEE MEMBERSHIP

The Grading Committee shall consist of:

- 2 representatives of each club
- HBNA President
- HBNA Secretary
- HBNA Records Officer
- Discretionary members (see below)

The HBNA Management Committee can, at its discretion, appoint up to a maximum of three other members, preferably independent, to assist on the Grading Committee. These members shall participate in all activities related to the Grading Committee.

All members of Grading Committee must be registered members of the Association/an affiliated Club, Life Members or serving members of the HBNA Management Committee.

The HBNA President shall schedule and preside over meetings of the Grading Committee, but shall not participate in the process of observing and assessing teams in the grading activity.

The HBNA Secretary shall record minutes of meetings and recommendations of the Grading Committee and forward copies of these minutes and recommendations to the HBNA Management Committee and the members of the Grading Committee within 7 days of the meeting, or 7 days prior to the next Management meeting, whichever is the sooner. The Secretary shall not participate in the process of observing and assessing teams in the grading activity.

The HBNA Records Officer shall attend meetings of the Grading Committee, but shall not participate in the process of observing and assessing team in the grading activity.

The HBNA President, Secretary and Records Officer shall provide guidance to the Grading Committee, where appropriate, regarding HBNA policy as it relates to this Grading Policy.



HERVEY BAY NETBALL ASSOCIATION

Persons appointed to serve on the Grading Committee shall represent the Association whenever possible and must make no statement contrary to any policies or procedures of HBNA.

GRADING COMMITTEE DUTIES

The appointed Club Representatives, and any discretionary Grading Committee members must attend each grading fixture competition day for the purpose of observing and assessing teams and, where appropriate, individual players. These members of the Grading Committee must maintain a constant presence for the entirety of the grading process.

Grading Committee members shall also participate in meetings, and provide recommendations to the HBNA Management Committee as per the requirements set out in this policy. The Grading Committee shall approach HBNA Management Committee for a ruling on any matter that is unclear in the grading process.

Scope of Responsibility/Authority

The Grading Committee is empowered to:

- Review placement of teams within HBNA Competition Divisions
- Review placement of teams within HBNA non-competitive divisions (where requested by HBNA Management Committee)
- Assess and regrade teams during the grading period,
- Assess suitability of Junior players who have applied to play in the Senior competition
- Assess suitability of players in modified/non-competitive divisions who have applied to play in the Junior competition
- Grade late registrations, where required

Limitations of Responsibility/Authority

The Grading Committee is not authorised to:

- Request that individual players be moved into different teams/divisions (except for late registrations, whilst under review)
- Request that players/teams be placed into divisions/age groups that are not in accordance with the HBNA Competitions Guidelines
- Dispute rulings made by HBNA Management Committee regarding interpretation of HBNA policy

GRADING COMMITTEE MEETINGS

Grading Committee members shall meet to discuss the findings of their observations and assessments as follows:

- At least once on each grading day event
- At the request of HBNA Management Committee
- At the request of at least half of the number of members of the Grading Committee

Quorum Requirements and Voting Rights

At any meeting of the Grading Committee a quorum shall comprise at least half of the members entitled to attend;



HERVEY BAY NETBALL ASSOCIATION

Voting rights at Grading Committee meetings are as follows:

- Each club represented at the meeting shall have 1 vote
- The HBNA President, Secretary and Records Officer shall be entitled to 1 vote each
- Any discretionary members appointed by the HBNA Management Committee to assist the Grading Committee shall be entitled to 1 vote each

Questions arising at a Grading Committee meeting are to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

GUIDELINES FOR GRADING TEAMS

Preparing for Grading Events – Team Formation

Clubs are responsible for ensuring their players are nominated into teams that are appropriate for their age, as specified by the HBNA Competition Guidelines, and any additional age recommendations specified by HBNA.

Clubs will be required to provide team information intended to facilitate the grading process to HBNA Management Committee. This information will be required to be submitted by the team nomination due date. This information will include:

- Team composition (e.g. team composition similar to previous seasons or completely new team composition)
- Division level of previous year (based on majority if team is of mixed composition)
- Position on ladder of previous year (based on majority)

Preparing for Grading Events – Grading Committee Information

Key information shall be provided to all Grading Committee members, including:

- A copy of this policy
- Summary of age restrictions as specified in the HBNA Competition Guidelines
- Schedule of Observations & Meetings
- List and details of teams (and individual players, if applicable) requiring observation and assessment
- Framework and criteria for assessing teams (Appendix B)
- Framework and criteria for assessing individual players, if applicable (Appendix C)

During Grading Events – Team Positioning

To ensure the integrity of the grading process, it is essential that teams (and where applicable, individual players) are observed in their true capacity. Clubs must ensure that team positioning during Grading Committee observation reflects the likely positioning of players during competition matches.

To assist this, HBNA Secretary will provide information to clubs on scheduled observations to ensure that team coaches are aware of the expectation to position their players accordingly during the specified times.



HERVEY BAY NETBALL ASSOCIATION

This applies also to individual players who have applied to play outside of their age. These players should be positioned in their strongest position/s during scheduled observation periods.

The Grading Committee reserves the right to request that players to be positioned in a specific way during Grading Committee observation.

GUIDELINES FOR GRADING INDIVIDUAL PLAYERS

Players wishing to play outside of their age group

Where the HBNA Competition Guidelines permit, individual players may request to be considered for suitability to play outside of their normal age group (for example, players under the age of 18 wishing to play in the senior competition, or players in the modified age group wishing to play in the junior competitive divisions). In this event, the club involved is required to notify HBNA Secretary of players that wish to play outside of their normal age group, and an Application to Play Outside of Age Group (Appendix A) must be completed and provided for each player to the HBNA Secretary at time of team nominations being due.

The Grading Committee must ensure that these age restrictions are maintained throughout the grading process.

Players registering after grading (late registrations)

Late registrations for competitive divisions must be submitted on the appropriate Late Registration Application form, and reviewed and approved by the Grading Committee before the player can join a team.

A player registering to play after grading will not be permitted to play until their application has been reviewed to ensure they are being placed in the appropriate division. Clubs wishing to register a player after grading must provide a completed Late Registration Application form to the HBNA Secretary. This form will include:

- (a) Personal details of the player
- (b) Details of the team the player intends to join
- (c) Details on what division and year the player last played

Applications for late registrations will be forwarded by the HBNA Secretary to the Grading Committee for review. The Grading Committee will notify the HBNA Secretary of the outcome of this review within 5 working days. Players cannot register or play until they have been notified by the HBNA Secretary that they have been approved.

The Grading Committee may choose not to approve a late registration if they determine that the player is not being placed in the appropriate division for their skill and experience.

CONFLICT OF INTEREST

Where a conflict of interest is identified (e.g. the grading session involves the child of a Grading Committee member), the following shall apply;



HERVEY BAY NETBALL ASSOCIATION

- In the event that the Grading Committee is assessing a 'team' (as opposed to an individual), and a minimum of half of the members of the Grading Committee observe the team in question, the conflict of interest is deemed to have been managed,
- In the event that the Grading Committee is assessing an individual, that member of the Grading Committee shall stand down for that particular grading observation and assessment

GRADING COMMITTEE RECOMMENDATIONS

Reviewing Grading Observations – Grading Committee Decision-Making

The Grading Committee will endeavour to group teams into divisions consisting of players of similar age levels, however in instances where the disparity between other teams of similar aged players are considered to be too great, the Grading Committee reserves the right to place such teams in a lower or higher division.

The Grading Committee reserves the right to place multiple teams from one club in the same division.

The Grading Committee will endeavour to create divisions with an even number of teams, to eliminate the need for bye's.

Forming Recommendations

During each Grading Day event, the Grading Committee will meet to discuss their observations and form recommendations (preliminary recommendations in the early stages of the Grading period, and final recommendations at the conclusion of the grading period). These meetings will be minuted by the HBNA Secretary, and recommendations will be recorded.

All recommendations shall be determined by a majority vote and, if the votes are equal, the recommendation is decided in the negative.

Communicating Recommendations

Throughout the grading period, Club Grading Committee members are responsible for communicating to their club any recommendations discussed at Grading Committee Meetings that relate to their specific club's teams.

Club concerns regarding the grading recommendations should be discussed with their Grading Committee representatives.

At the conclusion of the grading period, the Grading Committee shall submit a final recommendation to the HBNA Management Committee for approval. Once approved by HBNA Management Committee, the HBNA Secretary shall release this recommendation to the Secretary of each affiliated Club.

The decision of the Grading Sub-Committee is final and binding on all affiliated Clubs.

POLICY REVIEW

This policy will be reviewed regularly to ensure it remains relevant to Association operations and reflects both member/Netball Queensland expectations and legal requirements



HERVEY BAY NETBALL ASSOCIATION

Appendix A

Application to Play Outside of Age Group

This form must be provided to HBNA Secretary by the Team Nomination due date of each season

Player Information

First Name	<input type="text"/>	Last Name	<input type="text"/>		
Email	<input type="text"/>				
Date of Birth	<input type="text"/>	Home Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Name of Club	Choose an item.		Division played last year		

Parent Disclaimer – Junior player moving into Senior competition

By signing this form, I acknowledge that I understand and agree to the following conditions:

- Senior competition will involve stronger contested play than the junior divisions
- There is a higher level of expectations for physical contesting for the ball allowed between players at senior level
- As a player progresses higher in their career levels this intensity changes again depending on the level of competition i.e. State League and ANZ Championships
- Umpires will allow more contesting for the ball during senior games compared to junior games
- No special consideration will be given for fellow participants to be lenient towards others regarding age or body structure
- Players and parents need to agree that only umpires and officials have the ability to judge and control the game
- Any concerns of unfair play can only be dealt with by going through the official channels

<input type="text"/>	<input type="text"/>	<input type="text"/>
Player signature	Parent signature	Date

Parent Disclaimer – non-competitive player moving into competitive division

By signing this form, I acknowledge that I understand and agree to the following conditions:

- As a player progresses higher in divisions, expectations of playing ability and game understanding increases
- No special consideration will be given for fellow participants to be lenient towards others regarding age or body structure
- Players and parents need to agree that only umpires and officials have the ability to judge and control the game
- Any concerns of unfair play can only be dealt with by going through the official channels

<input type="text"/>	<input type="text"/>	<input type="text"/>
Player signature	Parent signature	Date

Club Statement

By signing this form, I acknowledge that this application is supported by the Management Committee of the applicants club.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Club Committee Name	Club Committee Signature	Date



HERVEY BAY NETBALL ASSOCIATION

Appendix B

Framework and Criteria for Grading/Assessing Teams

The following criteria will be considered when grading teams into divisions:

- Team skill level and fitness
- Previous division played
- Results from previous season
- Requests from clubs

Team information captured as part of the team nomination process will be included in the grading information available to facilitate the grading process.

Grading Committee members will be provided with appropriate checklists such as, but not limited to, the Team Grading Checklist contained within this Appendix. The purpose of these checklists are to facilitate the observation and assessment of teams during the grading process. These completed checklists will serve as a guide during the Grading Committee meetings.

These checklists will be surrendered by the Grading Committee members at the conclusion of each Grading Day, so that they can be collated as a reference during the grading process.

Club requests in respect to the grading of teams shall be taken into consideration, so long as the fundamental goal of providing a competitive match play environment for all netball teams playing within the Hervey Bay Netball Association competition is maintained.



HERVEY BAY NETBALL ASSOCIATION

Team Grading Checklist

Observer Name		Date		Time started		Time finished	
Team 1 Name		Score at start of observation		Score at end of observation		Final score	
Team 2 Name		Score at start of observation		Score at end of observation		Final score	

Team 1 Info				Team 2 Info			
		Key Observations				Key Observations	
Division previous year		Ball skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA	Division previous year		Ball skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
Division nominated		Footwork	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA	Division nominated		Footwork	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
Division observed		Attacking skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA	Division observed		Attacking skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Defence skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA			Defence skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Shooting accuracy	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA			Shooting accuracy	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Possession	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA			Possession	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Team cohesiveness	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA			Team cohesiveness	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA

Additional notes

Recommendation

Team 1	<input type="checkbox"/> Stay in graded division	<input type="checkbox"/> Move back a division	<input type="checkbox"/> Move up a division	Team 2	<input type="checkbox"/> Stay in graded division	<input type="checkbox"/> Move back a division	<input type="checkbox"/> Move up a division
---------------	--	---	---	---------------	--	---	---

S= Similar level; WA=Well above; A=Above; B=Below; WB=Well below



HERVEY BAY NETBALL ASSOCIATION

.Appendix C

Framework and Criteria for Grading/Assessing Individual Players

The following criteria will be considered when grading individual players who have applied to play outside of their normal age group:

- Coordination and fitness
- Appropriate techniques and skill in performance of:
 - Footwork – landing, pivot, step, balancing
 - Ball skills – throwing, handling, offloading
 - Awareness – positional, spatial, team and opponents
 - Attacking play – timing
 - Defending play – intercepting, rebounding, shadow
 - Game skill/strategy
 - Body control
- Sportsmanship, teamwork and attitude

Grading Committee members will be provided with appropriate checklists such as, but not limited to, the Individual Grading Checklist contained within this Appendix. The purpose of these checklists are to facilitate the observation and assessment of individuals during the grading process. These completed checklists will serve as a guide during the Grading Committee meetings.

These checklists will be surrendered by the Grading Committee members at the conclusion of each Grading Day, so that they can be collated as a reference during the grading process.



HERVEY BAY NETBALL ASSOCIATION

Individual Grading Checklist

Observer Name		Date		Time started	
Name of Player		DOB		Time finished	

		Key Observations	
Division previous year		Ball skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
Division nominated		Footwork	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
Division observed		Attacking skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Defence skills	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Fitness	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Game strategy	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA
		Teamwork	<input type="checkbox"/> WB <input type="checkbox"/> B <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> WA

Additional Notes

Recommendation

Stay in graded division Move back a division

S= Similar level; WA=Well above; A=Above; B=Below; WB=Well below



HERVEY BAY NETBALL ASSOCIATION

Appendix D

Late Registration Application – Players wishing to register after Grading

This form must be provided to HBNA Secretary. Players wishing to register after the Grading Rounds have concluded must be approved before registering. Players must not register or play until they have been notified officially of approval of this application.

Player Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>		
Date of Birth	<input type="text"/>	Home Phone:	<input type="text"/>
		Mobile:	<input type="text"/>
Name of Club	Choose an item.	Team Name:	<input type="text"/>
		Division	<input type="text"/>
What year did you last play	<input type="text"/>	What Division did you last play	<input type="text"/>
Extra Information (please include any information you wish to be taken into consideration with this application)	<input type="text"/>		

Player Disclaimer

By signing this form, I acknowledge that I understand and agree to the following conditions:

- No registration should occur until approval has been granted by HBNA
- This application will be assessed by the Grading Committee
- The Grading Committee can choose not to approve this application if they deem the player is not registering for an appropriate division

<input type="text"/>	<input type="text"/>	<input type="text"/>
Player name	Player signature	Date

Club Statement

By signing this form, I acknowledge that this application is supported by the Management Committee of the applicants club.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Club Committee Name	Club Committee Signature	Date