

**BRUNSWICK BYRON NETBALL ASSOCIATION INC.  
CONSTITUTION**

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1. **GENERAL**

a) DEFINITIONS

For the purposes of this Constitution,

**'Affiliated Club'** means any club (comprising one or more teams) which has paid the prescribed annual affiliation fee to the Association.

**'Annual Report'** means the report provided annually by the Association at the Annual General Meeting.

**'Association'** means the Brunswick Byron Netball Association Inc.

**'Chairperson'** means the elected President of the Association or as otherwise required by clause 4 a).

**'Club Delegate'** means a duly appointed representative of an Affiliated Club of the Association.

**'Council'** mean those members appointed in accordance with clause 5 a) of this Constitution.

**'Executive Committee'** is those members elected in accordance with clause 5 d) of this Constitution.

**'Instrument'** means any document pertaining to the governance of the Association, and includes, but is not limited to, this Constitution, and the associated policies of the Association.

**'Life Member'** means any member of the Association elected to such membership in accordance with this Constitution.

**'Member Protection Policy'** means the Netball NSW Member Protection Policy.

**'Netball NSW'** means the controlling body for Netball in New South Wales.

**'President'** means the person elected to the position under clause 4 b) of this Constitution.

**'Public Officer'** means the person appointed to that role by the Association in accordance with any relevant policy.

**'Registered Member'** means any financial member or Life Member of the Association.

**'Returning Officer'** means the person appointed to the position as per clause 4 of this Constitution.

**'Secretary'** means the person elected to the position under clause 4 b) of this Constitution.

**'Senior Member'** means a Registered Member who has attained the age of 18 years.

**'The Office Bearers of the Association'** mean the members of the Executive Committee.

**'Vice President'** means the person elected to the position under clause 4 b) of this Constitution.

**'Written or in Writing'** means hard copy or electronic copy.

1b) INTERPRETATION

- i) Where this Constitution conflicts with any other instrument of the Association, this Constitution shall prevail.
- ii) Where ambiguity exists between this Constitution and any other instrument of the Association, the natural interpretation of the Constitution shall prevail.
- iii) The Council shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, rules and associated policies.

1c) TITLE

The name of the Association shall be the Brunswick Byron Netball Association Inc.

1d) TYPE OF ORGANISATION

The Association is a 'not-for-profit' organisation whose income and property is applied solely towards the promotion of the objects of the Association. No funds or property shall be paid or transferred directly or indirectly by way of dividend or bonus or by way of profit to or amongst the members.

1e) COLOURS

The Association's colours will be Pink, Black and White.

1f) ASSOCIATION LOCATION

The Association office and facilities are located at Mullumbimby Recreation Grounds, Byron Street Mullumbimby NSW 2482. The Association boundaries shall be the Byron Shire.

1g) OBJECTS

The objects of the Association are:

- i) to promote netball in a safe, fun and friendly environment;
- ii) to further the interests of its members and promote and control the game of Netball within the boundaries of the Association;

- iii) to promote, regulate and control competition matches between Affiliated Clubs and to control all premierships and carnivals of the Association;
- iv) to select and manage the Association's representative teams;
- v) to affiliate with and support Netball NSW;
- vi) to co-operate with other affiliated organisations in New South Wales for the furtherance of Netball; and
- vii) adopt and adhere to the Netball NSW Member Protection Policy.

1h) PATRON

The Association Executive Committee may from time to time appoint one or more patrons and may also cancel any such appointment.

**2. AFFILIATION WITH NETBALL NSW**

The Association shall affiliate with Netball NSW annually as required under the Netball NSW Constitution and any relevant Netball NSW policies.

**3. MEMBERSHIP**

3a) ORDINARY MEMBERSHIP

- i) The Association is the controlling body for netball within its boundaries and its authority shall be recognised by all Registered Members who shall adopt and obey this Constitution and the policies of the Association.
- ii) The Association may admit to membership, Registered Members as defined by the Constitution or any other relevant policy of Netball NSW. To apply applicants must:
  - a) Complete the approved Register of Members Form held by Netball NSW or sign on via [www.mynetball.com.au](http://www.mynetball.com.au) or [www.netsetgo.asn.au](http://www.netsetgo.asn.au)
  - b) Pay the prescribed annual membership fees to the Association Treasurer or Registrar.
- iii) Individual members of an Affiliated Club upon joining the Association shall be classified as:
  - a) Senior Players, who shall be aged 18 years of age or over at 31 December in the year of play;
  - b) Junior Players, who shall be aged 11-17 years of age at 31 December of the year of play;
  - χ) NetSetGo Senior Players, who shall be aged 8-10 years of age at 31 December of the year of play or;
  - d) NetSetGo Junior Players, who shall be aged 5-7 years of age at 31 December of the year of play.
  - e) Membership shall also include non-players, including, but not limited to, coaches and umpires.

- iv) A person ceases to be a Registered Member of the Association if the person:
  - a) dies;
  - b) ceases to be financial under Clause 3 c) ii) below; or
  - c) is expelled from the Association in accordance with the Member Protection Policy.
- v) The Executive Committee may reject any application for membership without assigning any reason therefore.

3b) LIFE MEMBERSHIP

- i) Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for such minimum period of service as the Council deems appropriate.
- ii) Candidates for election as Life Members shall be nominated by two Senior Members of the Association and to be received at least two months before the meeting at which such nominations will be considered.
- iii) Candidates' name(s) are to be circulated to members of the Executive Committee of Brunswick Byron Netball Association, Life Members and Affiliated Clubs. Voting may be by post or in accordance with the Association's voting policy. Voting is restricted to members of the Executive Committee of the Brunswick Byron Netball Association, Life Members and two delegates from each Affiliated Club, who will be Registered Members of that Affiliated Club. Postal votes are to be opened in the presence of three members of the Executive Committee.

The vote must be carried by a two-third majority. Council may, by resolution from time to time, fix the maximum number of persons who may at any time hold life membership.

- iv) A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and shall have full voting rights.
- v) A person ceases to be a Life Member of the Association if the person:
  - a) dies; or
  - b) is expelled from the Association in accordance with the Member Protection Policy.

3c) MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i) All Registered Members of the Association will be financial members between 1 January and 31 December of the year in relation to which membership is paid.
- ii) A Registered Member ceases to be financial if they:
  - a) fail to renew their membership; or

- b) fail to pay to the Association money they owe to the Association within the required timeframe.

3d) REGISTER OF MEMBERS

- i) The Secretary of the Association may also hold the position of Public Officer for the Association.
- ii) The Association Registrar shall establish and maintain a register of members of the Association specifying the name and address of each person who is a Registered Member of the Association, together with the date on which the person became a Registered Member.
- iii) The register of members shall be kept at the principal place of administration of the Association and shall be open for inspection by any Registered Member of the Association at any reasonable hour; however, such inspection shall be limited to viewing the names of Registered Members only.

3e) MEMBERS' LIABILITY

The liability of a Registered Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association.

3f) AFFILIATION OF CLUBS

In order to become affiliated with the Association, clubs must:

- i) Consist of one or more teams comprising Registered Members of Netball NSW, and
- ii) pay an annual affiliation fee as determined by the Council at the November Planning Meeting each year.

3g) CLUB DELEGATES

- i) Affiliated Clubs shall each have the right to nominate two Club Delegates to the Council. Club Delegates must be a member of the relevant club.
- ii) The Secretary of each Affiliated Club shall notify the Association's Secretary of the names and addresses of Club Delegates at least seven days prior to the first meeting of Council each year.
- iii) An Affiliated Club has the right to withdraw a Club Delegate and appoint another Club Delegate in their place at any time.
- iv) A vacancy shall be deemed to have occurred in respect of any Club Delegate who has, without leave of Council, failed to attend three consecutive Council meetings.

- v) Any such vacancy shall be filled by a nominee of the Affiliated Club whose Club Delegate has caused the vacancy.
- vi) Where an Affiliated Club does not have the required number of Club Delegates in attendance at any meeting of Council, that club will be liable to a fine which will be set by Council from time to time.
- vii) At each meeting all Club Delegates present shall be noted in the minutes of the meeting.
- viii) A Club Delegate may represent one club only at any meeting.
- ix) A Club Delegate must be a Senior Member.

#### **4. MEETINGS**

##### 4a) MEETINGS – GENERAL PROCEDURE

- i) The President shall take the chair at all meetings of the Council and/or Executive Committee. In the President's absence the chair shall be taken by the Vice President.
- ii) If neither the President nor Vice President is present within thirty minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum for ordinary Council meetings shall consist of half the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one-quarter of the Affiliated Clubs. A quorum for Executive Committee meetings shall consist of half of the total number of the Executive Committee plus one.
- iv) If no quorum is present thirty minutes after the time fixed for the commencement of a meeting it shall be adjourned to such time and place as the Chairperson shall decide. The Secretary shall give written notice thereof to each Office Bearer, Life Member and to the Secretary of each Affiliated Club and no quorum will be required at such meeting.
- v) The accidental omission to give any member the required notice shall not invalidate a meeting or any of the business of the meeting.
- vi) Questions arising at an ordinary meeting of the Council, Executive Committee or any sub-committee are to be determined by a simple majority of votes cast by eligible members. Each eligible member shall have one vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
- vii) In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.
- viii) There shall be no voting by proxy at any meeting of the Association.

4b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Association shall be held in October of each year.
- ii) All Registered Members may attend but voting shall be restricted to Senior Members who are Office Bearers, Life Members and two nominated Club Delegates from each Affiliated Club.
- iii) Not less than twenty-one days written notice of the Annual General Meeting of the Association shall be given to each Office Bearer, Life Member and the Secretary of each Affiliated Club.
- iv) A copy of the Association's Annual Report and the audited balance sheet can be requested prior to the meeting if required.
- v) A quorum for an Annual General Meeting shall consist of half the total number of the Association's Executive Committee members plus one, and club Delegates representing at least one-quarter of the Affiliated Clubs.
- vi) The business of the Annual General Meeting shall be:
  - a) Confirmation of the minutes of the previous Annual General Meeting;
  - b) Consideration and adoption of the Annual Report and audited balance sheet;
  - c) Appointment of an auditor for the following year;
  - d) Appointment of a Returning Officer (where appropriate);
  - e) Such other business as the meeting thinks fit; and
  - f) Election of Office Bearers.
- vii) The following Office Bearers shall be elected and shall form the Executive Committee:
  - President;
  - Vice President;
  - Volunteer Coordinator;
  - Secretary;
  - Treasurer;
  - Umpires Coordinator;
  - Coaching Coordinator;
  - Registrar;
  - Representative Coordinator;
  - Tournament Coordinator.The following Non Executive Office Bearers shall also be elected:



Minute Secretary;  
Representative Treasurer;  
Public Relations Officer;  
Canteen Coordinator;  
Grounds and Equipment Officer;  
Assistant Umpire Coordinator;  
Assistant Coach Coordinator;  
NetSetGo Coordinator;  
Assistant Register;  
Insurance Officer.

- viii) Nominations for election as an office bearer, signed by two Senior Members and with the written consent of the nominee shall be lodged with the Returning Officer or Association Secretary at least twenty-one days prior to the meeting at which the elections are to be held or nominations can be taken from the floor if required.
- ix) Qualifications should accompany each nomination.
- x) To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both Netball NSW and the Association.
- xi) Current Office Bearers shall be eligible for re-election.
- xii) The President of the Association shall not hold the position of President of an Affiliated Club unless approved by the Council.
- xiii) A person can be elected to more than one position as an Office Bearer.
- xiv) Not more than one-third of the members of the Executive Committee shall be members of any one Affiliated Club unless positions cannot be filled.
- xv) Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim.
- xvi) An Office Bearer may resign their position by providing written notice of their intention to do so to the Association Secretary. The Council shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.
- xvii) Delegates to Netball NSW Meetings will be elected.
- xviii) Affiliation with Netball NSW will be authorized.

4c) SPECIAL COUNCIL MEETINGS

- i) Special Council Meetings shall be called by the Secretary at the direction of the President.
- ii) All Registered Members may attend but voting shall be restricted to Senior Members who are Office Bearers, Life Members and two nominated Club Delegates from each Affiliated Club.
- iii) Where possible written notice shall be given to members of Council and to the Secretary of each Affiliated Club, specifying the time and location of a Special Council meeting and the nature of the business to be considered.
- iv) A quorum for a Special Council meeting shall consist of half the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one quarter of the Affiliated Clubs.

**5. ORGANISATIONAL STRUCTURE**

5a) COUNCIL

- i) The Council shall consist of:
  - a) the Office Bearers of the Association;
  - b) Life Members;
  - c) a maximum of two Delegates from each Affiliated Club who are Senior Members of that club.
- ii) The Council shall meet at least five (5) times each year on dates to be fixed by the Council. At least three of these meetings shall be held at a not less than monthly interval between February and August.
- iii) Where possible, up to seven days written notice shall be given specifying the time and place of the meeting of Council, and any special business to be dealt with.
- iv) Order of business at Council meetings shall be:
  - a) Apologies;
  - b) Confirmation of Minutes;
  - c) Business Arising from Minutes;
  - d) Notices of Motion;
  - e) Elections;
  - f) Correspondence and business arising;
  - g) Reports:
    - Executive Committee;
    - Treasurer;
    - Umpires Coordinator;
    - Coaching Coordinator;
    - Representative Coordinator;

Tournament Coordinator;  
Registrar;  
Other Officer Bearers Reports;  
Sub-Committees;  
Delegates to other organisations;  
Regional Report;  
Any other reports;

- h) General business.
  
- v) Association delegates to other organisations are to submit a report to the Secretary of all meetings/functions attended on behalf of the Association within twenty-eight days of such meeting/function, or to the next Council meeting.

5b) POWERS OF COUNCIL

- i) The Council shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:
  - a) to control and manage the affairs of the Association;
  - b) to fix fees payable by members and to enforce payment thereof;
  - c) to control the funds of the Association and for that purpose to open and operate banking accounts; to invest funds in any manner authorised by law for the investment of trust funds; to acquire real and personal property of all descriptions and to sell or otherwise dispose of it; to borrow money on behalf of the Association and to give security therefore; to enter into guarantees of indebtedness on behalf of any Affiliated Club; and, generally, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Association;
  - d) to empower the Executive Committee to take action in accordance with the Netball NSW Member Protection Policy or relevant Association policies against any Affiliated Club or Registered Member;
  - e) to appoint two delegates and two proxy delegates to represent the Association on the Council of Netball NSW;
  - f) to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit;
  - g) to ensure that the Secretary of the Association forwards to Netball NSW, on or before April 1 in each year, the names and addresses of existing members of Netball NSW together with the names and addresses of new applicants for Netball NSW membership, who have paid their annual membership fee specifying the class of those members;

- h) to submit supplementary names and addresses of new members of Netball NSW., each month to Netball NSW specifying the class of those members;
- i) each list shall be accompanied by payment to cover the total fees payable by the persons so listed;
- i) upon receipt by Netball NSW of those names, grant to those persons listed in clause g) and h) membership for the relevant calendar year.

5c) INCOME AND PROPERTY

- i) Application  
The Association's income and property must be applied solely towards promoting the Association's Objects and the Association's income and property must not be applied for the profit or gain of its individual members.
- ii) No distribution  
No part of the Association's income or property may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, fee or otherwise, to any of the Members of the Association.
- iii) Exception  
This clause does not prohibit making a payment approved by the Council of the Association for out-of-pocket expenses incurred by an Office Bearer in performing a duty as an Office Bearer of the Association.

5d) EXECUTIVE COMMITTEE

- i) The Executive Committee shall consist of the following voting members:  
President;  
Vice-President;  
Volunteer Coordinator;  
Secretary;  
Treasurer;  
Umpires Coordinator;  
Coaching Coordinator;  
Registrar;  
Representative Coordinator;  
Tournament Coordinator.
- ii) Regular Executive Committee meetings shall be held on dates determined by the Executive Committee at the first Executive Committee meeting after the Annual General Meeting.
- iii) Should it be necessary to call additional meetings, all Executive Committee members shall be notified prior to the meeting being held.

- iv) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- v) Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with this Constitution.
- vi) The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function.

5e) DUTIES OF EXECUTIVE COMMITTEE

The executive committee shall:

- i) exercise the functions and powers of the Council between meetings of the Council and its decisions shall be subject to ratification by the Council at the next meeting;
- ii) ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy;
- iii) approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Selection Sub-Committee. The Selection Sub-Committee shall attend Executive Committee meetings at which selected teams are presented for the Executive Committee's information;
- iv) receive and consider reports from the manager, coaches, umpires and captains of Association representative teams;
- v) consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting;
- vi) take appropriate action under the Member Protection Policy pursuant to this Constitution against any Affiliated Club or Registered Member of the Association. Any decision taken under the Member Protection Policy is not subject to ratification by Council.
- vii) approve the Association Report to be presented to Netball NSW.

5f) SUB-COMMITTEES and DUTIES

- i) The following Sub-Committees shall be decided at the Annual General Meeting each year:
  - a) **Canteen** - Canteen Coordinator and nominated persons.

Duties: to be responsible for staffing the canteen as per roster, under the supervision of the Canteen Coordinator; ensure that adequate stock is purchased for Saturday competition and any special functions; payment of accounts and banking.

- b) **Grading** - Tournament Coordinator, Registrar, Coaching Coordinator, a representative from each club not represented.

Duties: to recommend necessary grades for competition and to place teams within relevant grades.

- c) **Representative** - Representative Coordinator, Coaching Coordinator, Umpires Coordinator, Representative coaches and managers, Association Representative to Carnivals, Representative Treasurer.

Duties: To plan, prepare and review the representative season's requirements.

- d) **Selection** - Coaching Coordinator, three nominated persons plus the relevant team coach.

Duties: To select all players in Association Representative Teams.

- e) **Fundraising** - Volunteers Coordinator, Association Treasurer, Representative Treasurer, Publicity Officer and a representative from each club not represented.

Duties: To plan and organize fund-raising activities for the Association.

- f) **Umpires** - Umpiring Coordinator, Assistant Umpires Coordinator, all club umpiring Coordinators.

Duties: To plan and promote Association umpiring.

- g) **Representative Coaches Appointment Panel (RCAP)** - will comprise of President, Coach Coordinator, Representative Coordinator and one other nominated person. This person to be ratified at last Council meeting prior to AGM.

Duties: To appoint necessary Association Representative Team Coaches.

- ii) The following Sub-Committees shall be a casual committee convened as required:

- a) **Discipline** - Discipline Committee shall comprise of 2 Council members to be determined by the President when necessary as to avoid conflicts of interest, plus the President.

Duties: To be convoked by the President upon receipt of communication of a matter relating to a specific disciplinary issue; be governed in its deliberations by the protocols laid down under the Policy for Disciplinary Proceedings.

- b) **Appeals** - comprising one nominated delegate from each Affiliated Club not involved in the discipline matter under consideration plus the Vice President.

Duties: To be empowered to hear and decide any appeal arising from the decisions of the Discipline Committee of the Association. Such appeals may be lodged by a Registered Member of the Association who has been materially and adversely affected by a decision of the Discipline Committee; be governed in its deliberations by the protocols laid down in the Appeal Proceedings Policy; having allowed an appeal, the Appeals Sub-Committee is empowered to overturn or otherwise mitigate the prior decision; allow an appeal only where it finds that:

- a matter has been incorrectly decided;
- a matter has been decided on the basis of incorrect factual premises;
- an Association procedure has been incorrectly followed resulting in an injustice to the Appellant;
- a penalty imposed on a Registered Member in relation to a disciplinary matter is excessive.

- iii) Members of Sub-Committees shall be Registered Members of the Association.
- iv) Excluding the President, Secretary and Treasurer of the Association, members of the Executive Committee are eligible to stand for election to Sub-Committees.
- v) The President, Secretary and Treasurer shall be ex officio members of all Sub-Committees with the exception of the Selection Sub-Committee and the Representative Coaches Appointment Panel.
- vi) At least three (3) members of a sub-committee form a quorum.
- vii) With the approval of Council, other persons may be co-opted to assist with the business of a particular Sub-Committee.
- viii) Meeting of each Sub-Committee shall be held as necessary.
- ix) The Council may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
- x) Casual Sub-Committees may be appointed by Council from time to time to fulfil a particular function.
- xi) Nominations for any Sub-Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the meeting, with Council's approval.
- xii) Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.

- xiii) Each Sub-Committee shall submit a report, with any recommendations, to each meeting of Council for ratification.
- xiv) A Sub-Committee Convenor shall:
  - a) be responsible for advising Sub-Committee members, including ex-officio members and the Association Secretary, of all meetings up to seven (7) days prior to the meeting;
  - b) be responsible for keeping in a Minute Book an accurate record of all meetings;
  - c) forward copies of the Minutes to the Minute Secretary and to each member of the sub-committee as soon as possible;
  - d) submit reports for consideration by the Executive Committee and/or Council as required.

5g) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- i) The PRESIDENT shall:
  - a) preside at meetings of the Association and direct where necessary;
  - b) be Convenor of the Discipline Committee;
  - c) prepare a report for presentation to the Annual General Meeting;
  - d) attend Sports Association meetings or appoint a delegate.
- ii) The VICE PRESIDENT shall:
  - a) assist the President and perform such other duties as directed by Council;
  - b) be appointed as Convenor of the Appeals Committee convened as required;
  - c) attend monthly Sports Association meeting or appoint a delegate;
  - d) in conjunction with the Secretary, liaise with Byron Shire Council staff re maintenance of grounds and buildings;
  - e) in conjunction with the Secretary, liaise with Government offices, Federal and State, and other outside organizations;
  - f) in conjunction with the Secretary, prepare and submit grant applications for Federal and State grants and other organizations.



- iii) The VOLUNTEER COORDINATOR shall:
  - a) determine where volunteers are needed and recruit accordingly;
  - b) write job task/job descriptions;
  - c) coordinate Fundraising Sub-Committee and conduct meetings of same;
  - d) organise interviews with volunteers and supervise volunteers;
  - e) regularly review volunteer duties;
  - f) keep volunteers motivated and enthusiastic;
  - g) be responsible for the organisation of the association's social functions.
  
- iv) The SECRETARY shall:
  - a) act as the Public Officer of the Association;
  - b) maintain a register of Life Members;
  - c) maintain a register of Registered Members in conjunction with the registrar;
  - d) maintain a register of Affiliated Clubs including office bearers contact details;
  - e) maintain a register of Council and Proxy delegates' names and addresses;
  - f) be responsible for correspondence and issue notices as required;
  - g) circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
  - h) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
  - i) be responsible for the presentation of the Executive Committee report to Council;
  - j) conduct such other business as directed by Council;
  - k) in conjunction with the Vice President prepare and submit applications for State or other grants;
  - l) issue an official order to any person authorised to purchase on behalf of the Association;

- m) maintain a record of minutes of all sub-committee meetings;
  - n) distribute all relevant material to the relevant person/s;
  - o) prepare a report to be presented to Netball NSW annually;
  - p) be responsible for the effective operation of the Association Office.
- iv) The TREASURER shall:
- a) be responsible for all funds that are held by the Association;
  - b) keep a record of all assets, liabilities, and properties of the Association;
  - c) keep necessary books of account and produce them on the instruction of Council;
  - d) receive all monies payable to the Association and issue receipts as required;
  - e) bank all monies as soon as possible;
  - f) pay accounts passed for payment, by the due date;
  - g) pay other accounts as necessary and have these ratified at the next meeting;
  - h) send accounts as required;
  - i) submit a written financial report to each Council meeting;
  - j) pay the annual Netball NSW fees by the due date;
  - k) present an audited Balance Sheet at the Annual General Meeting;
  - l) prepare a budget annually for the forthcoming year;
  - m) maintain a record of winners from fundraising activities.
- v) The UMPIRES COORDINATOR shall:
- a) where possible, be a holder of a National Umpire's Accreditation;
  - b) be the Convenor of the Umpires' Subcommittee;
  - c) organise and arrange the coaching and grading of umpires where necessary;
  - d) advise people of the process of becoming an umpire;

- e) be responsible for the allocation of umpires for carnivals and competitions organised or attended by the Association, whether club or representative including umpires to State and State Age Championships; and Regional competitions;
  - f) research and institute methods of encouraging and improving umpiring within the Association;
  - g) arrange umpiring assistance to clubs as requested;
  - h) be responsible for the distribution of relevant information regarding umpiring;
  - i) ensure that in her or his absence a representative attends Council meetings;
  - j) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
  - k) be responsible for the organisation of umpiring courses to be conducted at the Association;
  - l) arrange for the badging of umpires;
  - m) organise umpiring fixtures for Association competitions and carnivals in conjunction with the Tournament Coordinator and Assistant Umpires Coordinator;
  - n) establish a pool of umpires, promoting and utilizing umpires of increased grading;
  - o) promote the status of umpires and umpiring;
  - p) ensure opportunities exist for all people interested in umpiring to participate in umpiring programmes;
  - q) work with a few umpires at a time providing court time coaching to develop umpires towards badging.
- vi) The COACHING COORDINATOR shall:
- a) preferably be the holder of a National Netball Development Coaching Accreditation;
  - b) be the convenor of the Coaching Sub-committee;
  - c) research and institute methods of encouraging and improving coaching within the Association;
  - d) arrange coaching assistance to clubs as requested;
  - e) be responsible for the distribution of relevant information regarding coaching; including but not limited to informing

relevant coaches of the availability of coaching courses and updating BBNAI coaching resources and library;

- f) organise and appoint the coach for the Association's NetSetGo programme and liaise with council for the end of season presentation;
- g) ensure that in her or his absence a representative attends Council meetings;
- h) be responsible for the ordering of all coaching material, including, but not limited to coaching manuals;
- i) be responsible for the organisation of coaching courses to be conducted by the Association and encourage participation, and ensure opportunities exist for all interested in coaching and in the improvement of coaching skills to participate in programs;
- j) call for nominations for Coaches and Players for Representative teams prior to the Semi-Final games of the competition;
- k) co-ordinate and chair the Selection Committee for Representative teams and chair the Representative Coaches Appointment Panel;
- l) arrange appropriate Representative training sessions in consultation with Rep coaches;
- m) encourage maximum participation of players, enhance feelings of self-confidence and positive self-esteem for participants through enjoyment of the sport and positive coaching practices;
- n) actively encourage all coaches to work towards National Netball Development Coach Accreditation;
- o) foster all aspiring athletes to Academy and Institute participation and inclusion;
- p) advise on purchases of current coaching resources and maintain the lending facility of coaching resources and library.

vii) The REGISTRAR shall:

On an annual basis:

- a) accept all registrations on a date determined from year to year;
- b) maintain a register of team names and uniform colours and tags to avoid duplication;

- c) maintain a record of registered teams and players and the grade in which they play;
- d) be responsible for the compilation of the membership reports sent to Netball NSW;
- e) in conjunction with the Executive Committee purchase trophies as ratified by the Council;
- f) maintain an annual record of results of all competitions conducted by the Association including recipients of annual awards;
- g) prepare an annual summary report for AGM of registered members per club with number of players in each division;

On a weekly basis:

- h) accept individual registrations as submitted by the appropriate Club Executive member and include them, together with the date, on team registration forms;
- i) delete from the registration form the names of those players who have been granted Association permission to deregister from a team;
- j) ensure that all score sheets are completed with the time, date, court and names of both teams and umpires, and available for collection before the allocated timeslot;
- k) be responsible for the collection of score sheets on each playing day;
- l) ensure all games are entered into [www.mynetball.com.au](http://www.mynetball.com.au);
- m) ensure all results are entered into [www.mynetball.com.au](http://www.mynetball.com.au); which will automatically update the point score;
- n) check all score sheets to see that they meet the Association's requirements including checking score-sheets against official team registration records;
- o) forward any disputed score sheets to the next Council Meeting;
- p) deduct points for:
  - i) teams fielding any unregistered player;
  - ii) failure to meet team requirements with regards to completion of the score sheets or other duties as required;
- q) place progressive point scores on the notice board;

- r) keep records of point scores and furnish the Tournament Co-ordinator with same;
  - s) keep an accurate record of players “playing up or across a grade” and notify players and Clubs of same;
  - t) maintain a filing system for the Association.
- viii) The REPRESENTATIVE CO-ORDINATOR shall
- a) be responsible for all aspects of marketing and purchasing for Representative Teams;
  - b) be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel;
  - c) liaise with Netball NSW in regards to Representative Competitions;
  - d) convene and chair Representative Committee meetings;
  - e) send entry forms for State, State Age and State League teams to Netball NSW;
  - f) organise accommodation, transport and tent hire etc. for the smooth running of State and Stage Age Championships and liaise with Motel staff and Bus Company;
  - g) book State and State Age teams into carnivals they wish to attend and organize transport;
  - h) update, distribute and keep record of equipment supplied to teams i.e. balls, wet-weather gear, bibs, water bottles, first-aid etc.;
  - i) collect and update all equipment at the end of the season;
  - j) be available if players or parents require additional information;
  - k) be available to assist coaches and investigate and follow-up any queries or questions.
- ix) The TOURNAMENT CO-ORDINATOR shall
- a) coordinate the advertisement of upcoming netball carnivals within the Association;
  - b) coordinate the entry of Association teams into such carnivals;
  - c) organise and conduct any carnivals the Association may itself hold and organise draw;

- d) perform such other duties as directed by Council from time to time;
- e) organise draw and coordinate Association Competitions including preparation of the fixture book and canteen, table and duty team rosters;
- f) chair Grading Sub-Committee and convene meetings of same;
- g) coordinate grading on paper at Association Sign-on;
- h) liaise with Umpires Coordinator on a weekly basis with regards to the competition fixture.

5h) DUTIES OF NON EXECUTIVE OFFICE BEARERS

- i) The MINUTE SECRETARY shall:
  - a) maintain a record in a Minute Book of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council or Annual General Meeting;
  - b) in the absence of the Secretary, act as Secretary;
  - c) carry out such duties as the Secretary may direct;
  - d) accurately record minutes of all meetings of the association;
  - e) distribute a copy of all minutes of all meetings to members of the council.
- ii) The REPRESENTATIVE TREASURER shall:
  - a) be a member of the Representative Teams Sub-Committee;
  - b) be a signatory on the Representative Team accounts;
  - c) keep necessary books of account for the Representative Teams and produce them on the instruction of Council;
  - d) receive monies payable to the Association in relations to Representative Teams and issue receipts as required;
  - e) bank Representative Team monies as soon as possible;
  - f) pay Representative Team accounts passed for payment;
  - g) pay other Representative Team accounts as necessary and have these ratified at the next meeting;
  - h) send Representative Team accounts as required;
  - i) be responsible for all funds established for the Representative Teams accounts;

- j) allocate and record fundraising requirements for each player in liaison with Managers;
  - k) assist Rep Coordinator in any extra duties as requested;
  - l) attend Representative Committee meetings and report at same;
  - m) provide an annual financial report to the Treasurer by the end of August each year. Provide a monthly financial report during the representative season.
- iii) The PUBLIC RELATIONS OFFICER shall:
- a) be a member of the Fundraising Sub-Committee;
  - b) handle promotion of the sport within the boundaries of the Association;
  - c) facilitate knowledge and understanding of the sport in the community at large;
  - d) prepare and disseminate press releases where necessary;
  - e) be responsible for the promotion and publicity of the Association's functions;
  - f) be responsible for the preparation and distribution of the Association's newsletter;
  - g) be responsible for all aspects of marketing for the Association;
  - h) be responsible for the ordering, receipt and distribution of publications (except umpiring and coaching publications) on behalf of the Association;
  - i) keep a good record of newspaper articles;
  - j) organise the association photographs; and
  - k) prepare written material for posters, flyers, membership drives etc.
- iv) The CANTEEN COORDINATOR shall:
- a) manage the Association canteen;
  - b) bank all canteen takings as soon as possible;
  - c) maintain a record of all canteen equipment and ensure this equipment is in good working condition;



- d) keep a clear record of canteen receipts and expenditure and produce same on request of Council;
  - e) pay accounts as necessary; and
  - f) present a balance sheet annually.
- v) The GROUNDS and EQUIPMENT OFFICER shall:
- a) in conjunction with the Executive Committee purchase equipment as ratified by the Council;
  - b) inspect the courts to establish if fit for play, as a first priority taking into account the Association's duty of care to its members;
  - c) have the power to speak to any person on the grounds in relation to any matters arising in accordance with Local Council Ordinances;
- vi) The ASSISTANT UMPIRES CO-ORDINATOR shall:
- a) assist the Umpires' Coordinator to carry out their duties;
  - b) encourage and develop umpires.
- vii) The ASSISTANT COACHING CO-ORDINATOR shall
- a) assist the Coaching Coordinator to carry out their duties;
  - b) encourage and develop coaches.
- viii) The ASSISTANT REGISTRAR shall
- a. assist the registrar to carry out their duties
- ix) The NETSETGO COORDINATOR shall
- a) co-ordinate NetSetGo games;
  - b) encourage maximum participation and foster self-confidence and self-esteem;
  - c) in conjunction with volunteers coordinator and council organise NetSetGo Presentations;
  - d) monitor umpiring of NetSetGo games;
  - e) monitor player positions regularly;
  - f) organise a NetSetGo induction day for coaches, players and parents;

- g) distribute NetSetGo Coaches folders at start of season and collect at conclusion.
- x) The INSURANCE OFFICER shall
  - a) coordinate individual insurance claims;
  - b) be responsible for the medical kit and purchasing of first aid supplies;
  - c) ensure ice packs are always available.

## 6. ADMINISTRATION

### 6a) FINANCE

- i) The funds of the Association shall be derived from annual Membership fees, other fees and donations, levies and, subject to any resolution passed by the Association in a Council, Special Council or Annual General Meeting, such other sources as the Executive Committee determines.
- ii) The main banking accounts of the Association shall be kept at a financial institution approved by the Council and all cheques operating on the accounts shall be signed by any two of the President, Secretary, Treasurer and one (1) other determined by Council.
- iii) The banking accounts of the Representative Teams shall be kept at a bank or building society approved by the Council and all cheques operating on the accounts shall be signed by any two of the Representative Treasurer, Representative Coordinator and one other annually nominated officer.
- iv) The Financial Year of the Association shall commence on 1 October to 30 September of each year.
- v) The current bank statements shall be tabled at each meeting of Council, together with a written financial report.
- vi) The books of the Association shall be audited each year by a qualified person.
- vii) An audited balance sheet shall be presented to each Annual General Meeting.
- viii) All Netball NSW fees shall be paid by the due date.

### 6b) CUSTODY OF BOOKS

Except as otherwise provided by these rules, all records, books and other documents relating to the Association shall be kept under the custody or control of the Secretary.

6c) INSPECTION OF RECORDS

Any Registered Member may inspect the books of account and minute book of the Association to the extent permitted by law at any reasonable time.

6d) EFFECT OF AND ALTERING THIS CONSTITUTION

i) Effect of Constitution

This Constitution will have effect as a contract:

- (a) between the Association and each Affiliated Club of the Association;
- (b) between the Association and each Member;
- (c) between a Member and each other Member,  
pursuant to which each Member agrees to accept the provisions of this Constitution, and comply with those provisions, so far as they apply to that Member.

ii) Altering the Constitution

This Constitution may be altered by special resolution passed by at least 75% of the votes cast at an Annual General Meeting or Special Council Meeting of the Association of which not less than twenty-one days written notice specifying the resolution/s to be proposed has been given.

Any alteration made to the Constitution of the Association shall be forwarded to Netball NSW within twenty-eight days of the meeting at which such alteration was made.

6e) DISSOLUTION OF THE ASSOCIATION

The Association shall not be dissolved except by special resolution passed by a majority of at least 75% of the votes cast at a Special Council meeting of the Association of which not less than twenty-one days' written notice specifying the resolution to be proposed had been given.

On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to Netball NSW to be used for the promotion of Netball.

**7. POLICIES AND BY-LAWS OF THE ASSOCIATION**

The Association may adopt and implement appropriate policies and By-Laws in relation to such matters as arise for the administration of netball in the Association.

**BRUNSWICK BYRON NETBALL ASSOCIATION INC.BY LAWS**

All By-Laws are subject to the Constitution of Brunswick-Byron Netball Association Incorporated.

**1. COMPETITION**

- a) All competition games will be played according to Netball NSW Rules, unless otherwise stated.
- b) In Association competition games players may only play with their registered club.
- c) No official match shall be played without two umpires and a scorer. The umpires and scorer shall take no part in the game. There shall be no substitution for umpires or scorers except in cases of illness, or injury, or except at the discretion of the executive.
- d) Prior to commencement of play only the players taking the court to commence the game must sign the score sheet. Players taking the court after the commencement of play must sign the score sheet at the time of taking the court.
- e) A team must take the court if there are at least five (5) players present, one of whom must play Centre. These players must sign score sheet in accordance with 7.
- f) If a game is abandoned because less than five (5) players remain on court then the game shall be deemed a loss to the offending team.
- g) Within a division, a player may play a total of four (4) games as a substitute player in any other team and still revert back to their original team; on playing the fifth game as a substitute player they become a member of the fifth game team.
- h) A player may act as a substitute player in a higher division a maximum of four (4) times. On playing a fifth game in a higher division they become a member of the fifth game team.
- i) The executive will stipulate at the beginning of the season the conditions under which players may act as a substitute players in a higher division.
- j) In any game a team can have a maximum of three (3) substitute players playing a second game, provided it is in a different time slot.
- k) Timing of games to commence and finish on the hooter. The game will start and finish on the umpire's whistle. No extra time is allowed for a late start.
- l) Stoppages as per Netball NSW Rules.

- m) Stoppage time is to be added to the final quarter. However in semi, finals and grand finals the injury time must be added to the quarter in which the stoppage occurred.
- n) Position patches must be worn at all times. Offending players must leave the court and allowed to return at the next centre pass or interval whilst play continues.
- o) Clubs with more than one team in any one division must supply different coloured position patches. Where clubs of a similar colour are playing each other, the first named team in the draw is to supply different coloured position patches.
- p) Players are not allowed to take court wearing jewellery, or an adornment that may endanger player safety. Fingernails must be short and smooth. Exception at the discretion of the executive, these include but are not limited to medical alert bracelet, wedding ring that must be taped.
- q) Protests must be lodged (copy to be forwarded to other club involved) within 48 hours of the said game, in writing, accompanied by a \$50.00 fee (to be retained by the association). The said protest can only be accepted from a club executive member.
- r) Protests will be dealt with by a Disciplinary Committee.
- s) Any player sent from the court must appear before the Disciplinary Committee before playing another competition match together with coach and parent (where applicable) and the umpires concerned. Umpires to indicate on the score sheet when the player is sent off and for what length of time.
- t) Any player sent from the court will abide by the guidelines of the Disciplinary Proceedings policy including the right of appeal as per the Appeals policy.

## **2. GRADING**

- a. Grading to be done initially on paper followed by visual grading if necessary.
- b. All Major and Minor Premiers of the previous year, providing they have five (5) of the original players, may be upgraded at least to the higher division in the next season.
- c. Players 13, 14, 15, 16 and 17 years may substitute in senior games.
- d. Players 12 years are not eligible to play in senior division.
- e. NetSetGo Senior players may play up in 12 and under division only.

## **3. REGISTRATIONS**

- a. A team cannot consist of more than twelve (12) players at any one time. Any registered player, having played a game or not and having left the club, may be de-registered by notifying the Association Registrar before any new

registration is made. The player may not be re-registered until the following competition. Exceptions at the discretion of the grading committee.

- b. Any player registered with more than one club prior to grading will be deemed to have registered with the club with which she plays her first competition game.
- c. No team will be allowed to late register more than five (5) players, after registration day except with Council approval.
- d. If in the opinion of the Grading Committee any later registered player/s or deregistration of players causes a change in the grading level of the team, the Grading Committee may re-grade the team.
- e. Any late changes to team registrations must go to the Grading Committee Convenor. If deemed that this causes changes in the grading of the team the Grading Committee may re-grade the team.
- f. No team registration entry form will be accepted with less than five (5) players listed.
- g. Any player who is a late registration must play in the same division or higher as previous two (2) years. Exceptions at the discretion of the Grading Committee.
- h. There will be no transfer or refund of fees once a player is officially registered and has played two games. After 31 March of each year, the Netball NSW Membership fee cannot be refunded.

#### **4. UNIFORMS**

- a. Clubs upon affiliation shall register the colours to be worn by their teams. Such colours shall be approved by the Executive.
- b. Players in club matches shall wear the uniform of the club to which they belong.
- c. No player shall be allowed to compete in any Association fixture unless wearing the registered uniform.
- d. The umpire shall have the power to veto any article of attire she may consider dangerous or unseemly. Hard brimmed hats are not to be worn.
- e. Pants shall not be transparent. Bikini and G strings pants are not acceptable.
- f. Positional patches are compulsory.
- g. Black tights/ bike pants to above the knee may be worn under uniforms.

**5. AGE**

- a. All players turning 18 years of age as at 31 December in the year of play are seniors.
- b. All players 13-17 years of age as at 31 December in the year of play are 17 and under players.
- c. All players 11-12 years of age as at 31 December in the year of play are 12 and Under Players and boys are permitted to play. Only five (5) boys are permitted in any one team. Only three (3) may take the court at any one time with only one (1) in each goal circle.
- d. All players 8-10 years of age as at 31 December in the year of play are NetSetGo Senior players. Only five (5) boys are permitted in any one team. Only three (3) may take the court at any one time with only one (1) in each goal circle.
- e. All players 5-7 years of age as at 31 December in the year of play are NetSetGo Junior players.

**6. TEAM WITHDRAWING**

Any team forfeiting three (3) matches shall be withdrawn from the competition.

**7. SCORE SHEETS**

- a. Each player's full signature in legible writing is to appear on the score sheet. Names and signature are to be as registered on original team registration form.
- b. All score sheets must be signed by captains, umpires and scorers. All details are to be filled in clearly and legibly.
- c. When the team plays an unregistered or ineligible player or has not the required names on the score sheet or signatures are illegible, the offending team will gain no points for that game.
- d. Total score section must be checked by scorers before signing.
- e. Any alterations to score sheets must be signed at control area by an Executive member.
- f. Illegible score sheets – offending team to gain no points for that game.
- g. Players taking the court must appear on the score sheet, substitute's name/s only to appear when coming on to play. First seven players will be taken as a team.
- h. Where an ineligible or unregistered player is found to have played in final series, disqualification will result.
- i. If a player from another team substitutes, a notation is to be made beside her name as to the team and division in which she normally plays.

- j. When a player substitutes in another team and that substitution is in contradiction to the by-laws, points will be awarded for the player's registered team only.
- k. Registrar will notify the Executive and club involved of any teams loss of points. After notification there is seven (7) days to lodge an appeal.
- l. Either team captain to collect score sheets from control area.
- m. Captain of winning team to return score sheet to control area.
- n. Both teams are to provide a scorer who sits on chairs provided at midway point of court.

**DEFINITIONS:**

Unregistered Player: A player who is not listed on any original team registration form.

Ineligible Player: A registered player who, by her grading is not eligible to play in that game.

**8. UMPIRES**

- a. Umpires must at all times comply with the Umpires Coordinator's instructions.
- b. When a club is required to provide umpires at any match, it is the club's responsibility to see that such umpires are capable of controlling the game.
- c. 12 year olds may umpire only with the approval of the Umpires Coordinator.
- d. 17 years and under may umpire senior games with the approval of the Umpires Coordinator.
- e. Umpires cannot be changed during a game without the consent of the Umpires Coordinator.
- f. It is strongly recommended that all umpires must be the holder of a current Section 1 Umpires theory pass to be eligible to umpire Brunswick-Byron Netball Association Incorporated matches. New registrations in the association must produce proof of theory pass.
- g. All badged umpires must produce proof of badge to Association before being eligible to umpire Brunswick-Byron Netball Association Incorporated competition matches.
- h. Any team failing to provide an umpire where appointed will incur one (1) warning issued by the Umpires Coordinator. On the second offence the team will be fined \$50. After three fines the offending team will be disqualified from the competition.
- i. Umpires for final series will be allocated by the Umpires Coordinator in liaison with a representative from each club.



- j. One (1) executive from each club must be available at each timeslot to answer calls to courts where that club is umpiring. Each club must register the names of their executive with the Association.

## 9. FORFEITS

- a. Play must commence at the set time for the commencement of the game. If either team does not have five (5) players present and ready to play, a stay of five (5) minutes is allowed by the umpires. This time is not added to the game. If one team still does not have five (5) players present and ready to play, such team shall forfeit the match. If neither team has five (5) players present and ready to play, the game shall be declared abandoned and no points will be awarded to either side.
- b. To win on a forfeit the said winning team must have a minimum of five (5) registered players' signatures on the score sheet. This forfeit is still deemed to be a game played.
- c. In the event of a team winning on a forfeit, all players are eligible to play in another game in any timeslot in accordance with the substitute rule.
- d. Original team members from any team who forfeits a game may substitute in any timeslot in accordance with the substitute rule. This must have approval on the scoresheet from two (2) Executive members
- e. Where a team gives prior notification of a forfeit, the secretary of that club or the team captain must sign the score sheet or give notification to the Association Registrar prior to the date of the fixture. Opposing team may then sign the score sheet on the next competition day.
- f. A team forfeiting must fulfil all commitments and duties for the day. If failure to comply, the club will be fined \$50.00.

## 10. POINTSCORE

- a. Points shall be awarded in competition games as follows:
  - Three (3) points for a **WIN**
  - Two (2) points for a **BYE**
  - Two (2) points for a **DRAW**
  - One (1) point for a **LOSS**
  - Three (3) points for a **FORFEIT (team winning on forfeit)**
  - Zero (0) points for a **FORFEIT (team forfeiting)**
- b. Wet weather games shall be classed as DRAWS.

## 11. FINES

- a. A member of the Executive shall organise for a tax invoice to be emailed to the offending club as soon as possible.
- b. The payment due date will be stipulated on the tax invoice.
- c. Failure to pay fines will result in a penalty that will be determined by Council.

**12. SEMI – FINALS - FINALS AND GRAND FINALS**

- a. Minor Premiers shall be the team scoring the highest number of points during the season.
- b. When two or more teams finish with equal points, semi-final position will be determined on goal average to be taken from games played.
- c. The final series shall be determined by the number of teams within a grade.
- d. To qualify for semi-finals of competition, players must have played at least three (3) games with the respective club. Penalty – disqualification. Wet days do count as played games. Forfeit games will be counted if names entered on score sheet.
- e. In the semi-finals and finals extra time must be played if scores are equal. There will be a two (2) minutes interval during which team captains will toss a coin for choice of centre pass or goal end, substitutions and or team changes are permitted. Extra time of two five (5) minutes halves shall be played. Teams change ends at half time without an interval, with no substitutions or team changes permitted. The centre pass is taken by the team entitled to the next centre pass. In the event of a tie remaining at the end of extra time, a visual signal shall be issued to indicate that play shall continue until the next goal is scored.
- f. For the Grand Finals: In under 12 and under 17 divisions, if at full time the scores are equal both teams will be deemed joint premiers. For Senior divisions, if at full time the scores are equal extra time will be played. There will be a two (2) minutes interval during which team captains will toss a coin for choice of centre pass or goal end, substitutions and/or team changes are permitted. Extra time of two five (5) minutes halves shall be played. Teams change ends at half time without an interval, with no substitutions or team changes permitted. The centre pass is taken by the team entitled to the next centre pass. In the event of scores being equal after extra time both teams will be deemed joint premiers.
- g. Teams must play their registered team members who are present for the final series. Substitutes are permitted only if the team has less than 7 players present or for injury or illness.

**13. INJURY**

- a. The Association takes no responsibility for any injuries sustained either during a competition match or training session.

**14. COACHING**

- a. Coaches of teams are not allowed on court whilst game is in progress – except NetSetGo coaches.
- b. In the spirit of the game sideline coaching by the Coach is allowed.

- c. Whilst the game is in play the coach must remain stationary on the sideline away from the goal line.

## **15. REPRESENTATIVE**

### **TEAMS**

- a. The Selection Committee shall select teams with a minimum of nine (9) players, based on age and level of competition entered.
- b. All members of the Association shall be eligible for selection to play in teams representing the Association and to play at such carnivals and functions as decided by the Representative Committee.
- c. Representative team coach is to liaise with Representative Committee on the number of players required in each team. Selection Committee to be notified of this.
- d. Disciplinary matters arising from Representative teams, players and officials to be dealt with by the Disciplinary Committee. Offender to appear before this committee with coach, manager and parent where applicable.

### **THE MANAGER**

- a. Nominations will be called after final selection of team/s and be open to all interested people/persons.
- b. Appointment will be made by Representative Committee.
- c. Managers will be appointed on their merit. Written applications on Form 2 are preferred, addressing relevant criteria and details.
- e. Application to be addressed to Coaching Coordinator and received by set date.
- f. Immediately upon appointment the Manager shall take up their duties as per Appendix 2.

### **THE COACH/S and ASSISTANT COACH/S**

- a. Coaches should be the holder of a Development Coach Accreditation and a current section 1 umpire's theory pass.
- b. Coaches will be appointed on their merit. Written applications on Form 1 are preferred, addressing relevant criteria and details.
- c. Coaches will be appointed by Representative Coaching Committee.
- d. Nominations are called for prior to final series, and to be addressed to Coaching Coordinator.

- e. Appointments are to be made before 1<sup>st</sup> Council meeting after AGM, position to be ratified at this meeting.
- f. Immediately upon appointment the coach shall take up her duties Appendix No 2.

### **SELECTED PLAYERS**

Players selected to the Association Representative teams shall:

- c. Present herself on stipulated days for coaching, unless prior official leave of absence is granted.
- d. Sit for the Theory 1 Umpires exam yearly until a pass is obtained. Once passed, present at copy of the certificate to the umpire's co-ordinator.
- e. Pay such expenses as set down by the Association.
- f. Players who miss (2) two training sessions or a Carnival without a good reason shall be reported to the Selection Committee with the possibility that their position in the team be withdrawn.
- g. Any player selected in Brunswick-Byron Netball Association Incorporated Representative teams may not take part in any other Association's games on Saturdays or Sundays during her period of obligation. Except at the discretion of the selection committee.
- h. Any player selected in Brunswick Byron Netball Association Incorporated Representative Teams must play a minimum of three (3) games in the Brunswick Byron Netball Association Incorporated Competition prior to the State or State Age Championship Event/s entered. Exceptions at the discretion of the selection committee
- i. Abide by the Player Code of Conduct.

### **ASSOCIATION REPRESENTATIVE/S and other PERSONNEL**

- a. Nominations will be called for after final selection of teams and be open to all interested people.
- b. Association Representatives and other Personnel will be appointed on merit. Written applications on Form 2 are preferred, addressing relevant criteria and details and forwarded to the Coaching Coordinator by the set date.
- c. Appointment will be made by Representative Coaches.
- d. Immediately upon appointment the Association Representative/s or Personnel shall take up her duties as per Appendix No 2.

## **SELECTORS**

- a. Nominations for position of selector will be called prior to the AGM.
- b. Appointments will be made at the first Council meeting following the AGM.
- c. Selectors should hold a current National Development Coach or higher Coaching Accreditation

## **16. STANDING ORDERS**

- a. The Chairperson shall:-
  - i) Make sure a quorum is present at all times throughout a meeting.
  - ii) Conduct the meeting in accordance with the rules.
  - iii) Ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
  - iv) Terminate any discussion which is not, at that time, relevant to the business before the meeting.

The chairman's ruling on all points of order and procedure shall be final unless a motion is moved, seconded and carried "That the chairman's ruling be disagreed with". The mover may speak briefly in support of the motion and the Chairperson explains why the ruling was given. The Chairperson takes the vote.

- b. All members shall raise their hand to indicate they wish to address the chair.
- c. There shall be no limit on the number of speakers for or against a motion, providing the debate is still active, but if there is no speaker in opposition to the previous two (2) speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.
- d. Any member may move without debate that the question "now be put" and if the motion is seconded and carried by a majority vote, the motion or amendment before the meeting shall be put at once.
- e. Any mover may move that the meeting 'now proceed to the next businesses. This requires a seconder and shall be voted upon without discussion. If carried the original motion shall not be revived at the same meeting, if lost, the original motion shall be put without further discussion except that the mover shall have the right of reply.
- f. Any member may put that the motion before the chair be deferred.
- g. A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.

- h. Upon evidence of a mistake in facts that have been presented to the meeting or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.
- i. An amendment which is a direct negative of the motion shall not be allowed.
- j. An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment, which is carried becomes the motion and is open to further amendment.
- k. The mover and seconder of the motion under discussion are not entitled to move or second amendments to it. If the mover is in agreement with any proposed amendment they can accept it and may seek leave to alter the motion accordingly.
- l. No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting.
- m. Voting on motions before the chair shall be by show of hands except that a secret ballot shall be taken if any one member requests it.
- n. The voting on any motion shall be recorded at the request of any member.
- o. Voting for all positions, other than sub-committees shall be by secret ballot on the ballot paper printed and distributed by the Association and shall be decided in order:
  - i) For positions to which only one person is to be elected. Members shall vote for one candidate only. The candidate with the greatest number of votes shall be declared elected.
  - ii) For sub-committees or for positions to which more than one person is to be elected. One ballot shall be taken and members shall vote for the number of candidates required to fill the position or sub-committee. The candidate/s with the greatest number of votes shall be declared elected.
- p. Proxy and postal votes will not be accepted.

**17. ALTERATIONS TO BY-LAWS**

These By-Laws and Standing Orders may be altered by resolution passed by a majority of at least two thirds of the members present and voting at a meeting of Council of which not less than twenty-one (21) days' notice, specifying the resolution to be proposed has been given.

The by-laws of Brunswick Byron Netball Association Inc. Ratified at Special General Meeting or the Annual General Meeting of Brunswick Byron Netball Association Incorporated held at BBNAI Clubhouse Mullumbimby on this

day of

.....  
Robyn Venn  
President  
Brunswick-Byron Netball Association Incorporated

.....  
Janine Burger  
Secretary  
Brunswick-Byron Netball Association Incorporated

**BRUNSWICK BYRON NETBALL ASSOCIATION INC. POLICIES**

All Policies are subject to the Constitution and By Laws of Brunswick-Byron Netball Association Incorporated.

**ADOPTION OF NETBALL NEW SOUTH WALES POLICIES**

**1. MEMBER PROTECTION POLICY – Includes Pregnancy, Privacy, Discipline and Appeals**

By virtue of affiliation with the Netball NSW, Brunswick Byron Netball Association Inc. will adopt and be governed by the Netball NSW Member Protection Policy.

**Netball NSW Member Protection Policy**

**TABLE OF CONTENTS:**

1. Netball New South Wales Core Values
2. Purpose of this Policy
3. Who this Policy Applies To
4. Organisational Responsibilities
5. Individual Responsibilities
6. Position Statements
  - 6.1 Child Protection
  - 6.2 Taking Images of Children
  - 6.3 Anti-Discrimination, Bullying & Harassment
  - 6.4 Sexual Relationships
  - 6.5 Pregnancy
  - 6.6 Gender
  - 6.7 Social Networking and Cyber Bullying
  - 6.8 Relevant Policies
7. Complaints Procedures
  - 7.1 Complaints
  - 7.2 Improper Complaints & Victimisation
  - 7.3 Mediation
  - 7.4 Hearings Tribunals
8. What is a Breach of this Policy?
9. Disciplinary Measures
10. Definitions



### **GENERAL POLICY**

Brunswick Byron Netball Association Incorporation seeks to:

1. Provide netball suitable for all ages and needs i.e. recreation, exercise, talent development and opportunities for further representation.
2. Have a professional approach to netball, including evaluation, monitoring and adjusting where necessary.
3. Meet the demands, standards and expectations of the netball community in provision of competition and development of facilities.
4. Grow and strengthen its ability to encourage, support, excite, enthuse, respond and challenge all members and supporters of the Association.
5. Ensure that membership does not suffer because of lack of policy or inappropriate policy.
6. Offer quality and credibility.
7. Develop facilities in accordance with Byron Shire Council policies.

### **THE EXECUTIVE**

The Executive strives to:

1. Run a well-organized, enjoyable competition that all participants enjoy being part of, emphasizing fun and friendship with competition.
2. Be active and perform tasks efficiently and effectively with the best interest of all members foremost.
3. Focus its energies into clear and achievable objectives.
4. Use November meeting to review season and plan for next year.
5. Encourage a volunteer leadership program to ensure future skill and expertise.
6. Actively encourage any person, including younger players, to become involved in an official capacity in the organization of the Association.
7. Keep an organized up to date record of all Association policies and documents.
8. Annually review by-laws.
9. Run well organized effective meetings where open discussion is encouraged and where clear outcomes are evident.

### **FINANCIAL POLICY**

1. Instigate and progress professional planning and management procedures to forecast future cash requirements.
2. Analyse and review the financial needs of the Association annually.
3. Investigate all sources of potential income including fee structure, sponsorship and fundraising.
4. Develop a financial plan for future development.

### **VOTING POLICY**

1. Voting can only done at a meeting by Council members. No postal, electronic or proxy votes will accepted.

### **FUNDRAISING POLICY**

1. When possible one major fundraising event to be held each year at the beginning of the season. Monies to the General Account.
2. Representative coordinator to organise fundraising roster for Saturday afternoon. These events to be notified in advance. Monies to go to the Representative Account.
3. Introduce BBNA Inc. merchandise e.g. T-shirts, caps, socks, drink bottles etc.
4. Association raffles to be run when needed. Monies to the Association General Account.

### **MEMBERSHIP RECRUITING POLICY**

1. Coordinate and publicise sign-on dates of all clubs.
2. Actively canvas all local schools.
3. Provide a flyer outlining club information, sign-on information, important dates and general information about netball for distribution throughout all schools in the shire.
4. Seek a high profile guest speaker to participate in the membership drive.
5. Seek promotional material from Netball NSW for this membership drive.
6. A time frame for this to be set at the November meeting.

### **SIGN- ON POLICY**

1. Association sign-on date and time to be set when competition dates are set at the planning meeting the previous year.
2. Grading Committee to meet on the date set at the planning meeting.
3. All membership fees to be paid to the association treasurer by 31 March each year.
4. Club Team sheets and registration sheets to the Association Registrar by the end of the second competition day.
5. Team member changes and late player sign ons must be brought to the immediate attention of the grading committee for approval.
6. There will be no reduction of fees until after week 10 of the competition. A formula will be applied to reduce the fees.  
Formula:  
Total fee payable less Netball NSW component (this component is compulsory)  
Divide that amount by total rounds including finals and multiply by number of rounds left including finals.
7. A late registration may result in a regrading of a team at the discretion of the grading committee if.

### **REFUND POLICY**

1. A written request for a refund must be made. A refund is only possible if you have played less than two games.
2. If requested before 31 March each year a refund of fees paid less the administration fee of \$15.00 will be made.
3. If requested after 31 March each year a refund of fees paid is possible less the administration fee of \$15.00 and the Netball NSW Membership fee.

**GRADING POLICY**

1. Grading should always strive to provide an organised competition in which all players can participate with enjoyment.
2. Grading should commence at a club level with clubs endeavouring to keep players of one standard in the same grade.
3. Clubs should endeavour to field a First Division side where possible.
4. Grading to be done initially on paper followed by visual grading if necessary.
5. Grading should be done from first division down.
6. Where a team is re-graded during the season that team retains its points.
7. 15 years Representative players will preferably play Senior Division 1 or 2 or another level at the discretion of the executive.
8. There will be no limit to the number of Representative players per team in Senior Division.
9. In 17 years and under and 12 years and under Divisions there will be a maximum of 5 representative players per team.

***AGE DIVISIONS shall be:***

***NetSetGo Junior***

***5 - 7 Years of age***

***NetSetGo Senior***

***8- 10 Years of age***

***12 Years and Under***

***10, 11 and 12 years of age***

***17 Years and Under***

***13, 14,15, 16 and 17 years of age***

***Senior***

***18 years and over***

***Exceptions at the discretion of the executive***

### **COMPETITION POLICY**

1. A draw for game times, court allocations and umpiring duties will be made in advance. It will be placed on Brunswick Byron Website, Facebook and [www.my.netball.com.au](http://www.my.netball.com.au).
2. Players, umpires and scorers to arrive 15 minutes prior to the commencement of games.
3. Teams to collect score sheets from the table.
4. A warning bell prior to the commencement of the all games will be rung. All players, umpires and a scorer from each team should be on court and warmed up.
5. Players must sign the score sheet, next to their name. They must have nails and jewellery checked prior to the commencement of play.  
***NOTE: Only the first seven to take the field will sign the score sheet prior to the commencement of the game. Substitutions then sign the score sheet next to their name prior to taking the court.***
6. Any player from another team who acts as a substitute must sign the score sheet as a substitute in the correct section, including their registered team name.
7. At the completion of play scorers must check and sign the score sheet. Umpires and team captains must also sign the score sheet. Winning team to return the score sheet to the table.
8. When an injury occurs it should be noted on the score sheet and in the Injury Book at the table. If necessary an Insurance form should be collected from the Insurance Officer or the Netball NSW website, [www.netballnsw.com.au](http://www.netballnsw.com.au)
9. List of duties for smooth running of the competition will be displayed in the clubhouse and printed in fixture book.
10. Table duty club roster to be made prior to the commencement of the season. One club executive should be present on table duty at all times.
11. The Association Executive member of the club on table duty to complete the game day check list. See Appendix No 1
12. One team each week to be nominated as the duty team for setting up and a separate team nominated for duties at completion of the day.
13. A NetSetGo Senior duty team will be nominated on the draw each week.

### **NETSETGO JUNIOR POLICY**

1. Limited season to be set at planning meeting previous year.
2. Fee will be minimal.
3. Certificate of recognition to be presented to the NetSetGo Coordinator at presentation ceremony.
4. Endeavour to utilise our talented netballers to assist in this program.
5. Program will be based on Netball NSW guidelines.
6. Emphasis will be on enjoyment and participation.
7. Netball NSW packs will be given to participants.

### **NETSETGO SENIOR POLICY**

1. Program will be based on Netball NSW Guidelines.
2. Emphasis will be on enjoyment, participation and skill development.
3. Endeavour to involve and skill parents / careers in roles to support coaches i.e. team managers, umpires and coaches.
4. Netball NSW packs will be given to participants.
5. At the completion of the program participants will receive recognition of their participation.
6. Encouragement Incentive Awards to be issued.
7. Parents, spectators to be made aware of the Code of Conduct.

### **WET WEATHER POLICY**

1. A decision will be made by two (2) Association Executive members present court side at 11am on Saturday morning for NetSetGo and the first timeslot and at 1pm for all other timeslots.
2. All Club Representatives will be notified ASAP and they will notify their club members.
3. Where possible it will also be placed on the Association Website and Facebook.
4. If a split time slot occurs with any game being incomplete all games in that division will be classed as draws.
5. In the event of rain or of interruption due to weather, for the game to be considered complete, two full quarters must be played. In this case the score stands as at the time of cancellation.
6. Games will be held on all courts at the discretion of the Executive.

### **PUBLICITY POLICY**

1. Notify Community through newspaper of commencement dates for competitions, including contact names and phone numbers.
2. Publish weekly draws on the Association website and Facebook.
3. Publish match results weekly.
4. Information to be made available on the Association website and Facebook for players to access.
5. Results of State and State Age published on Facebook.
6. BBNAI website to be utilised as first contact point for all Association information.

### **SOCIAL MEDIA AND WEBPAGE POLICY**

1. The Association will operate a Facebook Page and Webpage.
2. The Committee will nominate administrators as required to maintain these pages.

### **TWILIGHT POLICY**

1. Social competition with format and fixture to be determined by the Executive.

### **CANTEEN POLICY**

1. Clean and tidy environment to an acceptable standard of hygiene.
2. Provide a variety of nutritious healthy foods.
3. Sustain a small profit margin.

### **UMPIRING POLICY**

1. Umpires will umpire to the rules of Netball as per International Netball Federation Rule book.
2. To enhance umpiring by developing a target group (3-4) each season. Clubs to nominate umpires for this target group. Members must be prepared to travel to a least two Rep Carnivals during the season. This group to be coached by badged umpires.
3. Provide opportunities for umpires to travel to other Associations to gain experience. (Two umpires to be allowed to travel on any one day provided their club is not left at a disadvantage).
4. Where possible assist umpires by providing travel costs for State League or equivalent regional competitions.
5. In accordance with By-Laws implement fines for the non-appearance of an umpire at the scheduled time and place.
6. Provide shadowing of umpires where required. This should be carried out by an experienced umpire or a confident adult. No whistle is to be used by the person shadowing. Inexperienced umpires should be given suitable games – Umpires Coordinator to monitor.
7. The Association will assist with the funding of umpires to attend umpiring workshops.

### **COACHING POLICY**

1. Enhance feelings of self-confidence and self-esteem with participants, promoting through enjoyment of the sport.
2. Each club to provide a list of teams with coach's name and contact number.
3. Coaching coordinator to make available to each club coach an Association Resource List and information folder.
4. Continually provide resources and actively encourage upgrades and accreditation to all coaches.
5. Coaching Coordinator in conjunction with the Clubs shall encourage coaches to:
  - i. Encourage development of players with fun and enjoyment.
  - ii. Be responsible for just and fair treatment of all players
  - iii. Allow equal participation of all players
  - iv. Be conversant with the official rules of the game and encourage players to have knowledge of and abide by the official rules of the game.
  - v. Consider the welfare of players at all times (duty of care).
  - vi. Understand duty of care in relation to injuries and to attend to injuries promptly and appropriately. Complete the necessary injury report in the Official Association Injury book located at control and note the injury on the back of the day's score sheet.
  - vii. Foster good player relationships and good relationships with umpires and officials.
  - viii. Abide by the Coaches Code of Behaviour as stipulated in the Member Protection Policy of Netball NSW.

### **REPRESENTATIVE POLICY**

1. Provide the opportunity for members to participate as a member of an Association Representative team.
2. Offer the opportunity to compete and develop skills in a higher level of competition.
3. Further develop sportsmanship and social skills by being a team member.
4. Give members the opportunity to become a role model for other members of the Association.
5. Promote BBNAI Inc. in the wider netball community.
6. Nominations for Representative players will be called prior to the Semi-Finals.
7. These nominated players will then be gathered together for a briefing session.
8. Nominated players must make themselves available to attend pre selection session/s as decided and notified by the Association Representative Committee.

9. Parents/Carers will be invited to a meeting after selection where all Association Representative matters will be outlined and discussed.
10. Refunds for players withdrawing from representative teams after selection will be reviewed by the Representative Coordinator, Coaching Coordinator, Representative Treasurer, Team Coach and Manager and one other representative coach who is not one of the above. The decision that is made will be communicated by the Representative Coordinator to the party/s involved.
11. Decisions on injured or ill players travelling with teams to any events is to be reviewed by Representative Coordinator, Coaching Coordinator, Team Coach and Manager and one other representative coach who is not one of the above. A medical certificate may be requested.

### **SELECTION POLICY**

1. Final selection date, time and venue will be notified.
2. Selection times will be separate for each team.
3. Each player shall make themselves available at such time.
4. If required each player shall wear a visible name tag.
5. If for any reason after final selection a selected player withdraws from a team the Coach of this team must notify the Representative Coordinator who will then liaise with the selection committee in respect to replacing the player.
6. An official of BBNA Inc. Executive shall speak to all nominated and selected players
  - At the commencement of selection procedure
  - Prior to championships
7. Players at an appropriate time may approach the selectors for a review of their performance in line with selection criteria.
8. Players will be notified of selection outcome on the Association website.
9. Selection criteria is Appendix No 3.

### **AWARDS POLICY**

#### **Nominations for Coaching, Umpiring, Encouragement Awards, Achievement Award, Association Person and Life Membership**

1. Nominations for these awards will be made on the Association Nomination Forms and will be received by the President or Registrar at or before the July meeting.
2. Each club may nominate up to two recipients for each award.
3. Two club members must sign nominations.
4. Awards will be announced at the Annual Presentation Ceremony.

### **COACHING AWARDS**

The Coaching Coordinator and Assistant Coaching Coordinator will review and assess the nominations and present a recommendation to the August Meeting.

#### **Criteria for Coaching Award**

- Enhance feelings of self-confidence and self-esteem within participants.
- Create an environment that develops skills and ability within participants.
- Encourage development of players with fun and enjoyment.
- Be fair and just in approach and treatment, allowing equal participation of all players.
- Foster good player relationships and good relationships with umpires and officials.
- Be conversant with and encourage a good knowledge of the official rules of the game.
- Abide by the coaches code of behaviour and the duty of care.
- Work towards continual upgrades and developments in netball coaching.
- Appropriate and prompt handling of injuries and reporting there-of.

### **UMPIRING AWARDS**

There will be two awards made each year. The Umpiring Co-ordinator and Assistant Umpiring Co-ordinator will review and present recommendations to the August Meeting.

#### **Criteria for Umpiring Award**

- Is an active member of the Association
- Has assisted willingly during the netball season
- Has a good attitude to umpiring
- Has strived to improve skills

### **ENCOURAGEMENT AWARDS**

One Encouragement Award for each player from each club in Under 12's and one in Under 17's Division will be presented each year.

The President and Registrar to review and present recommendations to the August Meeting.

#### **Criteria for Encouragement Awards**

- Is an active member of the Association
- Has been willing to participate in Association fixtures on a regular basis
- Exhibits good sportsmanship at all times
- Displays commitment to team, club and Association
- Displays willingness to try hard to improve skills
- Always listens and tries to implement advice given
- Displays a willingness to assist others

### **ASSOCIATION PERSON AWARD**

1. The President and Registrar to review and present recommendations to the August meeting.
2. Any Association members may make nominations.
3. Two Council members must counter sign nominations.
4. Voting will be by secret ballot and will be carried out at the August Meeting by the Association Registrar in conjunction with the President.
5. All members of the Council at the meeting may vote. No proxy votes.
6. In the event of a tied vote the President will have the casting vote.
7. Awards will be announced at the Annual Presentation Ceremony.

#### **Criteria for Association Person Award**

- Is an Active member of the Association
- Has been actively involved in the functioning of the Association
- Has contributed to the Association throughout the season on a regular basis
- Has been an invaluable member of the Association for more than 2 years
- Has contributed above and beyond the call-of duty

### **ACHIEVEMENT AWARD**

1. The President and Registrar to review and present recommendations to the August meeting. There can be more than one recipient for this award.

#### **Criteria for Achievement Award**

- Is an active member of the Association
- Has strived to improve skills
- Has contributed to the Association on a regular basis as a coach, umpire or administrator or player.
- Has achieved distinction at the highest levels
- Has brought credit to the Association



### **PLAYER OF THE DAY AWARDS**

1. A person/persons nominated by Council will select the recipients of the awards at the ground on Grand Final Day.
2. The awards will be announced at the Annual Presentation Ceremony.
3. The Award to be given to a player from 12/u Division 1, 17/u Division 1 and Senior Division 1.

### **LIFE MEMBERSHIP AWARD**

1. To be eligible for Life Membership a member must have served a minimum of 5 years as a member of Brunswick Byron Netball Association Inc. Council and must have made a significant contribution to netball during that time.
2. Nominations must be made on the Association nomination form and must be signed by a least 2 members of the Council.
3. Any member of Council may instigate a nomination and organise signatures on the endorsement form.
4. The endorsement form will then be displayed to all members of Council, except the nominee, and objections will be noted. Provided 2/3 of the Council endorse the nomination, the Life Membership will be granted.
5. The Life Membership will be presented at the Annual Presentation Ceremony.

### **Criteria for Life Membership**

Any one of the following will constitute Life Membership.

- Hold a position on the Executive
- Be a member of Council for a minimum of 5 years
- Be actively involved in Umpiring, Coaching or Administration of the Association Fixtures or Representative Fixtures

### **POLICY FOR MISCELLANEOUS PROCEEDURES, DUTIES AND CHECKLISTS**

Clubs/teams will be rostered on the draw for duties throughout the season. If a club/team is unable to perform the duty it is still that team's responsibility to ensure the duty is fulfilled.

### **HARD COURT DUTIES FOR SETTING UP**

1. Arrive at 12 noon sharp.
2. Club to check court balls and ensure they are inflated and safe to use.
3. Put the large white pads (12) on the goal posts of courts 1-6.
4. Take the green chairs kept on the trolley in the clubhouse to each court. 2 chairs per court.
5. Place these adjacent to the centre circle for the scorers use.
6. Put the large green wheelie bins out near the courts. Make sure they have liners secured with white masking tape. If not please reline. These bags and tape are found in the canteen.
7. Clear and sweep courts of any debris and rubbish.
8. If necessary use court sweepers to remove excess water.

## **HARD COURT DUTIES FOR END OF DAY**

1. Return pads to the equipment room located behind canteen and place in long wooden box.
2. Return all green chairs to clubhouse and stack on trolley.
3. Clear court area of rubbish and bring in the wheelie bins.
4. Empty wheelie bins into industrial waste bin gloves are provided. Note it takes at least two people to empty these bins.
5. Reline the bins and secure bag with masking tape.
6. Bring inside clubhouse any notice boards, tables etc.

## **GRASS COURT NETSETGO DUTY**

### **SET UP**

1. Collect yellow pads and shorter white pads from the equipment room located behind canteen and NetSetGo court balls from inside the clubhouse and ensure they are inflated.
2. Collect spanners (2) from the clubhouse and use to drop the poles.
3. Collect court folders (2 per court) with sign on sheets from clubhouse.
4. Put pads on poles.
5. Place NetSetGo court ball and court folders in centre circle.
6. Ensure there is no rubbish or debris on the court and surrounds.

### **AT COMPLETION OF THE GAMES**

1. Use spanners to lift poles to the 10 foot height and tighten.
2. Return spanners, balls and NetSetGo court folders to the clubhouse area.
3. Take pads to the equipment room.
4. Place pads flat into large wooden box.
5. Collect any rubbish from the NetSetGo court area.

## **TABLE DUTY**

### **1<sup>st</sup> TIME SLOT**

1. Arrive at 12 noon and open roller door.
1. Game Day Checklist to be completed by club executive on duty and umpires coordinator.
2. Have folders (colour coded for each timeslot) with score sheets and any other information for members ready for collection by teams.
3. Have NetSetGo folders with sign on sheets (2 per court) ready to be collected by NetSetGo duty team.
4. Get timers ready – put in batteries.
5. Turn on microphone above table and make a general welcome announcement – test run.
6. 12.20pm teams should have collected the court folder. If not make an announcement.
7. 12.25pm announce a 5 minute warning for all teams to be ready for play and check to see that all courts have two umpires.
8. If there is no umpire then call relevant Umpires Coordinator for help.
9. Commence first timeslot at 12.30pm, after double checking that all courts have umpires, by using the siren.
10. Each Under 12's/NetSetGo games are 12 minute quarters, with quarter time being 3 minutes, half time 5 minutes and 3 quarter time being 3 minutes.
11. At the end of these games call for the score sheets to be returned to clubhouse ASAP.
12. 1<sup>ST</sup> time slot duty will finish at full-time of the game and once the incoming duty club has arrived. The duty table is not to be left unattended during the day.

## **2<sup>ND</sup> TIME SLOT**

1. Arrive at 1:30pm.
2. Place 1:45pm game folders on the counter.
3. Place all completed score sheets from the first time slot in the tray named completed score sheets. Return folders to bottom draw for filing.
4. Give a five minute warning at 1:40pm.
5. Next games commence at 1.45pm.
6. Each Under 17's/Senior games consist of 15 minute quarters, 3 minute break at quarter time, 5 minutes at half time and 3 minutes at 3 quarter time.
7. Check all courts have umpires. If not, call the Umpires Coordinator over the PA.
8. Start next game by ringing siren.
9. At the end of these games call for the score sheets to be returned to clubhouse ASAP.
10. Place 3<sup>rd</sup> time slot game folders on counter.
11. 2nd time slot duty will finish at full-time of the game and once the incoming duty club has arrived. The duty table is not to be left unattended during the day.

## **3<sup>RD</sup> TIME SLOT**

1. Arrive at 3:05pm.
2. Place all completed score sheets from the second time slot in the tray named completed score sheets. Return folders to bottom draw for filing.
3. Give a five minute warning at 3:10pm.
4. Next games commence at 3:15pm.
5. Each Under 17's/Senior games consist of 15 minute quarters, 3 minute break at quarter time, 5 minutes at half time and 3 minutes at 3 quarter time.
6. Check all courts have umpires. If not, call the Umpires Coordinator over the PA.
7. Start next game by ringing siren.
8. At three quarter time notify the tidy up duty team that they are on duty.
9. At the end of these games call for the score sheets to be returned to clubhouse ASAP. Place all completed score sheets from the second time slot in the tray named completed score sheets. Return folders to bottom draw for filing.
10. Remove batteries from the timers and place the draw. Turn off the microphone.
11. Leave the table neat and tidy for the next week.
12. 3<sup>rd</sup> time slot duty will finish at full-time of the game and once all of the above is completed.

## **POLICY FOR GAME DAY CHECKLIST**

1. The Association Executive member of the club on table duty and Umpires Coordinator to complete the game day check list (Appendix 1) prior to the commencement of first timeslot.
2. A copy of this information, procedures and check list will be available at control and in Appendix No 1.
3. Any discrepancy will be brought to the attention of BBNAI Committee for their final deliberation.
4. The completed document will be held on file with score sheets for that day's competition.

### **Game Day Checklist Information and Procedures**

Game Day Checklists play an important role in Association Risk Management.

An important aspect of the Public Liability policy is that clubs & associations support this initiative. Checklists help identify risks for participants, spectators, organisers and the general public.

#### **1. Who should complete the checklist?**

The club on table duty and the umpire's coordinator complete the checklist. Both are to sign the form once they are satisfied with the conditions.

## 2. When should the checklist be completed?

The checklist should be completed prior to the commencement of play of the first game on game day and again if conditions change (as per point 5 below).

## 3. What should we check?

The following examples demonstrate some areas you should consider throughout your pre-game inspection:

- **Weather conditions:** Lightning, Heat, Rain, Visibility (Fog), etc.
- **Playing Area:** Court Surfaces, Holes, Cracks, Uneven Surfaces and Padding.
- **Run-off and Perimeter Areas:** 3.00m (*recommended* distance around court), Obstructions, Bags, Shoes, Rubbish, etc.
- **Facilities:** Emergency Exits, Rubbish, Syringes, Protrusions, Maintenance, etc.
- **First Aid:** Qualified First Aid Personnel, First Aid Kits, Ice, Telephone, etc.

## 4. What do we do if risks or hazards are identified?

By answering YES you are indicating that you have identified a risk or a hazard. The level of risk will vary in different circumstances including the likelihood of the risk occurring and the impact that risk may have on the club, association or individuals.

It is recommended that the identified risks and hazards are treated prior to commencement of play. Examples of how to address or treat risks may include:

**Reduce the risk:** caution signs, witches hats, roping off hazard zones, modify the game, discuss with players, etc.

**Control the risk:** removing the risk/hazard/object from the identified area, delay/postpone the game, etc.

**Transfer the risk:** notify the council/spectators/insurer of identified risks and hazards, etc.

**Accept the risk:** the likelihood of injury/incident is rare AND the impact of injury/incident is minor.

## 5. What do we do if the conditions change during a game or during the day?

If conditions change, common sense should prevail and the checklist process should be revisited. The full checklist process may not be required however; even if the checklist has been signed-off earlier, ongoing assessment should continue to ensure the playing conditions remain safe.

In the event that conditions change significantly, the situation should be treated accordingly and the Executive should meet to decide if the changed conditions are too dangerous to continue with play (e.g. lightning). Ultimately, the responsibility for these decisions will rest with the clubs/associations.

## 6. Will I be held responsible if I sign the form?

Legislation and insurance exists to assist clubs and support volunteers who complete and sign the checklist. By signing the checklist, you are stating that you have inspected the playing courts, the facilities and other designated areas.

The checklist should be used as a tool to facilitate discussion between the competition organisers in regard to the overall state of the venue and playing conditions. By signing the form you are simply confirming that this has occurred.

The National Risk Protection Program provides cover to officials in regard to wrongful acts, errors or omissions. Netball officials still have a duty of care to provide safe conditions.

Cover will not exist for officials who show deliberate negligence or disregard for these responsibilities.

**7. What do we do with completed checklists?**

Once it has been completed, the original checklist should be retained by the competition organising body. Game day check list to be place in the game day folder with the score sheets.

**8. For how long should we keep the completed checklists?**

The completed checklists should be retained on file for a minimum of seven (7) years for future reference.

**9. What if one club declines to sign the form?**

If one supervisor or official declines to sign the form due to dissatisfaction with playing conditions, the risk(s) should be identified and addressed to an agreed standard that provides safe conditions. Once both supervisors/officials are satisfied, the form should be able to be signed and play commenced.

IF CONDITIONS PROVE TOO UNSATISFACTORY AND ARE UNABLE TO BE RECTIFIED, COMMON SENSE SHOULD PREVAIL. PLAY SHOULD NEVER COMMENCE UNTIL SAFE CONDITIONS ARE AVAILABLE TO ALL PARTICIPANTS.

**APPENDIX No 1**

**Game Day Checklist**

**Game Details**

Date \_\_\_\_\_ Location/Venue \_\_\_\_\_

**Nominated Officials**

\_\_\_\_\_  
**Competition Supervisor (Club Executive)**

\_\_\_\_\_  
**Umpire Supervisor**

Yes No answers

**Weather Conditions:**

Are extreme weather conditions evident that may affect player safety?

**Playing Area:**

Following a court inspection, are there any areas of the playing surface, including cracks or holes, which may affect player safety?

Is there any visible debris on the playing surface?

Are the court markings and lines prepared correctly for a Netball game?

Are all goal posts secured and padded?

Are all lights operational and illuminate the playing area (if required)?

**Run-off and Perimeter Areas:**

Does the run-off area surrounding the court meet the recommended distance of 3.00 meters?

Are there any visible obstructions or hazards in the run-off or perimeter areas?

**Facilities:**

Are there any visible hazards in the public areas including seating areas?

Are there any visible hazards in the player's areas including change rooms?

**First Aid:**

Are there first aid facilities on site and accessible?

Is there a telephone on site for emergencies or in the event of a serious injury?

**Other Factors:**

Are there any other factors that require attention to ensure player and/or public safety?

*Please specify:*

What actions will be taken to address the identified risks (YES answers)?

WE THE UNDERSIGNED, AS NOMINATED OFFICIALS OF THE NETBALL COMPETITION, HAVE UNDERTAKEN THE ABOVE INSPECTION PRIOR TO COMMENCEMENT OF PLAY AND DECLARE THE PLAYING ENVIRONMENT FIT FOR PLAY.

Name and Signature

\_\_\_\_\_  
Competition Supervisor

\_\_\_\_\_  
Umpire Supervisor

***A copy of this form must be filed and kept for seven (7) years by the netball competition organising body for each competition conducted.***

***The form must be able to be provided to Netball Australia/Insurer on request if required. Please refer to the Game Day Checklist Procedures for further information, terms and conditions.***

## Appendix No 2

### REPRESENTATIVE OFFICIALS DUTIES AND ROLES

#### MANAGER

- a. Be in charge of all members of the aged Representative team to which they are appointed
- b. Be responsible for the well-being of the team on and off the court.
- c. Be a **Final Court of Appeal** in all matters pertaining to the team for the term of their appointment.
- d. Attend training sessions, carnivals and championships.
- e. Liaise with player's parents.
- f. Collect medical forms and ensure these are correctly completed and available at all competitions and trainings. Make coach aware of any special needs.
- g. Support the team coach and ensure adequate medical attention when necessary. Maintain an injury report on each player.
- h. Attend to scoring at carnivals when necessary.
- i. Be responsible for teams equipment e.g. water bottles, bibs, wet weather gear etc.
- j. Be responsible for distribution, recording and collection of fund-raising requirements and monies from players and parents.
- k. Provide receipts for all monies collected and keep an up to date record of this. Alert the coach if any shortfalls or difficulties.
- l. Be responsible for the collection of monies from team members and the submission of same to Representative Treasurer.
- m. Keep records of each player's expenses and fundraising activities. Keep record of monies paid.
- n. Be responsible for the completion of any arrangements pertaining to the team prior to the Championships.
- o. Whilst at the Championships be responsible for liaising with officials.
- p. Maintain a sense of humour and open communication with coach and players.
- q. Check the allocated in tray each week for team notes etc.
- r. Maintain an updated contact list for all players and parents, notify any changes to Rep and Coach Coordinators
- s. Allocate parents to help with any rostered duties e.g. tent, BBQ, raffles etc.
- t. In the absence of the Primary Carer the Manager is to take on the Primary Carer duties.

### At Carnivals

- make sure all **equipment** is in good condition and bring to the game (balls pumped, first aid refilled, patches clean etc.)
- ensure all **water bottles** are refilled before each game
- ensure coach and the team knows the court and time of **games**.
- record any game details the coach may ask e.g. scores and statistics
- work with the coach on player nutrition during the carnivals to make sure players are hydrating and eating healthy.

### Equipment

- 1 x competition ball
- training ball
- drink bottle holder
- large court bag which includes;
  - first aid kit
  - blanket for substitute players to sit on during games
  - bibs and spare set
  - small tarp

### At State or State Age

- **all duties as above**
- assist in **supervision** of players at all times
- make sure all **contact and medical details** are with you at all times
- **score** and return winning sheets to the recording table.
- **wash** uniforms & underwear each night.

### PRIMARY CARER

- a. Be responsible for first aid kit.
- b. Attend to any injuries or health issues.
- c. Keep records of medical details and contact details.
- d. Record injuries and inform parents if not at the carnivals.
- e. Record medication and inform parents if not at the carnivals.
- f. Bring ice and ice bags for players to ice legs during the day.
- g. Ideally be a holder of a First Aid Certificate and attend strapping courses.



**COACH**

- a. Maintain open communication with team members, manager and BBNAI Officials.
- b. Organise such training periods, as deemed necessary for the condition of the players.
- c. Follow the Coaches Code of Behaviour.
- d. Run regular well planned training sessions always striving for a higher standard of play.
- e. Liaise with the team manager.
- f. Communicate openly with all other Rep Coaches, Managers and the Association Representative.
- g. Attend regional carnivals as appropriate and including State/State Age Championships.
- h. Be willing to update coaching knowledge and skills through courses and workshops.
- i. Work towards obtaining higher level of accreditation.
- j. Be aware of the Associations resources for the betterment of coaching skills.
- k. Be a member of the Selection panel for their team
- l. Report to the Representative Selection Committee any player with unsatisfactory attendance at training or game or with inappropriate conduct. Also report any unavailable players.
- m. Submit a full report to Council at the completion of the Championships
- n. Be aware of the Duty of Care and keep a record of any injuries incurred by players or officials.
- o. Attend representative committee meetings.
- p. Maintain a sense of humour and integrity at all times.
- q. Hold a current section 1 umpires theory pass

**ASSISTANT REPRESENTATIVE COACH**

Prior to working with players

- a. meet with the Coach to discuss what will take place during the season
- b. discuss your role and responsibilities in terms of training and events
- c. be available to attend all designated trainings and events
- d. have open and honest communication with coach and other officials
- e. be mindful that the coach has the final decision
- f. be consistent with this decision

**REPRESENTATIVE TEAM PERSONNEL– (not appointed to all teams)**

- a. Accompany teams to State or State Age Carnivals and rep circuit carnivals.
- b. Assist in supervision of players at all times.
- c. Attend to **duties** at carnivals when necessary.
- d. Attend to official **duties** at State or State Age Championships.
- e. Liaise with team officials on all matters relating to these duties.

**ASSOCIATION REPRESENTATIVE/S**

- a. Accompany teams to State and State Age Carnivals and representative circuit carnivals.
- b. Assist in supervision of players at all times.
- c. Support Primary Carer with -players requiring First-Aid and medical attention.
- d. Assist Coaches and Managers when requested to do so.
- e. During Championships and all representative carnivals be responsible for maintaining player health through diet and adequate fluid intake.
- f. Delegate to parents in attendance when necessary.
- g. Buy, pack and set up food in tent ensuring there is adequate available for State or State Age Championships.
- h. Organise any repairs needed to uniforms and equipment as required.
- i. Maintain open communication with all coaches, managers and players.
- j. Organise for representative circuit carnivals erection and dismantle of tent and tarps with help of other parents.
- k. Be responsible for coordinating Representative Raffles, number board, BBQ's etc. that are held on Saturdays. Liaise with Representative duty team, manager, players and parents. Collect all monies from these activities and pass on to Representative Treasurer for Banking.
- l. Assist with any other fundraising activities as directed by the Representative Coordinator.
- m. Maintain open communication and a sense of humour.

**THE SELECTORS**

- a. Be able to recognize potential, work without prejudice or bias and make definite judgment on skill and ability.
- b. Meet to receive the nominations for candidates for selection on the set form, as soon as practicable after the closing date and prior to the first selection.
- c. Present the full list of nominations to the Executive Committee for ratification prior to selections.
- d. Select Association teams as may be decided by Council from time to time. All selections made by the Selection Sub-Committee shall be final.
- e. Consider the reports of the Managers, Coaches and Captains of the previous year in making selections. These reports are to be treated as confidential and are held by the Coaching Coordinator.
- f. Accept for consideration recommendations from the relevant coach prior to final selection.
- g. Liaise with the relevant coach of the final team selection prior to its announcement.
- h. Select players to fill cover positions should any vacancy arise in any representative teams. These players will not be announced on the day of selection.
- i. Perform such other duties as shall be decided by Council from time to time.
- j. Be available for several viewings of players prior to final selection date.
- k. Work within a group and within the selection criteria of BBNAI;
- l. Be open and honest in communication with other selectors.
- m. Have a good knowledge of the game and rules of netball.

### Appendix No 3

#### Selection Criteria for Players

Players should consistently show the following attributes:-

- Ability to listen and carry out instructions
- Respond accordingly to coach, manager, umpires, other officials, team-mates, opposition and playing conditions
- Positive attitude and enjoyment of netball
- Coordination
- Perform techniques and skill in performance being the following;
  - Footwork – landing, pivot, step, balancing.
  - Ball skills – throwing, handling. Offloading.
  - Awareness – positional, spatial, team and opponents.
  - Attaching play – timing
  - Defending play – intercepting, rebounding, shadow
- Knowledge of role of position
- Fitness
- Speed
- Strength
- Accuracy
- Determination
- Commitment to improve and accept challenges
- Present ability
- Potential ability
- Body Control

**Form 1**

**Application for the position of  
Representative Coach  
Brunswick Byron Netball Association Inc.**

**Year**

The following relevant criteria must be provided in your written application.

You must also provide documentary proof of relevant accreditations, including most recent achievements, courses and updates attended, if not already held on file.

Preference for a particular age group/ team will be considered.

Final placement will be made by the Representative Coaching Appointment Panel.

Name in full and any other names you may have been previously known

Address

Date of birth

Gender

Working with Children Number

Team/ age group applying for

Level of Netball Coaching Accreditation

Relevant Netball coaching experience

Umpiring theory and practical Accreditation

Outline your strengths and the advantages of appointing you to the position

Other relevant details

Address all correspondence to;

Coaching Coordinator

Insert contact details here

**Form 2**

**Application for the position of  
Representative Manager  
Brunswick Byron Netball Association Inc.**

**Year**

The following relevant criteria must be provided in your written application.  
Preference for a particular age group/ team will be considered.  
Final placement will be made by the Representative Committee.

Name in full and any other names you may have been previously known

Address

Date of birth

Gender

Working with Children Number

Team/ age group applying for

Relevant Netball experience that supports your application

Outline your strengths and the advantages of appointing you to the position

Other relevant details

Address all correspondence to;

Coaching Coordinator

Insert contact details here

**Form 3**

**Application for the position of  
Representative Association Representative  
Brunswick Byron Netball Association Inc.**

**Year**

The following relevant criteria must be provided in your written application.  
Final placement will be made by the Representative Committee.

Name in full and any other names you may have been previously known

Address

Date of birth

Gender

Working with Children Number

Relevant experience

Outline your strengths and the advantages of appointing you to the position

Other relevant details

Address all correspondence to;

Coaching Coordinator

Insert contact details here

**Form 4**

**Application for the position of  
Assistant Representative Coach  
Brunswick Byron Netball Association Inc.**

**Year**

The following relevant criteria must be provided in your written application.

You must also provide documentary proof of relevant accreditations, including most recent achievements, courses and updates attended, if not already held on file.

Preference for a particular age group/ team will be considered.

Final placement will be made by the Representative Coaching Appointment Panel.

Name in full and any other names you may have been previously known

Address

Date of birth

Gender

Working with Children Number

Team/ age group applying for

Level of Netball Coaching Accreditation

Relevant Netball coaching experience

Umpiring theory and practical Accreditation

Outline your strengths and the advantages of appointing you to the position

Other relevant details

Address all correspondence to;

Coaching Coordinator

Inset contact details here



**Form 5**

**Application for the position of  
Representative Team Personnel  
Brunswick Byron Netball Association Inc.**

**Year**

The following relevant criteria must be provided in your written application.  
Final placement will be made by the Representative Committee.

Name in full and any other names you may have been previously known

Address

Date of birth

Gender

Working with Children Number

Relevant experience

Outline your strengths and the advantages of appointing you to the position

Other relevant details

Address all correspondence to;  
Coaching Coordinator

Insert contact details here