

FINLEY NETBALL CLUB INC.

BY LAWS EFFECTIVE 8th November 2006

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"Constitution" means the constitution of an Association or Club. It may otherwise be referred to as the Rules of Incorporation. If an incorporated association does not have its own Constitution, the model rules will apply.

"Bylaws" are additional rules which apply to members which generally deal with internal and administrative matters. The Bylaws are made under the Constitution. Accordingly, the Bylaws are subordinate to the Constitution and must not be inconsistent with the Constitution. An Association or Club should have a clause in the Constitution that provides the power to the Board or Committee to make Bylaws.

1. CORRESPONDENCE

- (a) All correspondence must be in writing from the Club Secretary or authorised person to the Association Secretary.

2. INFORMATION TO MEMBERS

- (a) The Club shall provide the following information in writing to all members prior to the start of the season:
 - (i) Association Rules of Competition
 - (ii) Club By-Laws
 - (iii) Fixtures
 - (iv) Team training details – date/time/venue
 - (v) Contact details for Team Officials
 - (vi) Contact details for Club Official/s
- (b) The Club shall produce and distribute a Club Newsletter every home game from February to September and other times as required together with the Football Club.

3. FINANCE

3.1 Fees

- (a) The Committee of Management shall set fees annually.
- (b) The fees shall be calculated to cover the costs of:
 - (i) Netball Victoria membership fee
 - (ii) Equipment
 - (iii) Umpiring costs
 - (iv) Trophies & Awards
 - (v) Administration costs
- (c) Fees must be paid no later than the third match of the season.
- (d) Players will not be permitted to take the court until fees are paid.

3.2 Reimbursement/Payments

- (a) Club committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- (b) Umpires will be paid \$15 for Senior matches for non badged umpires and \$20 for Badged umpires per match and will be paid at the conclusion of the season.

4. PLAYER REGISTRATION DAY

- (a) The Committee of Management shall nominate a Player Registration Day each season.
- (b) Players wishing to be considered for selection into a team must complete the official Registration Form
- (c) All players who submit a Registration Form shall receive information on fees, uniform details, fixture, medical indemnity form and players code of behaviour

5. NETBALL VICTORIA MEMBERSHIP

- (a) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc.
- (b) All players, coaches and umpires as members of the Finley Netball Club must be current Netball Victoria members.

6. AGE REQUIREMENTS

- (a) Participant age is determined as at 31 December of that year.
- (b) Minimum age requirements are:
 - (i) Open Sections - 15 years
 - (ii) 17 & Under – 14 years
 - (iii) 15 & Under – 12 years
 - (iv) 13 & Under – 11 years
 - (v) 11 & Under – 9 years
- (c) Players aged 5-7 years will participate in FunNet in the Friday night competition.
- (d) Players aged 8-10 years will participate in Netta on a Friday night.
- (e) Players aged 11 will play in a separate competition with modified rules (where numbers allow)

7. UNIFORM

- (a) The club uniform is navy dress and white socks.
- (b) The dress must be purchased through the club to maintain consistency of colour.
- (c) Players will not be permitted to take to the court unless they are in full uniform.
- (d) The Club may purchase used dresses from members at a mutually agreed cost.

8. SELECTION OF TEAMS

- (a) A Team Selection sub committee will be formed whose duties will be to review all player registrations and form teams based on age group, ability and any other criteria which the Team Selection Committee deems appropriate.

- (b) The Team Selection Sub-Committee shall consist of:
 - (i) No less than three (3) and no more than (5) members.
 - (ii) At least one member of the Executive Committee and at least one representative of the Coaching Panel and preferably someone who knows the players being selected.
- (c) Selection of Junior Teams
 - (i) Where numbers are in excess (ie over 12 players) the Club will consult with the players and their parents to discuss the options available to them. If it is decided to go ahead with Trials (this will be voted on and majority rules) then Selection Trials will be conducted.
 - (ii) Where numbers are sufficient then all players registered will be given the opportunity to play.
- (d) Selection of Senior Teams
 - (i) Selection of Senior Teams (that is A, B & C Grade) shall be a paper selection unless the Executive and Coaches deem it necessary to conduct Team Selection Trials.
 - (ii) Teams will be selected using the criteria that the strongest players will be in A Grade, the next strongest in B Grade and the next in C Grade.
- (e) Selection Trials will be conducted for all players who have submitted a Player Registration Form shall be informed of the date, time and place where Selection Trials are to be held
- (f) Team Selection Panel
 - (a) A minimum of three Selectors must be appointed for each team and shall be made up of the Team Coach and two other selectors.
 - (b) Selectors may be appointed to more than one panel.
- (g) The selection committee's decision is final.

9. TEAM OFFICIALS

- (a) The Team Officials are Coach, Captain & Vice-Captain.
- (b) Coaches
 - (i) A coach shall be appointed for each selected team.
 - (ii) A call for applications to Coach shall be made no later than one month prior to the season.
 - (iii) Applications must be in writing stating the applicants qualifications and experience.
 - (iv) All coaches are encouraged to have a minimum Level 1 Coaching Accreditation.
 - (v) It will be the responsibility of each coach to organise their own teams Scorer/Timekeeper each week
- (c) Umpires

All Umpires are encouraged to have a minimum Accreditation of current Section 1 Theory mark and attend or have attended an accredited Umpires

Course.

- (d) Captain & Vice-Captain
 - (i) A Captain and Vice-Captain shall be named for each team
 - (ii) These positions will be selected by the teams and their coaches.

10. AWARDS

- (a) The following awards will be presented for each season:
 - (i) Best & Fairest for each team
 - (ii) Best Club person for the Club
- (b) Voting for Best & Fairest shall be as follows:
 - (i) The umpire shall award votes for the best three players in each game. Voting shall be 3 votes for the best player, 2 votes for the second best player and 1 vote for the third best player.
 - (ii) Votes shall be placed in the envelope provided and delivered to the Match Day Secretary on match day.
- (c) Voting for the Best Club Person shall be as follows:
 - (i) Club members shall nominate a best Club Person for the season
 - (ii) The nomination shall include a written summary of the qualities displayed by the nominee and all reasons for the nomination.
 - (iii) A sub committee of no less than three (3) and no more than five (5) shall be appointed to determine the winner of the overall Best Club Person. The sub-committee shall include at least one member of the Executive Committee.
- (d) The following qualities should be considered when selecting the Best Club Person:
 - Regular attendance at training and other club functions
 - Demeanour
 - Willingness to provide assistance at training and other functions.
 - Volunteer work
 - Assistance with younger players
 - Availability for other duties eg. umpiring, coaching
 - Attendance at Courses, Meetings etc
- (e) Life memberships and other forms of recognition will be awarded by the Executive as deemed appropriate.

11. PRESENTATION NIGHT

- (a) At the conclusion of the Winter Season, a Presentation Night shall be held.
- (b) The date and format shall be determined annually by the Committee in consultation with the Football Club.
- (c) The date, time, venue and format shall be provided to all members as soon as the information has been confirmed.

- (d) Presentation of all awards shall be made on the Presentation Night.
- (e) Recognition of achievements shall be made on Presentation Night.

12. FUNDRAISING

- (a) The Club shall conduct a number of fundraising activities during each year.
- (b) The Committee shall determine the fundraising activities.
- (c) All members are required to support the fundraising activities.

13. COURSES, SEMINARS & OTHER OPPORTUNITIES

- (a) The Club shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.
- (b) The Club shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.

14. ACCREDITATION

- (a) The Club shall ensure that all officials have current appropriate minimum qualifications or are working towards them.
- (b) Where minimum qualifications/accreditation standards are not met, the Club shall encourage and support the member/s to achieve the minimum standards.

15. RISK MANAGEMENT

15.1 Injury Reporting

- (b) All players in the Finley Netball Club teams are responsible for recording all injuries at the discretion of the injury player or players' guardian (player under 18) on the Injury Reporting Sheets provided.

15.2 Pre Match Checklist

- (a) A pre-match checklist will be completed by any member of the Committee prior to commencement of all home games of the Finley Netball Club on game day.
- (b) Any hazards identified will be:
 - (i) Documented
 - (ii) Rectified if possible.
 - (iii) Reported to the appropriate agency (local council, reserve committee) if major repair is required.

15.3 Pregnancy

As per Netball Victoria Infonet RM1 – Pregnancy & Netball

15.4 First Aid

- (a) The Finley Netball Club will provide a First Aid Kit complying with Netball Victoria Infonet RM2 – First Aid for Netball.
- (b) The First Aid Kit will be stored in the shed and all appropriate personnel (court supervisors, umpires and coaches) will have access to it.
- (c) The Finley Netball Club will ensure that a qualified first aider is present

at all competitions/training.

15.5 Emergency procedures

Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police and an Emergency Procedure Plan is to be displayed by the phone and in the First Aid Kit.

15.6 Weather

In the case of extreme weather conditions the Finley Netball Club will follow Netball Victoria Infonets RM3 and RM5.

15.7 Blood Policy and Infectious Diseases

The Finley Netball Club will adopt Netball Victoria Infonet U4 and RM6 relating to blood policy and infectious diseases.

15.8 Pre-participation Screening/ Medical Indemnity

- (a) All personnel involved with the Finley Netball Club will be required to complete a medical indemnity form (Netball Victoria Infonet RM7)
- (b) A designated official will store all forms and bring them to all events.
- (c) All forms will be destroyed at the conclusion of the season.

15.9 SmokeFree

The Finley Netball Club will adopt a SmokeFree policy as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

15.10 Responsible Serving of Alcohol in Sporting Clubs

The Finley Netball Club will adopt a Responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program.

15.11 Sun Protection

The Finley Netball Club will adopt a SunSmart policy as prescribed by the Cancer Council Victoria.

15.12 Codes of Behaviour

The Finley Netball Club will adopt Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation.

15.13 Drug Policy

The Finley Netball Club does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, is implemented and will apply for all Finley Netball Club competitions.

16. DISPUTE RESOLUTION

- (a) The Committee will impose the prescribed penalty or any other penalty to any member that fails to adhere to this By-law.
- (b) Any member of a team which does not agree with a penalty or action of the

Committee made under this By-law, may advise the Committee within 48 hours of the penalty or decision being made.

- (c) The Committee may then:
 - (i) discuss the issue with the relevant team and make a decision regarding the matter. The Committee shall inform the party/ies involved of their decision either verbally or in writing; or
 - (ii) have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.
- (d) The Committee's decision is final.

17. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

Where this By-law is silent, a decision can be made that ensures the integrity of the Finley Netball Club is maintained at all times.

The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in this By-Law relating to the Finley Netball Club.

18. INDEMNITY

Except where provided or required by law and such cannot be excluded, the Finley Netball Club and its respective directors, officers, members, servants or agents are absolved from all liability however arising from injury or damage, however caused, arising whilst participating as a member.