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Finley Football Netball Club

By-Laws

February 2026

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1. TERMS OF REFERENCE

a) "Constitution" means the constitution of the Finley Football Netball Club. It may otherwise be referred to as the Rules of Incorporation.

b) "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.

c) "The Club" refers to the Finley Football Netball Club Incorporated.

d) "The Committee" refers to the elected Individuals who are responsible for making operational decisions on behalf of the Club.

e) "Individual" or "Member" is a financial member of the Club.

f) All rules shall apply to both Football and Netball unless otherwise stated.

2. LEAGUE AFFILIATION

a) The Club shall acknowledge and remain bound by the Player Codes of Conduct and the rules of the Murray Football Netball League, including any amendments made by that body.

b) The decision to unaffiliate from the Murray Football Netball League may only be made at an Annual General Meeting or Special General Meeting and must be approved by a majority of attendees voting in favour of the motion.

3. ANNUAL GENERAL MEETING

a) The Club's Annual General Meeting shall be no later than 30 October each year.

b) Notice of the Annual General Meeting must be publicly advertised, providing a minimum of twenty-eight (28) days' notice.

c) After the outgoing Committee has presented its season reports, all positions shall be declared vacant. A Life Member of the Club, or other suitable individual, will oversee the election of the incoming Committee.

d) Nominations, elections and terms of appointment shall be in accordance with the Finley Football Netball Club Inc Constitution.

4. COMMITTEE STRUCTURE

a) The Executive Committee will consist of four (4) individuals.

   i. President

   ii. Vice President

   iii. Secretary

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iv. Treasurer

b) The General Committee, inclusive of the Executive Committee, will consist of a maximum of fifteen (15) members. The following positions will be members of the Committee:

i. Manager Football Department

ii. Manager Netball Department

iii. Murray Football Netball Leage Delegates (2)

iv. Membership Coordinator

v. Complaints Officer

vi. Social Events Coordinator

vii. Recreation Reserve Delegate (minimum 1)

viii. General Committee Members (multiple)

c) Other roles may be determined from time to time at the discretion of the Committee.

d) Committee positions are filled for a 12-month term until the next Annual General Meeting, where the individual may choose to re-nominate or step down.

e) An Individual may hold multiple roles on the Committee, provided they are equally committed to each. However, they cannot hold two Executive Committee positions.

f) An Individual may resign or be removed from their position in accordance with the Finley Football Netball Club Inc Constitution.

g) Committee Members must sign the Code of Conduct Form (Appendix 1) at the first meeting held following the AGM of each year. In accordance with the Constitution, any member found in breach of the Code of Conduct may be terminated.

h) All Committee Members must hold a current Working with Children Check (See Clause 22).

5. COMMITTEE MEETINGS

a) The Committee shall convene at least once a month for a 12-month period, at a day, and time determined by the Committee. Additional meeting/s may be scheduled to address urgent matters.

b) Discussions at Committee Meetings are confidential and must not be shared with individuals outside the Committee. Each Committee Member will sign a Confidentiality Form (Appendix 2) at the first meeting held following the AGM of the year.

c) In accordance with the Constitution, each Committee Member must receive at least fourteen (14) days' notice prior to a Committee Meeting.

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d) Discussion items must be submitted to the Club Secretary for inclusion in the meeting Agenda at least five (5) days before the meeting begins. Items not listed on the agenda may not be addressed.

e) The Meeting Agenda shall be distributed four (4) days prior to the meeting, allowing Committee Members sufficient time to prepare.

f) Committee Meetings shall be limited to a maximum of 2 hours. The Chair will ensure discussions remain focused and respectfully guide the meeting forward if conversations begin to digress.

g) Each Committee decision requires a motion to be moved and seconded before approval.

h) The minutes of the Committee meeting must be circulated to all Committee Members within one (1) week of the meeting.

i) Two Committee Member delegates shall represent the Club at the Delegates meetings of the Murray Football Netball League. They will report back to the Committee on discussions, with urgent items to be communicated within 12 hours to the appropriate personnel.

6. CORRESPONDENCE

a) All outward correspondence must be in writing by the Club Secretary or an authorised person to the Club Secretary.

b) All inward correspondence should be addressed to the Club Secretary or an authorised person to the Club Secretary.

c) All official outgoing correspondence must be proofread by another Executive Committee member before being sent.

d) All outgoing attachments must be sent in PDF format to prevent unauthorised edits.

e) All incoming correspondence must be promptly forwarded to the appropriate individuals.

7. INFORMATION TO MEMBERS

a) The Club will provide the following information to all Members prior to the start of the Season.

   i. Club Contact Details

   ii. Contact details for Club Officials

   iii. Contact details for Team Officials

   iv. Club Rules of Incorporation (Constitution) and Club by Laws

   v. Fixtures & Social Calendar

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vi. Training Details

vii. Membership Costs

viii. Merchandise options and costs

b) The Club will provide the following information to all Players prior to the start of the Season:

i. All items outlined in 7a.

ii. The due date and amount for all seasonal fees, inclusive of Player Insurance.

iii. Specific uniform requirements and associated costs.

iv. Medical Indemnity Forms

v. Code of Conduct/Behaviour Forms

vi. Paid Senior Player Contract Forms

8. FINANCIAL MATTERS

Membership Fees

a) A sub-committee shall be formed to review annual Club Membership Fees with recommendations to be brought to the Committee no later than the December Meeting each year.

b) Club Membership Fees must be paid in full no later than a player's fifth match.

c) After the fifth match, players will not be permitted to take the court or field until their Membership fees have been paid in full. Players with outstanding payments will be deemed ineligible to participate in finals matches.

d) Netball only – Netball Victoria (NV) Membership must be paid prior to a player taking the court for their first game (including pre-season practice matches).

Club Accounts, Payments and Income

e) The Club will maintain an account with a financial institution. This account must have three designated signatories from the Committee, including the Treasurer.

f) No additional bank accounts may be opened in the Club's name without approval from the Executive Committee.

g) All outgoing payments made via EFT, cheque or cash must be authorized by two designated signatories, including the Treasurer.

h) The Treasurer shall maintain a receipt register for all incoming payments, which must be made available upon request by the Committee.

i) All cash income from Bar, Canteen, Gate and Functions must be counted simultaneously by the Treasurer and one other Committee Member at the conclusion of each day or event.

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Reimbursements

j) Committee Members may claim expenses incurred while acting in an official capacity provided that receipts are supplied before reimbursement.

k) Any expenses exceeding $200 must be approved by the President or Treasurer before purchase.

Umpire Payments:

l) Club Umpires may receive a per match fee determined by the Committee at the start of the Season. Payments will be made at the conclusion of the match, with fees subject to adjustment at the Committee's discretion.

m) League Umpires will be paid as per the guidelines set by the Murray Football Netball League.

Player Payments

n) The Executive Committee shall establish a Football Budget prior to the commencement of the season covering player payments, incentive payments and coaching payments.

o) The President, Vice President, Manager Football Department, Senior Coach and Treasurer may have knowledge of each paid Senior Football Players contact.

p) The Executive Committee shall establish a Netball Budget prior to the commencement of the season covering player payments, umpire payments and coaching payments.

q) The President, Vice President, Manager Netball Department, A Grade Coach and Treasurer may have knowledge of each paid Senior Netball Players contract.

r) All player payments shall be paid in accordance with the Paid Senior Players' Contract. Payments will be distributed by the Treasurer following the completion of each game.

Club Financial Budget

s) The Club shall establish an annual budget for the upcoming season each year.

t) In accordance with the constitution, the Treasurer shall provide monthly Financial Reports to the Committee at each Committee Meeting.

9. AGE REQUIREMENTS

Football

a) Participant age is determined as of 31 December of the playing year.

b) The age limit of Under-17 players and Under-14 player is by midnight on December 31 of the preceding season in accordance with the Murray Football Netball League Operating Rules.

c) Overage and underage players may apply to the league in writing for special consideration to participate in the Junior Competition. This application letter shall be

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submitted by the Club Secretary in collaboration with the Manger Football Department.

d) Junior players Under-12 and Under-10 participate in the Goulburn Murray Junior League - Cobram and District competition.

e) Participation in Auskick is open to junior players aged 5 years to 12 years based on the age they turn within the calendar year.

Netball

f) Participant age is determined as of 31 December of the playing year.

g) The minimum age limit for Senior and 17 & Under grades is 14 years of age, for 15 & Under the minimum is 12 years of age, for 13 & Under the minimum is 11 years of age, for 11 & Under the minimum is 9 years of age in accordance with the Murray Football Netball League By laws.

h) Overage and underage players may apply to the league in writing for special circumstances to play in the Junior or Senior Competition. This application letter shall be submitted by the Club Secretary in collaboration with the Manager Netball Department.

i) Players aged 5-8 years will participate in NetSetGo competition.

10. UNIFORMS

Football

a) The Club uniform is a Navy and White Jersey (short or long sleeve), custom made Navy Shorts with Club logo, and Navy and White Socks.

b) The jersey will remain the property of the club, unless purchased by the player.

c) Players will not be permitted to take the field unless they are in the correct uniform.

d) Any fines incurred by the club due to incorrect uniforms shall be the responsibility of the player in question.

e) Players shall be responsible for replacing uniforms that are willfully damaged.

Netball

f) The Club uniform is Navy and White as registered with Murray Football Netball League:

   i. Navy and white netball dress

   ii. Navy shorts and FFNC singlet (gender neutral)

g) Navy or black nicks must be worn and can be purchased through the Club.

h) White Socks must be worn and can be purchased through the Club.

i) The uniform must be purchased or hired through the Club to ensure consistency.

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j) Purchase costs, hire costs and/or deposit fees are set by a Netball sub-committee annually.

k) Players will not be permitted to take the court unless they are in the correct uniform.

l) The Club may purchase pre-owned uniforms from members at a mutually agreed cost.

m) Hired uniforms must be changed out of after each match and returned clean and in good condition at the end of the playing season.

n) Players shall be responsible for replacing uniforms that are willfully damaged.

11. Appointment of Coaches

a) A Coaching Appointment sub-committee will be formed prior to the end of each season. The sub-committee will consist of at least three (3) and no more than five (5) members inclusive of Manager Football Department or Manager Netball Department as applicable and must include at least one (1) other Committee member.

b) The sub-committee will:

   i. meet with current Club Coaches to evaluate the season and discuss their future endeavours with the club.

   ii. advertise Expressions of Interest for all vacant Coaching positions.

c) Expressions of Interest must be addressed to the Manager Football Department or Manager Netball Department for each respective sport, detailing the individual's previous coaching experience and their rationale for applying for the position.

d) The sub-committee will meet with the candidates for each respective sport and determine the successful candidate/s for each team. They will then notify the Committee of each appointment.

e) The sub-committee has the power to appoint a Coach for the remainder of a season in the event a vacancy occurs during the season.

f) If no expressions of interest are received for a team, the sub-committee may approach suitable persons to fill the role.

g) All Coaches must hold a current Working with Children Check (See Clause 22).

12. Team Officials

<u>Football</u>

a) The Team Officials are the Coach, Assistant Coach (if applicable), the Team Manager, and the Captain.

b) A Team Manager shall be appointed for each team at the discretion of the Coach.

c) A Captain will be named for each team unless in the case of Junior teams where a rotating Captain can be used.

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d) The Captain will be appointed by the Coach or Playing Group of each team as deemed appropriate.

Netball

e) The Team Officials are the Coach, Team Manager, Primary Carer, and the Captain.

f) A Team Manager shall be appointed for each team at the discretion of the Coach.

g) A Primary Carer shall be appointed for each team and may be at the discretion of the Coach whether appointed for the season or on a roster basis.

h) A Captain will be named for each team unless in the case of Junior teams where a rotating Captain can be used.

i) The Captain will be appointed by the Coach or Playing Group of each team as deemed appropriate.

Team Officials must hold a current Working with Children Check (See Clause 22).

13. UMPIRES

Netball

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

The Club will support and seek opportunities to develop club members as umpires.

All Umpires must hold a current Working with Children Check (See Clause 22).

14. PLAYER REGISTRATION

The FFNC Committee shall nominate a Player Registration Day each season when Club Membership Fees can be paid.

All registered players will receive information as set out in Section 7 Information to Members.

Netball Registration requirements:

In addition, Netball Victoria registration is to be completed via Netball Connect -

a) Netball Victoria (NV) Membership registration and fees paid

b) Complete the Medical Indemnity Form

c) Agree to the NV and FFNC Code of Conduct

d) Respond to Authority to Publish

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15. SELECTION OF TEAMS

Football

a) A Selection Panel consisting of at least three members will be responsible for selecting the Senior & Reserve teams for all club matches. This panel will include the Senior Football Coach, Football Department Manager and Reserves Football Coach. Additionally, they may seek input from other members of the Football Department as needed.

b) If any Junior Football team exceeds the maximum player limit, a selection process will be conducted each week. The process will include the respective Coaches to ensure balanced and fair team arrangements. Refer to FFNC Guideline - Junior Football Team Selection.

Netball

The Netball Department sub-committee will review player registrations and determine player interest (where appropriate based on age group).

Selection Panels will be formed where required for Senior and Junior team selections. Refer to the FFNC Guideline – Netball Team Selections and Trials.

Senior Teams

a) Selection panel will be formed.

b) Selection of Senior Teams (that is A, B, C and C Reserve Grades) shall be via Team Selection Trials.

c) Senior Teams will be selected using the criteria that the strongest players will be in A Grade, the next strongest in B Grade, the next in C Grade and then C Reserve.

d) Players shall be informed of the selection process and timelines.

Junior Teams

e) Where 10 or less player registrations are received for any one age group (that is 17/Under, 15/Under, 13/Under, 11 Under), all players registered will be given the opportunity to play in that age group.

f) Where more than 10 player registrations are received for any one age group, a selection panel will be formed.

g) Players and parents/guardians shall be informed of the selection process and timelines.

Registered Senior Netball Teams:

Where senior player numbers are less than required for four (4) senior grades, the Committee may apply to Murray Football Netball League to remove one grade in a season. The Committee will undertake a review of player numbers, previous grades played and player capability in a fair and equitable manner to determine appropriate application.

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Where FFNC are unable to field a junior age group, the Committee shall advise the Murray Football Netball League.

Football and Netball MFNL Representative Teams:

a) In consultation with current club coaches, the Committee will put forward player nominations for MFNL Representative teams.

b) Nomination decisions are final.

16. VOTE COUNT/PRESENTATION NIGHT

a) At the conclusion of the Season, a Vote Count/Presentation Night will be held.

b) The date and format of the event will be determined annually by the Committee.

c) The date, time, venue and format shall be provided to all members as soon as the information has been confirmed.

d) Achievements throughout the year will be formally recognised at Presentation Night.

17. CLUB AWARDS

Player Awards:

The following awards will be presented in each grade of Football and Netball with the exception of Football Under 12, Football Under 10 and Netball 11/Under.

i. Best & Fairest

ii. Runner Up Best & Fairest

Additional Awards may be presented at the discretion of the Team Coach and the Football/Netball Department Managers respectively.

Football:

a) Voting for the Best & Fairest award will take place throughout the Home & Away Season.

b) Prior to each match, the Team Manager will distribute three vote cards.

c) The allocation of vote cards will be at the discretion of the Coaches and the Football Manager. Voting will follow a 5-4-3-2-1 system, with five votes awarded to the best player, four votes to the second-best, three votes to the third-best player, two votes to the fourth-best and one vote to the fifth-best player. Refer to the FFNC Guideline – Football Best and Fairest Voting.

d) Votes will be placed in the envelope provided and submitted to the Football Department Manager at the conclusion of each match.

e) All votes will be tallied and announced at the Clubs Vote Count/Presentation Night.

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f) Voting for the Best in Finals award will only take place during the Finals Series (if applicable) and follow the Home and Away voting structure.

Netball

a) Best & Fairest award voting will take place during the Home & Away Season.

b) The Umpire shall award votes for the best three players in each game.

c) Voting shall be 3 votes for the best player, 2 votes for the second-best player, and 1 vote for the third-best player.

d) Votes shall be placed in the envelope provided and delivered to the Netball Department Manager or delegated sub-committee member at the conclusion of each match.

e) All votes will be tallied and announced at the Clubs Vote Count/Presentation Night.

f) Voting for the Best in Finals award will only take place during the Finals Series (if applicable) and follow the Home and Away voting structure.

g) All votes will be tallied and announced at the Club's Vote Count/Presentation Night.

Club Awards:

a) The following Club Awards are presented annually at the Club's Junior or Senior Vote Count/Presentation:

   i. Best Club Person (Jim Brookman Award)

   ii. Football Fourths Grade (Lucas McCaw Most Courageous Award)

   iii. Netball Junior Club Person (Sexton Family Award)

b) Towards the conclusion of the season, the Committee will conduct voting for the above Awards.

   i. Jim Brookman Award – In consultation with Committee members, the Club President will select a Finley Football Netball Club member in recognition of an individual's exceptional voluntary service throughout the Season.

   ii. Lucas McCaw Most Courageous Award – In consultation with the Club President, the Fourths Coach will select a player who has demonstrated unwavering determination, resilience and a strong will to succeed throughout the season.

   iii. Sexton Family Award – In consultation with members of the netball sub-committee, the Netball Department Manager will select a Junior Netball person who has demonstrated leadership qualities, positive attitude and contributions beyond regular club duties throughout the season.

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c) At the start of each year, the Committee will nominate one individual to be the Steve Loughman Number 1 Ticket Holder, recognizing their exceptional volunteer contributions from previous seasons. This award will be presented prior to Round 1.

d) The Committee may grant additional forms of recognition as deemed appropriate.

18. LIFE MEMBERSHIP

a) Life Membership is the highest recognised honour bestowed upon members in recognition of their exceptional contributions to the Club. It is reserved for truly outstanding service and is awarded only in exceptional circumstances.

b) When considering a Life Membership nomination, the individual must have demonstrated significant, sustained and high-quality service which has positively influenced the Club's reputation, future and progress of the goals and objectives of the Finley Football Netball Club and reflect a strong dedication to the Club's values.

c) The eligibility criteria is guided by a point-based system process for life membership nomination where the following points system is used across at least three categories. A nomination should accrue at least 300 points over at least ten years of service to the club with points allocated on an annual basis.

President	25 points
Secretary or Treasurer	20 points
Committee or sub-committee member	15 points
Volunteer coach of any football or netball team	15 points
Volunteer *	15 points
Club member	10 points
Best and Fairest winner – Club or league	10 points
Senior football or netball player	1 point per game played

*Volunteer * - must be someone who has contributed significantly beyond normal football/netball duties ie major contribution*

d) Any financial Member may nominate another financial Member for Life Membership consideration. Nominations must be submitted confidentially in writing to the Club President by August 31 each year.

e) The nomination should detail the nominees' achievements, contributions, and activities, outlining how they meet the award criteria.

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f) An annual sub-committee is formed comprising of two (2) Committee members, of which one must be the President, and two (2) Life members who will review the nomination.

g) The sub-committee will make life membership recommendations to the Committee which requires a 75% majority vote. Recommendations must be clearly recognized, respected, acknowledged and endorsed by Club members.

h) The sub-committee has the right to withhold a nomination where they consider that nomination should not be progressed due to the nominee having brought the club into disrepute or acted inappropriately.

i) A maximum of two Members may be inducted as Life Members per season. In extenuating circumstances, additional inductions may be considered at the discretion of the Committee.

j) The award will be formally presented at Presentation Night including an item to commemorate the honour.

k) Recipients will be listed on the Honour Board in the Clubrooms and acknowledged on the Club's website. Life Members will receive an open invitation to attend all official Club events. Life Members will be exempt from Club membership fees.

l) In exceptional circumstances, a Life Membership Award may be revoked if the recipient has conducted themselves in a manner that negatively impacts the Club's image or activities. Retraction of Life Membership requires unanimous agreement from the Executive Committee to proceed. As outlined in the Dispute Resolution Clause (Bylaw 23), the affected Life Member must be given an opportunity to present their case in defense of retaining their Life Membership.

19. FUNDRAISING

a) Individuals wishing to conduct fundraising activities under the Club's name must obtain prior approval from the Committee. A detailed rationale outlining the purpose and objectives of the fundraising activity must be provided.

b) All Members are strongly encouraged to support fundraising initiatives organised by the Committee to contribute to the Club's ongoing success.

20. COURSES, SEMINARS & OTHER OPPORTUNITIES

The Club values the growth and development of its Members and Club Officials and is committed to providing opportunities for skill enhancement through courses, seminars, and personal development activities. These may include Coaching courses, Umpiring courses, RSA courses, First Aid courses, and other relevant training. To support this commitment:

a) The Club will notify Members of upcoming opportunities in a timely manner to facilitate participation.

b) Members are encouraged to engage in these activities to strengthen their skills and contribute to the Club's success.

c) The Club may offer financial reimbursement for costs associated with attending activities, subject to Committee approval on a case-by-case basis. By actively fostering member engagement in these development programs, the Club aims to support individual growth while ensuring the continued advancement of the Finley Football Netball Club.

21. ACCREDITATION

a) The Club will ensure that all officials, including Coaches. First Aid Trainers and Bar Staff hold the appropriate minimum qualifications required for their role.

b) If an individual has not yet met the minimum qualifications or accreditations standards, the Club will actively support and encourage them to achieve the required certification.

c) No person will be appointed to an official position unless they have either obtained the necessary qualification/accreditation or in the process of completing it.

22. RISK MANAGEMENT

Pre Match Checklist

A Pre-Match checklist will be completed by a member of the Committee or delegate prior to the start of all home games held at the Finley Recreation Reserve for both Football and Netball as required by the relevant guiding organisation.

Any hazards identified should be documented, rectified where possible and reported via the Recreation Reserve Committee delegate if major repair is required.

Injury Management and First Aid

Football

Trainers, players, or a player's guardian (for those under 18) are responsible for all injuries sustained during games or training are recorded on an Injury Reporting Sheet. Trainers will document the injury and follow up with injured player. An Injury Reporting Sheet must be completed for each training session and match round, then signed, scanned and uploaded to the club's online records.

Netball

The team Primary Carer is responsible for attending to all injuries during a game. The scorer will record any injuries sustained during the game on the record sheet provided. The record sheet must be signed, scanned and uploaded to the club's online records.

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Club

The Club will provide fully stocked First Aid Kits, accessible on game days and during training sessions. Trainers will be responsible for its upkeep and maintenance.

A designated treatment area or room will be available for injury management. This space must be kept clean, organized, and readily accessible at all times.

Emergency Procedures

Emergency phone numbers are to be displayed by the phone and in the First Aid Kit.

Evacuation plans are to be displayed in prominent positions.

Weather

In the event of extreme weather conditions, the Club will adhere to the guidelines outlined in Section 17 of the AFL National Community Football Policy Handbook and Weather Guidelines set by Netball Victoria. This includes implementing heat policies during the summer months and following protocols for severe weather for the winter months to ensure player safety.

Smoke Free

The Finley Recreation Reserve is a designated Smoke-Free venue. Individuals wishing to smoke must adhere to the safe distance regulations. Smoking is strictly prohibited inside the Clubrooms, Changerooms and within 15 metres of the Netball Courts or Football Oval.

Responsible Serving of Alcohol in Sporting Clubs

The Club will adopt a Responsible Service of Alcohol Policy and Drug Policy in accordance with the Australian Drug Foundation's Good Sports Accreditation Program.

Drug Policy

The Club does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of football and netball and the spirit of the game. The FFNC Illicit Drugs Policy, Anti-Doping Policy of the Australian Football League as detailed in Section 14 of the AFL National Community Football Policy Handbook and the Netball Victoria Australian National Anti-Doping Policy shall apply.

Blood Policy and Infectious Diseases

Refer to Section 21 of the AFL National Community Football Policy Handbook and Netball Victoria Fact Sheets relating to Blood Policy and Infectious Diseases and Hygiene.

Pre-participation Screening/Medical Indemnity

All netball players are requested to disclose medical conditions via the Netball Victoria registration process on Netball Connect. This is to ensure awareness and support to the player where required.

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Pregnancy

The club supports those who seek to continue participation in sport throughout pregnancy and we aim to provide a safe environment to do so. As individual responses to exercise can vary, we encourage women to seek individual medical advice pre and during participation. Refer to Netball Victoria – Netball Australia = Pregnancy in Netball Policy and Section 20 of the AFL National Community Football Policy Handbook

Inclusion and Diversity

The Club is committed to fostering a welcoming and inclusive environment that embraces diversity in all forms, including language, religion, ethnicity, gender, culture, abilities, sexual orientation, personal characteristics, and backgrounds. Discrimination against any Member based on these attributes will not be tolerated. Refer to AFL Gender Diversity Policy and Netball Victoria Gender Diversity Policy and Gender Regulation.

Code of Conduct

All Netball and Football players and officials are required to adhere to the Codes of Conduct set forth by Finley Football Netball Club, Netball Victoria and Section 9 of the AFL National Community Football Policy Handbook. Compliance with these standards ensures a respectful, fair, and sportsmanlike environment for all participants.

Child Safety

Finley Football Netball Club is committed to promoting and protecting the safety and wellbeing of all children and young people who participate in football and netball activities by fostering a culture where they feel safe and welcome. This includes complying with legislated Standards for Safeguarding Children and Young People. Refer to FFNC Child Safety Policy, Section 25 of the AFL National Community Football Policy Handbook and Netball Victoria Child Safeguarding Policy.

Working with Children Check

Club officials over the age of 18, including Committee Members, Coaches, Team Managers, Club Umpires and Netball Primary Carers must hold a current Working with Children Check. Working with Children Check number and expiry date must be provided to the Club Secretary for inclusion on the WWCC Register prior to season commencement including pre-season activities where applicable.

Cybersecurity

Finley Football Netball Club places a strong emphasis on the responsible and appropriate use of information and communication to benefit all members. The club acknowledges that technology can sometimes enable inappropriate or anti-social behaviour. Therefore, we aim to maximise the positive use of technology while minimizing and managing associated risks by adhering to the FFNC Communication Policy, FFNC Code of Conduct and relevant guidelines and codes of conduct set by our affiliated bodies such as Netball Victoria Cyber Safety Policy.

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Member Wellbeing

Finley Football Netball Club are committed to fostering and supporting the mental health and wellbeing of the entire club community through positive club practices and support mechanisms. The FFNC Mental Health and Wellbeing Committee is fundamental to supporting our club community - FFNC Mental Health and Wellbeing Policy.

23. DISPUTE RESOLUTION

The Committee reserves the right to impose penalties on any Member who fails to comply with the Club's Bylaws.

a) If a member disagrees with a penalty or Committee action under these Bylaws, they may submit an appeal within 48 hours of the decision.

b) Following an appeal, the Committee may:

   i. Review the issue, consult the relevant individual, and make a final decision, which will be communicated verbally or in writing.

   ii. Conduct an informal meeting with the parties involved to discuss and resolve the matter amicably.

   iii. The Committee's decision is final.

24. INDEMNITY

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

25. AMENDMENTS

a) Amendments to these Bylaws may only be made at the Annual General Meeting (AGM) or at a Special General Meeting (SGM).

b) A Special General Meeting may be requested by any Financial Member by submitting a written request to the Club Secretary. Any such request is subject to approval by the Committee.

c) Upon Committee approval, an SGM will be scheduled, and Members will be provided no less than 21 days' notice of the meeting.

d) Any proposed amendments must be submitted in writing to the Club Secretary no later than 7 days prior to the scheduled SGM or by the timeframe specified for the AGM.

e) The amendment will be approved if the majority of Members present at the AGM or SGM vote in favour. If a majority vote is not achieved, the proposed amendment will be rejected and the By-laws will remain unchanged.

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26. Special Circumstances/Provisions Clause

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

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FINLEY FOOTBALL NETBALL CLUB

Committee Member Code of Conduct

(Appendix 1)

PURPOSE:

The purpose of this document is to define the standards of behaviour expected from Committee Members of the Finley Football Netball Club. By accepting a role on the Committee, each Member commits to upholding these principles at all times.

GENERAL EXPECTATIONS

Committee members are expected to:

- Fulfill their responsibilities diligently in their nominated position.
- Comply with the Club's Constitution, Bylaws and Regulations.
- Conduct themselves ethically, with honesty and integrity.
- Treat all Club stakeholders - including members, players, sponsors, volunteers, and fellow Committee Members - with respect.
- Maintain a zero-tolerance approach to harassment, bullying, or discrimination.
- Always represent the Club in a professional and positive manner.
- Act as a role model by demonstrating good sporting behaviour.
- Be open to feedback and respond appropriately and respectfully.
- Make decisions in the best interests of the Club, not for personal gain.
- Prioritise the welfare and enjoyment of members over on-field or on-court success.
- Avoid using their committee position for personal benefit.
- Respect and properly use Club equipment and resources for authorized Club purposes only.
- Avoid excessive alcohol consumption at Club functions and refrain from engaging in Committee matters while under the influence.

Committee Meetings:

- Attend all meetings or provide an apology in advance if unable to attend.
- Review the agenda and relevant correspondence prior to meetings.
- Submit any agenda items in advance and be prepared to contribute to discussions.

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- Listen attentively, maintain an open mind, and engage respectfully.
- Contribute positively and constructively – avoid interrupting or speaking over others.
- Seek opportunities to enhance the Club's operations and performance.
- Immediately disclose any conflicts of interest to ensure transparency and protect the Club's integrity.

CONSEQUENCES FOR BREACH OF THE CODE OF CONDUCT

A breach of the Committee Code of Conduct is considered a serious offence.

If the Committee, by majority vote, determines that a Committee Member has:

i. Persistently refused or neglected to comply with the Code of Conduct.

ii. Persistently or willfully breached the Code of Conduct.

iii. Persistently or willfully acted in a manner detrimental to the interests of the Club.

The Committee may, at a formal Committee Meeting, resolve to:

i. Remove the Member from their position before the end of their term (the next AGM) in accordance with the Constitution.

ii. Suspend the Member from their position for a specified period, during which they will not participate in any capacity.

In accordance with the Dispute Resolution Clause 23 in the Finley Football Netball Club Bylaws, any Member who disagrees with a penalty or Committee decision may submit an appeal within 48 hours of the ruling

AGREEMENT

I have read, understand, and agree to abide by the terms of this Code of Conduct as a condition of my service as a Committee Member of the Finley Football Netball Club.

Name (please print): _____

Signature: _____ Date: _____

The signed form will be retained by the Secretary until the end of the term of engagement.

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FINLEY FOOTBALL NETBALL CLUB

Committee Member Confidentiality Agreement

(Appendix 2)

As a Committee Member of the Finley Football Netball Club, I agree to carry out my duties in an impartial, ethical, and respectful manner.

I agree to:

- Respect the absolute confidentiality of all members, players, sponsors, and others associated with the Finley Football Netball Club. I will not reveal the names or any identifying information about such persons discussed in Committee matters.
- Keep confidential all deliberations of Committee meetings and all information - whether verbal or in the form of papers, books, files, documents, electronic communications, or any other format - that comes into my possession or knowledge in my capacity as a Committee Member.
- Not divulge, disclose, or communicate, in any form or manner, directly or indirectly, to any person, unless otherwise agreed by the Committee.
- Maintain the obligation of confidentiality both during your time on the Committee and all times thereafter.

Acknowledgement

I have read, understand, and agree to abide by the terms of this Confidentiality Agreement as a condition of my service as a Committee Member of the Finley Football Netball Club.

Name (please print): _____

Signature: _____ Date: _____

The signed form will be retained by the Secretary until the end of the term of engagement.

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