

Woods Panthers Netball Club Incorporated

Constitution & By-Laws

Constitution

1 Name

The name of the Association shall be the “WOODS PANTHERS NETBALL CLUB INCORPORATED” and it shall be referred to as the Club.

2 Mission Statement

The mission of the Woods Panthers Netball Club Incorporated is to contribute to the education and personal development of young people based on good sporting values, developing skills, team play, mutual respect and healthy participation in netball.

3 Vision Statement

The Woods Panthers Netball Club Incorporated is to be held in the highest regard, offering opportunities to players, coaches, umpires and committee members to participate in a club atmosphere and compete at the highest level of netball, with a focus on the southern and hills areas.

4 Our Ethos

4.1 *Committee of Management*

4.1.1 **Interests of the Club**

The interests of the Woods Panthers Netball Club are paramount and each member of the Committee should consider this when reflecting on their position in relation to matters raised in relation to the Club.

4.1.2 **Non-disclosure of Information**

Any information that a Committee member obtains in the operation of the Club, in particular the deliberations of the Committee or Club management shall remain confidential and not be disclosed without the express permission of the Club Committee, unless required under Law.

4.1.3 **Committee Discussions**

Committee meetings will encourage the appropriate exchange and discussion of information between members. This means that these discussions will remain within the Committee and not disclosed without the express permission of the Club Committee.

4.1.4 **Public Face**

Committee members are the public face of the Club and need to be mindful that their individual and collective actions and behaviours will reflect upon the Club, with Club members, players, our competitors and the general public. It is therefore important

that the Committee always strive to create a good impression in all dealings within and without the Club.

4.1.5 Respect for Other Members

Committee members are expected to respect other members of the Committee; ensuring they are supported wherever they are performing activities on behalf of the Club.

4.1.6 Personal Commitment

Committee members are required to make a personal commitment to keep themselves informed on Club issues, so that they can make appropriate decisions within the deliberations of the Committee.

4.1.7 Promotion of the Club

Committee members are central to promoting the Woods Panthers Netball Club and to ensure it is observed as a fair, equitable, and well administered Netball Club for the benefit of our players, members, supporters and sponsors.

4.1.8 Appropriate Behaviour

Committee members are required to demonstrate appropriate social behaviour including not using unacceptable language, harassing others, being under the influence of alcohol or drugs whilst representing the Club.

4.1.9 Disagreements

Where a Committee member disagrees with another Club Official, they are expected to raise it through the appropriate channels rather than question the official's judgement and honesty in public.

4.2 *Duty of Care from Players, Officials, Adult Members and Supporters*

The conduct expressed within this Duty of Care statement is expected of all Players, Officials, Adult Members and Supporters of the Club, recognising that at all times they are expected to act responsibly and exercise a Duty of care to all members of the Club.

4.2.1 Acknowledgement of Officials

Woods Panthers Netball Club acknowledges that all officials from all Clubs give their time and effort to support player involvement and enjoyment and expects all Players, Officials, Adult Members and Supporters to show their respect for officials.

4.2.2 No Abuse

Woods Panthers Netball Club will take action and support all efforts to remove verbal and physical abuse from sporting activities, by officials, players, club members, parents and supporters.

4.2.3 Natural Justice

The Club will abide by the principles of natural justice in its dealings with Players, Officials, Members and Supporters, or with other people or organisations.

There are two primary rules underlying the concept of natural justice:

- **Hear the other side**– a person whose interests will be affected by the decision should be given a hearing before that decision is made;
- **No-one shall be judged in her/his own case** – The decision maker must be unbiased. If a person has preconceived opinions, a vested interest or personal involvement in a matter they should not attempt to settle that matter.
Conventionally, a person is expected to declare any interest and step aside if it could be deemed that the decision was arrived at for reasons other than the merits of the case.

4.2.4 Representing the Club

Players, Officials, Members and Supporters when representing the Club at games, training or other events must:

- (a) Be mindful that they contribute to the image of the Club and are required to demonstrate appropriate social behaviour including not using unacceptable language, or harassing others, or being under the influence of alcohol or drugs when representing the Club;
- (b) Respect the rights and dignity of themselves and others;
- (c) Demonstrate a high degree of individual responsibility, recognising that at all times their words and actions are an example to other members of the community;
- (d) Act at all times in accordance with the Woods Panthers Netball Club Incorporated Constitution, Policies, By-Laws and other adopted guidelines;
- (e) Not use the Club to promote their own beliefs, behaviours or practices where these are not compatible with the Woods Panthers Netball Club Incorporated Constitution and By-Laws or the principles of good sporting values, team play and healthy participation in netball; and
- (f) Act with consideration and good judgement in all interpersonal relationships in their dealings for and on behalf of the Club.

5 Definitions:

Adult Member means a registered member of the Club over 18 years of age, playing or non-playing and includes Life Members.

AGM means Annual General Meeting

Club means “the Woods Panthers Netball Club Incorporated”

Co- Member means a registered member that is a parent, guardian or caregiver of an underage player.

Committee means the “Committee of Management”

Executive means the “Executive Committee”

Member means any Adult Member, Co-Member, Player, or Official

Officials means any person who is on the Committee of Management, a Coach, Team Manager, Primary Care Giver, umpire or any other representative role for the Club

Office Bearers means The President, a Vice President, a Secretary, a Treasurer, either individually or collectively

Players means any person of any age who has registered, or seeks to register and plays for the Club

Supporter means any non-financial member, non-member relatives and friends of players, sponsors and other people who voluntarily align themselves with the Club

Woods Panthers Netball Club means the “Woods Panthers Netball Club Incorporated”

6 Objectives

The objectives of the club are to work towards effectively pursuing its Vision and Mission Statement including:

- (a) Contributing to the education, personal development and well-being of young people through their involvement in netball;
- (b) Exercise good sporting values in the operation of the club, in particular providing a fair opportunity to all players to develop and play within the limits of sportsmanship and their ability;
- (c) To promote and develop netball excellence, with a focus in the south and hills areas
- (d) To promote and arrange social activities for the raising of funds for the above mentioned purposes by the Club; and
- (e) To pursue activities which are conducive to the furtherance of the objectives and interests of the Club.

7 Membership

7.1 *Membership General*

Any person who is interested in the Objectives of the Club shall be eligible for membership, subject to the Committee of Management having power to either:

- (a) Refuse an application of membership;
- (b) Limit the numbers of members;
- (c) Impose fines on members, or take such other action including suspending members for breaches of the Constitution, By-laws or other instructions provide by the Committee; and
- (d) Terminate membership.

7.1 **Restrictions on Membership**

Members may not play, be members of, or act as officials for any other netball club that competes against Woods Panthers in any netball competition that Woods Panthers competes in as determined by the Committee.

7.2 **Membership List**

- (a) All members must be listed in a confidential register kept for this purpose. As a minimum the details kept on this register will include the members name and contact details. Information kept on this register will not be divulged to any commercial organisation, without the permission of the member.
- (b) The register, or parts thereof, will be made available to appropriate organisations where the Club is required to under Law.

7.3 **Membership Fee**

- (a) The Committee may set a membership fee to be paid by members, upon such terms and conditions as it deems fit. The fee may be different for different categories of members as deemed appropriate by the Committee.
- (b) For Players, their membership fee will be incorporated as part of their registration fee.

7.4 **Membership Term**

- (a) The Membership Term shall be from the date of initial Registration or application until the 31st of December of the year that the playing season ends, or alternate end date as determined by the Committee.
- (b) The Membership Term for elected officials shall automatically be extended until the 31st of December of the year that their official role ends.

7.5 **Membership Un-financial**

- (a) A member who has not paid any due Registration Fees, Membership Fees, Other Fees, or Fines as set by the Committee may have their membership suspended until such fees are paid. A member suspended under this clause may not play for the Club until such Fees are paid.
- (b) For Junior Player members this suspension will apply where their co-member has not paid any such fees for the Junior Player.

7.6 **Membership Categories**

7.6.1 **Adult Player**

An Adult Player is a registered member over 18 years of age who plays netball in any grade for the Club. Adult Players have full voting rights at the AGM and other general meetings and may stand for any elected position in the Club.

7.6.2 **Junior Player**

- (a) A Junior Player is a registered member under 18 years of age who plays netball in any grade for the Club. Junior Players have NO voting rights at the AGM and other general meetings and may not stand for any elected position in the Club.
- (b) All Junior Players must have one Adult registered as a co-member; this co-member registration must be made at the time of the Junior Player registration and the co-member will assume financial responsibility for the Junior Player.

7.6.3 **Adult Member**

- (a) Non-playing

An Adult who is a registered member over 18 years of age who does not play netball for the Club.

- (b) Co-Member

An Adult that is registered as the Co-member of a Junior Player.

These members have full voting rights at the AGM and other general meetings and may stand for any elected position in the Club.

7.6.4 **Honorary Member**

The Committee may admit Honorary Members of the Club. This may include sponsors, or public figures beneficial to the Club. Honorary members have No voting rights at the AGM and other general meetings and may NOT stand for any elected position in the Club.

7.6.5 **Life Member**

- (a) The Committee of Management may confer Life Membership on any Member of the Club for outstanding services to the Club.
- (b) Nomination for Life Membership may be made by any member of the Committee, as a guide this will be for a minimum of ten years outstanding service or other exceptional contribution.

- (c) The Committee shall decide whether or not to confer Life Membership by a simple majority of the Committee at the meeting that considers the nomination.
- (d) Life Members have full voting rights at the AGM and other general meetings and may stand for any elected position in the Club.
- (e) Life Members are not required to pay any membership fees, but may be required to pay other fees as determined by the Committee.
- (f) An honour roll of Life Members will be kept and made public on the Club's website.
- (g) Life membership may be rescinded by a two-thirds majority of the Committee only where the Life Member has been found to be acting in a manner detrimental to the Club or convicted of a criminal offence. Where a Life Membership is rescinded that individual's name will be removed from the honour roll.

7.7 **Member Resignation**

Any category of member may at anytime resign from the Club.

7.7.1 **Resignation in Writing**

Resignation must be in writing and forwarded to the Secretary of the Club. The Secretary must then present the resignation to the Committee for acceptance within four weeks. If a Committee meeting is not scheduled within that four week period the Secretary may forward a copy of the resignation to each Committee member and seek to have the Committee accept the resignation by written agreement.

7.7.2 **Resignation date of Effect**

The Resignation will only be considered as effective from the date of acceptance by the Committee.

7.7.3 **Resignation non-acceptance**

The Committee will not accept a resignation where it is in the process of, or is likely to commence action to expel a member.

7.7.4 **Resignation fee re-imburement**

Where a member upon resigning seeks a re-imburement of fees, the Committee may at its discretion return an amount no greater than the pro-rata annual less any club expenses, outstanding fees and fines.

In determining any pro-rata amount the Committee shall take into account:

- (a) The reason for the resignation;
- (b) The member's contribution to the Club;

- (c) The amount of the season remaining;
- (d) Penalty fees the Club may incur where it is required to nominate replacement players;
- (e) Any other costs incurred, or that may be incurred, by the Club as a result of the resignation.

7.7.5 Player Resignation

- (a) Where a Player resigns from the Club to play for another Club that competes against Woods Panthers in any competition, they will not be eligible to the refund of any registration fees.

7.8 Membership Termination & Penalties

7.8.1 Right to Expel Members

The Committee may expel from the Club or otherwise penalise any member whose conduct, in the opinion of the Committee is discreditable or injurious to the character or interests of the Club.

7.8.2 Complaints

- (a) A complaint may be lodged by any member of the Club in writing with either the Secretary, or if the complaint is about the Secretary with the President.
- (b) The member who is subject to the complaint must immediately be advised in writing of the details of the complaint. Where the complaint alleges a breach of the Club's Constitution the member is to be advised of the specific charges and provided an opportunity to defend themselves in person or in writing to justify and explain their conduct.
- (c) A Complaints Committee will be formed to review the complaint within 14 calendar days of the receipt of the complaint.

7.8.3 Complaints related to Executive

Where a complaint is about the President, Vice President, Secretary or Treasurer and is specifically related to the operation of the Club the affected Executive member is required to stand down from their role if so requested by the Committee.

7.8.4 Rights of the President & Office Bearers

Where appropriate the President, or in their absence the Vice President, Treasurer and/or Secretary, may immediately suspend a Coach, other official, player, or member for breaches of the Clubs Constitution for an indefinite period. If the suspension should be for more than part of the game currently in progress the President (Vice President, Treasurer and/or Secretary) should submit a formal complaint for endorsement by the Complaints Committee.

7.8.5 Rights of Coordinators

Where appropriate for the division that they are responsible, i.e. State League, Senior, Intermediate, Junior, Sub-Junior, Primary, the Coordinator may immediately suspend a Club Coach, Official, Player or Member for breaches of the Clubs Constitution. If the suspension should be for more than part of the game currently in progress the Coordinator should submit a formal complaint for review and endorsement by the Complaints Committee.

7.8.6 Rights of Team Coaches

Where appropriate a team coach may immediately remove a player from the court for any game or suspend them for breaches of the Clubs Constitution. If the suspension should be for more than part of the game currently in progress the Coach should submit a formal complaint for review and endorsement by the Complaints Committee.

7.8.7 Complaints Committee

- (a) A Complaints Committee will be established by the President, or in their absence Vice President, Treasurer and/or Secretary. The Complaints Committee should comprise a minimum of three members of the Committee of Management.
- (b) For complaints related to on court, or at game behaviour the Complaints Committee must be formed and review the case so that the appeal period and endorsement of any penalty can occur before the next scheduled game of the team that was playing, had played, or was about to play.
- (c) The Complaints Committee can meet by telephone or video conference and use other communications technology to expedite its resolution of any complaint.
- (d) If the complaint is related to one of the office bearers, the President, Vice President, Secretary or Treasurer, the complaint must be reviewed by a meeting of the full Committee of Management.

7.8.8 Penalties

The Complaints Committee will prepare a formal report to the full Committee of Management detailing the charge, its findings and recommending any penalty.

The recommended penalties may include:

- (a) *If a player:* suspension;
- (b) *If a member of the Committee of Management:* expulsion from the Committee;
- (c) *For any category of member:* a fine; and
- (d) *For any category of member:* expulsion from the Club.
- (e) Other penalties as deemed as appropriate

The Complaints Committee will report to the President who will have the power to write to the member advising them of the findings and the appeals process.

Final endorsement of any penalty will require endorsement of the Committee of Management at the end of the appeal period.

7.8.9 Appeals

- (a) Any member subject to a review by a Complaints Committee will have the right of appeal. Any appeals must be lodged in writing within three days of receipt of written advice from the Complaints Committee.
- (b) For members other than the President, Vice President, Secretary or Treasurer, appeals must be addressed to the Secretary and will be reviewed by the Committee of Management prior to any penalty being endorsed.
- (c) If the complaint relates to the President, Vice President, Secretary or Treasurer and has been reviewed by the Committee of Management a Special General Meeting of all members of the Club must be convened.

8 General Meetings

8.1 Annual General Meetings

An Annual General Meeting (AGM) of members shall be held prior to the 30th November each year.

8.1.1 Notice of Meeting

Members shall be given notice in writing, or if they prefer by email, at least fourteen calendar days prior to the meeting. The notice of meeting must include an Agenda and including advice of relevant reports to be tabled and elected positions to be filled.

8.1.2 Reports to be Tabled

The Annual Report and audited financial statement shall be submitted to members at the Annual General Meeting.

8.1.3 **By-Laws**

- (a) The Annual General Meeting may make any By-Laws necessary for the proper administration of the Club. Any proposed By-Laws may be passed by a simple majority of members present.
- (b) Any By-Laws so made by an Annual General Meeting shall not be repealed added to or amended unless and until:
 - (i) Notice of the intention to propose such repeal, addition or amendment is first given in writing by a member of the Club to the Secretary of the Club not later than 30 days prior to the date of the Annual General meeting and included in the Agenda and distributed as part of the Notice of Meeting to members;
 - (ii) Any motion to propose repeal, addition or amendment is passed by two-thirds of the members of the Club present at the AGM.

8.1.4 **Nomination of Office Bearers and Committee**

Nominations for each candidate for election as Office Bearer or Committee member shall be proposed and seconded by two members at the Annual General Meeting.

8.1.5 **Election of Office Bearers and Committee**

- (a) The Election of Officers Bearers and Committee for the ensuing twelve months until the next Annual General Meeting shall take place at the AGM.
- (b) Where the role of President is not subject to election, the President may conduct the Election for all Officers and Committee.
- (c) Where the role of President is subject to election, the President must vacate the Chair to any other member. Upon the election of the new President they will assume their role and continue to conduct the Election for all other Officers and Committee.
- (d) The Office Bearers: the President, the Vice President, the Secretary, the Treasurer are all elected for a term of two (2) years.
- (e) All other Committee members are elected for a term of one (1) year.
- (f) All Adult Players, Adult Members, Life Members are eligible to stand for any role and vote, subject to Clause 7.7 and 8.4.
- (g) Contested offices shall be subject to ballot at the Annual General Meeting with election by a simple majority of votes.
- (h) No ballot shall be required when the number of candidates for each office does not exceed the number of vacancies and they shall be declared duly elected.
- (i) No member shall be eligible for election unless they are present at the Annual General Meeting unless they have advised the President in writing of their

willingness to accept nomination for an Office Bearer or member of the Committee of Management.

- (j) No member may concurrently hold more than one Office Bearer position.
- (k) A member may chose to hold more than one of the roles as defined in Clause 9.1 (b).

8.2 ***Special General Meetings***

A Special General Meeting may be called at the request of:

- (a) The President; or
- (b) The Secretary; or
- (c) Any two members of the Committee of Management; or
- (d) At the written request of ten financial adult members, adult players or life members of the Club.

Such meeting shall be held within 30 calendar days of the request and all members shall be notified in writing, or by email, not less than 10 days prior to the meeting.

8.3 ***Quorum for General Meetings***

- (a) The quorum for all General Meetings shall be fifteen financial adult members, adult players or life members present.
- (b) If at any General Meeting a quorum is not declared within 30 minutes of the time appointed for the meeting then the meeting shall be adjourned for a period not exceeding fourteen (14) days.

8.4 ***Voting at General Meetings***

All Adult Players, Adult Members, Life Members are eligible to vote, subject to:

- (a) Physical attendance at the meeting; and
- (b) Not being suspended by the Club for any reason.

8.5 ***Chairperson at General Meetings***

- (a) The President of the Club shall be the Chairperson at all General Meetings. Should the President not be present then the Vice President shall act as Chair, if the Vice President is also not present the members shall elect a member to act as Chair.
- (b) At all General Meetings, the Chairperson's decisions on points of order shall be final.
- (c) The Chair person shall a casting vote only where an equal number of members present have voted for and against a motion.

9 Committee of Management

9.1 ***The Full Committee of Management***

The full Committee of Management shall comprise:

- (a) The four Office Bearers: the President, the Vice President, the Secretary, the Treasurer;
- (b) At least six and no more than eleven members of the Club incorporating:
 - (i) Umpire Coordinator;
 - (ii) State League Coordinator;
 - (iii) Senior Coordinator;
 - (iv) Intermediate Coordinator;
 - (v) Junior Coordinator;
 - (vi) Sub Junior Coordinator
 - (vii) Primary Coordinator
 - (viii) Summer Coordinator;
 - (viii) Marketing/Sponsorship Coordinator;
 - (x) Committee Member; and
 - (xi) Committee Member.
- (c) The past President as ex-officio.

9.2 **Term of Office**

9.2.1 **Office Bearers**

- (a) The Office Bearers: the President, the Vice President, the Secretary, the Treasurer are all elected for a term of two (2) years.
- (b) No Office Bearer shall remain in that position for more than four (4) years, unless no other nomination is forthcoming, in which case that person may be re-elected for a further term.

9.2.2 **Other Committee of Management Members**

All other Committee members are elected for a term of one (1) year and can re-nominate for election each year.

9.3 **Vacancies**

Should any vacancy occur, in the Committee or Office Bearers of the Club, other than in the normal course of elections, the Committee may fill such vacancy from the registered members of the Club and such member duly elected shall hold office for the unexpired portion of their predecessor's term.

9.4 **Meetings**

There shall be a meeting of the Committee of Management on a nominated day of each month as determined by the Committee of Management.

9.5 **Quorum**

The quorum for a full Committee of Management meeting shall be five (5) or more of its members, where at least two (2) are not Office Bearers.

9.6 **Invited Guests**

The Committee of Management may invite coaches, umpires, player representatives, records officers, Life Members and any other members to attend any of its meetings. This invitation may be withdrawn at anytime, including during the course of a meeting.

9.7 **Voting**

Only the Office Bearers and the elected members of the Committee of Management may vote in meetings

The past President, Life Members and Invited Guests will have no right to vote.

9.8 ***Appointment of Sub-Committees***

- (a) The Committee of Management shall have the power to delegate any of its power to a sub-committee to deal with any particular matter or matters and upon such terms as the Committee may think fit.
- (b) The President, Vice President, Treasurer and Secretary or their nominees shall be ex-officio members of all sub-committees, except the Complaints Committee as detailed in Clause 7.8.4.

9.9 ***Chairperson at Meetings***

- (a) The President of the Club shall be the Chairperson at all Committee of Management Meetings. Should the President not be present then the Vice President shall act as Chair, if the Vice President is also not present the members shall elect a member to act as Chair.
- (b) At all Committee of Management, the Chairperson's decisions on points of order shall be final.
- (c) The Chair person shall use a casting vote only where an equal number of members eligible to vote and present have voted for and against a motion.

10 **Duties of Office Bearers**

10.1 ***The President***

The President shall preside at all meetings of the Club and be empowered to speak on behalf of the Club.

10.2 ***The Vice-President***

The Vice-President shall preside at meetings of the Club and be empowered to speak on behalf of the Club at the direction of the President, or when the President is unavailable.

10.3 ***The Secretary***

The Secretary shall carry out their duties under the direction of the Committee, attend to correspondence, issue notices for meetings, keep records, and perform any other duties as specified in the By-Laws.

10.4 ***The Treasurer***

The Treasurer shall receive all monies payable to the Club and give receipts for same. All monies received shall be paid into the banking account of the Club. The Treasurer shall present at each Committee of Management meeting a report of the Club finances and shall keep proper books of account of all moneys received and disbursed.

11 Finance

11.1 Financial Year

The financial year for the Club shall be from 1st October to 30th September the following year.

11.2 Banking of Monies

All monies of the Club shall be paid into an account of the Club at such financial institution as the Committee may from time to time direct.

11.3 Payments

11.3.1 Authorised Signatories

No monies shall be withdrawn from the Club account except by the bank signatories, who have been authorised by the Committee of Management to sign on behalf of the Club.

11.3.2 Payment Approval

No payment shall be authorised or money withdrawn unless such withdrawal has been approved by the Committee as an individual payment or as recurring payment for a period of time covered by a commercial agreement.

11.3.3 Emergency Payments

In the case of an emergency, or where a payment is required to fulfil a commercial agreement on behalf of the Club, or otherwise maintain the reasonable and lawful operation of the Club payment may be approved by the President, Vice President or Secretary and submitted for endorsement by the next Committee meeting.

11.4 Books and Accounts

The books and accounts of the Club shall be audited annually by an auditor appointed at the Annual General Meeting.

12 Auditors

An Auditor for the Club shall be appointed at the Annual General Meeting in each year and such Auditors shall:

- (a) Be a registered Accountant;
- (b) Hold office until the next Annual General Meeting.

13 Amendments to the Constitution

This shall be the only constitution of the Woods Panthers Netball Club Incorporated and shall come into force forthwith and shall not be altered, varied, added to or repealed unless two-thirds of registered members present at an Annual General Meeting or at a Special General Meeting specially convened for that purpose are in favour of such alteration, variation or repeal.

14 Dissolution and Disposition of Assets

14.1 *Dissolution of the Club*

The Club may be wound up upon a resolution of not less than two-thirds of the members of the Club as shall attend and vote at an Annual General Meeting or a Special General Meeting of the Club called for that purpose.

14.2 *Disposition of Assets*

Upon a resolution, under Clause 14.1, to dissolve the Club being passed, the whole of the property and assets of the Club (after payment of all debts and liabilities) shall be disposed of to a charitable organisation, or sports club decided upon by resolution of not less than two-thirds majority of those members at the meeting that voted to have the Club wound up. If a resolution cannot be agreed at the general meeting the Committee of Management shall decide by simple majority the charitable organisation or sports club to receive the assets of the Club.

By Laws

1 Trials

All Players must attend all trials on the days and the times set by the Club and must present themselves appropriately:

- (a) Wearing correct footwear;
- (b) Wearing appropriate non-restrictive clothing, i.e. no jeans, longs skirts;
- (c) Have all jewellery removed, including ear and body piercings

2 Trial Fees

- (a) A trial fee set by the Committee will be charged for all players trying out for selection.
- (b) Payment of the trial fee is a pre-requisite of taking part in the trials.
- (c) The Committee will determine whether trial fees are refundable if a player is not selected in a team.
- (d) The trial fee will not be refunded where a player is selected in a team for the Club and either through the trial period or subsequently advises that they will not play for the Club.
- (e) Where a player is injured at a Club trial and as a result has a medical certificate that indicates that they will not be able to play for the season, or majority of the season, the Committee may refund the trial fee.

3 Trial Registration

- (a) The Committee at its discretion may determine that registration for trials are required by a specific date prior to the trials.
- (b) Where the Committee has determined a registration date, late registrations may be received subject to:
 - (i) Payment of a late fee;
 - (ii) For grades other than The State League and State League Reserves, the player being placed in selection behind players of similar ability that registered on time.

4 Selection at trials

- (a) In accordance with the selection criteria and By-Law 1, all players must attend trials to be eligible for selection into any Junior or Senior Teams. Injured or ill players who attend trials or provide a medical certificate will be considered to have attended the trial.
- (b) All players who have registered for the trials will be given an equal amount of trial time, where practicable.
- (c) The Selection Committee may not register or allow a player to trial where they have unpaid fines for Non-Attendance at Games (see By law 15) or outstanding fees in either the previous Winter or Summer season.
- (d) The Selection Committee will take into consideration Non-Attendance at Games in the previous season where an acceptable reason was not provided.
- (e) The Selection Committee will give preference to players of equal ability who were registered in the immediate previous winter netball season.
- (f) Under extenuating circumstances the Committee may use its discretion to accept players in a team where they have not attended all trials; eg absence for holidays, school excursions, or other sporting commitments.
- (g) Under extenuating circumstances the Committee may use its discretion to accept players in a team where they have not registered for trials.
- (h) The Club will take all reasonable steps to provide team placements for players who have registered for trials, subject to the availability of quality umpires and coaches.
- (i) The final number of teams will be determined by the Committee when affiliating with the relevant Association for Winter and Summer Seasons.

5 Selection in Teams

All players will be given an equal number of games, over the season, where practicable, except in the following circumstances:

- (j) Non attendance at practice, except for extenuating reasons e.g. school excursion, injury or illness; this may result in the player being a reserve for the following game, if other players who have attended practice are available.
- (k) Injury or illness and unable to play.
- (l) Disciplinary measure.
- (m) Absence through holidays, school excursions, or other netball commitments

All players must advise their coach at the earliest date if they are unable to attend any practice or matches.

6 Selection in Finals

The best team will be selected for finals matches.

7 Promotion & Demotion

- (n) The Club fielding teams in a higher grade shall always take precedence over lower graded teams in the same age group.
- (o) Lower grade teams will always be utilised to feed higher teams, when required.
- (p) A player may be promoted more than one grade in any week.
- (q) No player may be demoted more than one grade in any week.
- (r) No player may refuse to play in a higher or lower grade of the same age group when requested except due to injury, illness or absence.
- (s) No coach may refuse to release a player from their team to play in a higher grade, without the consent of the relevant age grade co-ordinator.

8 Reporting for Games

Players must be at their court, or other assembly point nominated by their coach, at least 30 minutes prior to the schedule start of their match.

9 Umpire Coordinator

- (t) The role of Umpire Coordinator must be filled for Club teams to play matches.
- (u) Where two or more persons wish to share the work load this will be acceptable providing one person is the elected Coordinator who

assumes responsibility and attends Committee of Management meetings:

10 Team Coordinators

- (v) The following Team Coordinator Roles must be filled for Club teams to play matches:
 - (i) State League Coordinator;
 - (ii) Senior Coordinator;
 - (iii) Intermediate Coordinator;
 - (iv) Junior Coordinator;
 - (v) Sub Junior Coordinator;
 - (vi) Primary Coordinator
 - (vii) Summer Coordinator
- (w) The Coordinators have responsibility on behalf of the Committee of Management to coordinate all aspects of teams within their division, including co-opting of Team Managers to assist in the operation of the Club.

11 Sub Committees

The Committee of Management empowers the Marketing Co-ordinator to form the following sub committees: Should these roles be unable to be fulfilled by volunteers, the roles will be allocated or rostered to team divisions, by the Committee of Management, for Team Coordinators to organise with Team Managers:

- (i) Events Coordinator;
- (ii) Sponsorship Coordinator;
- (iii) Clubhouse Coordinator;
- (iv) Uniform Coordinator.
- (v) Equipment Coordinator

12 Team Manager and Primary Care Person

- (a) All teams shall have an appointed Team Manager and Primary Care Person.
- (b) The Coach may appoint the Team Manager and Primary Care Person, with preference to individuals with First Aid Training as Primary Care Person. Any disputes to be resolved by the age grade Coordinator.
- (c) Teams without a Team Manager and Primary Care Person may not take the court to play in matches.
- (d) The Team Manager is required to attend specific meetings, as needed and to assist in coordinating club events within their team, or assist in other activities as per By Law 11.

13 Scorer and Timekeeper

- (a) It is the responsibility of senior players and Adult Members, for junior players, to provide a scorer or time keeper as rostered.
- (b) The Coach or Team Manager shall draft a roster for the provision of a scorer and timekeeper for each match and provide to each player. The roster shall not include persons who are Team Manager, Primary Care Person, or member of the committee of management.
- (c) Only persons over 16 years of age or older may act as scorer or timekeeper.

14 Codes of Behaviour

The club abides by the National Codes of Behaviour as published by Netball Australia for: General, Administrator, Coach, Junior Player, Senior Player, Umpire, Parent/Guardian and Media. (copies available in clubrooms or from www.netball.asn.au)

15 Player Responsibility

Players representing the Club must:

- (a) Act respectfully to our coaches at training and in matches.
- (b) Act respectfully to umpires at training and in matches.
- (c) Not chew gum while on court at training and in matches.
- (d) Wear appropriate sports clothing at practice.
- (e) Wear the registered uniform, including socks at all matches.

Deleted: ;

- (f) Ensure hair is short or tied back so that it does not fall across their eyes at training or in matches.
- (g) Ensure any medical alert bracelets are taped and covered at training and in matches.
- (h) Remove all jewellery, earrings or body piercings to protect the player from accidental injury at training and in matches.
- (i) Trim finger nails to the appropriate short length at training and in matches. Players with false or long nails will not be allowed to train or play.
- (j) Not wear any clothing or adornment that may pose a risk to themselves or other players at training and in matches.
- (k) Take appropriate action to protect themselves from sunburn at training and in matches.
- (l) Take all other reasonable and appropriate actions to present themselves to play to the best of their ability for the Club.

16 Non- Attendance at Games

- (a) Where a “player” makes themselves unavailable for a game and the Club is subject to a fine or penalty from the Association to provide a replacement player, the “player” shall be subject to a fine imposed by the club, equivalent to the penalty applied by the Association.
- (b) This fine will apply automatically unless the player has an acceptable reason:
 - The player is ill;
 - The player is injured;
 - The player is at a authorised school excursion;
 - The player has representative duties for the Association or State;
 - The player is absent on holidays advised to the Club prior to the start of the season; or
 - Other reason accepted by the Committee.
- (c) The fine will be activated by the Coach or Manager advising the Treasurer immediately after the game the player did not attend without an acceptable reason.
- (d) A player who has incurred a fine may not take the court ahead of any other available player, until that fine is paid.

17 Club Membership Fees

- (a) Membership fees will be applicable from the date of registration of players for the winter 2010 season onwards.

- (b) For Players, their Club membership fee will be incorporated in their registration fee, as determined by the committee.
- (c) For Adult Members (non playing) and Co-members:
- Club membership fees are only required to be paid once for a full year, i.e. summer or winter season.
 - Where a Co-Member joined with an underage player for the winter season it will provide for membership until the 31st of December of the year that the winter season ends, e.g. Membership paid for a winter season commencing in 2010 and ending in 2010 covers the membership period until 31st December 2010.
 - Membership fees paid for a summer season provide membership until the 31st of December of the year that the summer season ends, e.g. Membership paid for a summer season commencing in 2010 and ending in 2011 covers the membership period until 31st December 2011.
 - Adult members (non playing) without an underage player at the Club will be required to pay a membership fee as determined by the committee.
 - Adult Member (non playing) fees may be reduced as determined by the committee.

18 Payment of Fees

- (a) Players, who are unable to pay registration of fees in full by the due date, as determined by the committee, will be deemed un-financial as per 7.6 of the Constitution.
- (b) The Finance Committee may agree to a delayed payment in cases of extreme financial hardship providing:
- The player has previously played at least 12 months for the Club;
 - Half of the fees are paid before the start of the season;
 - The total fee is paid before week 4 of the season;
 - No more than 4% of the playing population is offered delayed payment.

| Any variations to this By Law may be made by the Committee of Management.