

WOODEND DISTRICT NETBALL CLUB INC

(No: A0017735Z)

BY-LAWS

February 2010

Contents

1.	Committee of Management.....	3
2.	General Meetings	3
3.	Correspondence.....	3
4.	Information to Members	3
5.	Finance.....	4
6.	Payer Registration Day	5
7.	Rules of Play	5
8.	Games	5
9.	Forfeits	7
10.	Premiership Points	7
11.	Eligibility for teams	8
12.	Finals.....	8
13.	Dress Code	9
14.	Time-Out.....	9
15.	Injuries	10
16.	Blood Policy Procedure	10
17.	Dispute Resolution.....	10
18.	Selection of Representative (Squad) Teams	11
19.	Team Officials	11
20.	Risk Management	12
21.	Awards and Trophies	13
22.	Courses, Seminars and other Opportunities.....	14
23.	Accreditation.....	14
24.	Special Circumstances / Provisions Clause	15
25.	Indemnity	15
26.	Alterations to By-Laws	15
Appendix 1	Player's Code Of Conduct	16
Appendix 2	Coaches Code of Conduct.....	17

1. Committee of Management

- a) A Committee of Management shall be elected annually at the Annual General Meeting.
- b) A minimum of six positions are to be elected. These are:
 - i) President
 - ii) Vice President
 - iii) Secretary
 - iv) Treasurer
 - v) Committee Member
 - vi) Committee Member
- c) The duty for each position shall follow those stated in the Constitution – Rule 8.

2. General Meetings

- a) A general committee meeting will be held approximately once per month.
- b) The Secretary will prepare an agenda for the committee members at that meeting.
- c) A quorum of three (3) is required for any business to be conducted.
- d) The Secretary will take minutes of the meeting and distribute to all committee members prior to the next meeting.

3. Correspondence

- a) All correspondence must be in writing, or email from the Club Secretary or other committee member.
- b) All correspondence from Netball Victoria and other parties will be addressed to the Club Secretary or other committee member via the Club's post office address: P.O. Box 462, Woodend, VIC, 3442.

4. Information to Members

- a) The Club shall make available the following information to all members prior to, or within the first two weeks, of the start of the season:
 - i) Club contact details
 - ii) Club venue address
 - iii) Club Rules of Incorporation and By-Laws
 - iv) Fixtures
 - v) Team training details
 - vi) Contact details of coaches
 - vii) Contact details of Club officials
 - viii) Details of Courses, Seminars etc

- b) The Club shall produce and distribute a Club Newsletter
 - i) The newsletter shall be distributed to all players and officials
 - ii) Newsletters and other information will be distributed electronically where possible

5. Finance

5.1 Fees

- a) The Committee of Management shall set fees for each season
- b) The Club fees shall be calculated to cover the costs of:
 - i) Venue hire for training and games
 - ii) Umpiring
 - iii) Trophies and Awards
 - iv) Equipment
 - v) Administration
 - vi) Club development activities
- c) Netball Victoria Membership must be current and fully paid up prior to the commencement of each season
- d) Club fees must have be paid no later than the third week of the season
- e) Players will be unable to take the court from the fourth week if Club fees have not been paid
- f) Where players are having difficulty paying Club fees, then the Treasurer is authorised to make payment plans if appropriate

5.2 Financial Management

- a) The Treasurer is to keep accurate, up-to-date financial records.
- b) The Treasurer is to reconcile the monthly bank statement with the Club's financial records and provide this information at each meeting.
- c) The Treasurer is to prepare an Annual Statement of Income and Expenditure.
- d) The Club's financial records are to be audited by an independent auditor annually.
- e) Club cheques are to be signed by the Treasurer and one of the President, Vice President or Secretary.

5.3 Reimbursements / Payments

- a) The 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 as per their badge qualification per match. Cash payment will be made at the conclusion of play each week, unless other arrangements are made, at the discretion of the Treasurer.
- c) Rates for finals umpires may be negotiable, included reasonable travelling expenses.

6. Player Registration Day

- a) The Committee of Management shall nominate a Club Registration Day prior to the commencement of each season.
- b) On, or before, the Registration Day, players wishing to play must:
 - i) Complete and lodge the official Registration form
 - ii) Read and sign the “Player’s Code of Conduct” form (refer to Appendix 1 for this document).
 - iii) Either pay the Netball Victoria Membership fee or provide proof of current membership
 - iv) Pay Club Fee, or indicate when the fee is to be paid.

7. Rules of Play

- a) Playing rule as stated in the Australia Netball Rule Book, current at the beginning of the season, shall be adopted, as all games are duly operated under the auspices of the Victorian Netball Association (*Netball Victoria*) and will therefore follow such. Where there is an inconsistency or ambiguity in the By-Laws, Australian Netball rules prevail.
- b) Basic Netball rules may be found at the following website:
<http://www.netball.asn.au/extra.asp?ID=783>

8. Games

8.1. Duration and Timing of Matches

- a) Games will comprise 4 x 10 minutes quarters.
- b) Games may be reduced at the discretion of the committee due to inclement weather or other situations.

- c) All games shall start at the exact times tabled. If players of one team are not on time, the opposing team will score one goal each minute until there are at least five players, in position, on the court from the late team to start the game.
- d) If the teams are paying and a late player has arrived, they are not to replace another player, who is in their position until the interval or injury/illness time. If the late player's position has not been filled, they may go on court in the following circumstances:
 - i) Checked with the umpires
 - ii) After a goal has been scored
 - iii) Immediately following an interval
 - iv) After stoppage for injury / illness

8.2 Stoppage of a game

- a) If conditions change during a match, the umpires may stop play for an extraordinary circumstance which may be deemed an emergency. This may include, but is not limited to:
 - i) The equipment
 - ii) The court conditions
 - iii) The weather
- b) If more than half the matches in any age group are completed, then scores stand for those matches; all other teams receive two points each. If less than half the matches in any section are completed then all teams in that age group receive two points each.
- c) If a match is cancelled after the match has started, the following should be considered, both teams are awarded two points or:
 - i) If the match is cancelled before half time, teams are awarded two points each
 - ii) If the match is cancelled after half time, the current score stands.
- d) Final decision on calling a game off will be made by at least 2 members of the committee in consultation with the umpires.

8.3 Weather Policy

- **WEATHER POLICY**
During the summer season the following weather policy will apply (subject to committee discretion):
 - i) Games will not proceed if the temperature on court is 35C or over at 2 pm.

- ii) Games will be cancelled if the courts have puddles of water after heavy rain
- iii) Players will now be permitted to wear wide brimmed, baseball or legionnaires hats during sunny weather if desired.
- iv) During games played in over 30 degrees the game time will be decreased to 8 min quarters with a 3 min break after the 1st and 3rd quarters and a 4 min break at half time. There will then be a 2 min interval between games.
- v) On Code Red Catastrophic days all games will be cancelled.

The following Netball Victoria Info net documents apply:

Wet weather – RM5 http://www.netballvic.com.au/uploads/res/22_51640.pdf
 Hot weather – RM3 http://www.netballvic.com.au/uploads/res/22_51619.pdf

9. Forfeits

- a) Play will not commence with less than 5 team members per team on the court. If any team does not arrive within ten minutes of the official starting time, the team with 5 or more payers in position on the court will be awarded one goal for every minute time is lost. After 10 minutes a forfeit will be declared and four points awarded to the opposing team.
- b) If neither team has five or more players ready to play when the siren sounds, no match points will be awarded.
- c) Where possible, up to two substitutes from a lower age group may take the court for the team. If more than 3 substitutes are required for a team, then play may proceed, but the game is considered to be forfeited. Substitutes are entitled to Best and Fairest points.
- d) If a player plays three games as a substitute in a higher age group they are unable to play for another team in that higher age group.

10. Premiership Points

- a) The following points shall be awarded:
 - i) 4 points for a win
 - ii) 2 points for a draw
 - iii) 0 points for a loss
 - iv) 4 points for a bye
- b) The ladders will be updated after each week's games. They will be displayed or made available on request. Halfway through the season, the ladders will be published in the newsletter.

11. Eligibility for teams

- a) The Club exists to provide competition for male and female players aged 7 to 18 years of age.
- b) The committee may, under special circumstances, allow a player to play in a lower or higher age group than their actual age implies. Applications for consideration must be made in writing to the committee.
- c) Age groupings for a season will be determined by the committee and will be based on the numbers and ages of those registered.
- d) Finals: players must play at least three of all tabled games for the same team to be eligible for finals. Exemptions to this rule may be granted if injury or illness has occurred and will be at the discretion of the committee.
- e) Arrangement of teams:
 - i) The committee reserves the right to arrange and re-arrange teams at any time during the season as deemed necessary
 - ii) It is the intention of the committee to create balanced teams to ensure fair competition
 - iii) Any changes to teams must be agreed by the committee

12. Finals

- a) Dates, times and finals arrangements shall be announced by the committee no later than seven days prior to the first final.
- b) At the conclusion of the season, finals shall be played. In the event of teams being level on points, their position shall be determined by percentage of goals scored for and against. Final matches shall be played as follows:

Semi Finals 1 v 2
 3 v 4

Preliminary Finals winners of 3 v 4 play losers of 1 v 2

Grand Final winners of Preliminary Final play winner of 1 v 2

- c) In the event of a draw any final matches:
 - i) There shall be a one minute break, during which time there may be substitutions and/or team changes. Also during the break, the score sheets will be re-checked to confirm the draw.
 - ii) After the break there will be a further 2 x 3 minute halves played. In the break between the two halves, the teams swap ends, but no team changes

are permitted. If it is still a draw there will be another 2x3minutes halves played. In the break the two teams will change ends, but no team changes are permitted. If it is still a draw the teams play until one team is 2 goals up with no breaks and no changes.

- d) Substitutes from other teams are permitted during finals at the discretion of the Committee.

13. Dress Code

- a) The official dress code of the Club is as follows:
 - i) Girls to wear club or white t-shirt and club or black netball skirt – shorts with pockets are not acceptable
 - ii) Boys to wear club or white t-shirt and black shorts with no pockets.
- b) Other considerations:
 - i) Nails: fingernails should be cut short and not protrude above fingertips
 - ii) Gloves are permitted
 - iii) Jewellery: no jewellery to be worn
 - iv) Long hair to be tied back
 - v) During summer, players are permitted to wear wide brimmed, baseball or legionnaires hats during sunny weather if desired.
 - vi) Non-marking sports shoes are to be worn

14. Time-Out

- a) Time-out will only apply in the following instances:
 - i) Blood injury policy as stated in section 16
 - ii) Serious injury, until a player is removed from court
- b) The closest umpire will go to the injured player and ask if injury time is required. If the player says yes, the game clock stops and the injury clock starts for 2 minutes.
- c) Players are not permitted to leave the court during Time-Out.
- d) As soon as the player is able to continue playing, the game clock is restarted straight away.
- e) One change can be made for each team during Time-Out provided that one of the changes involves the injured player. If the injured player does not change position then no changes are permitted.

15. Injuries

- a) Injuries are to be brought to the attention of the umpire.
- b) Details of the injury are to be noted in the Injury Book, which will be available at all games. The following information must be completed in the Injury Book:
 - i) Details of injury
 - ii) Action taken
 - iii) Signature of person providing first aid
- c) The injured player must collect a copy of an Injury Claim Form prior to seeing a doctor. A committee member must be advised. The forms are available from any committee member.

16. Blood Policy Procedure

- a) When blood is observed on the court, on any player or on the ball, then the Umpire is required to call "Time Out".
- b) Play may be stopped and the rules regarding stoppages shall apply (refer to section 14).
- c) Before any player can re-take the court:
 - i) The flow of blood must be stopped
 - ii) Any wound must be cleaned and adequately covered
 - iii) Any blood-stained clothing must be cleaned or removed
 - iv) If necessary, the ball and court must be cleaned before play resumes

http://www.netballvic.com.au/uploads/res/22_51654.pdf

17. Dispute Resolution

- a) The Committee will impose the prescribed penalty to any member that fails to adhere to these by-laws or any other Club policies and guidelines
- b) Any action not covered in these by-laws will be considered under By-Law 25 – Special Circumstances / Provision Clause.
- c) If the member exercises their right to appeal, the Club will follow the Rules of Incorporation (in the Constitution): Discipline, Suspension or Expulsion of Members or Grievance Procedure – Disputes and Mediation
- d) All complaints and disputes are to be lodged in writing to the club via P.O. Box 462, Woodend, 3442.

- e) The committee's decision is final.

18. Selection of Representative (Squad) Teams

- a) Selected members of the Committee will organize Representative (Squad) Team Training
- b) Selection training will be conducted under the following conditions:
 - i) All players who have submitted a Player Registration Form shall be informed of the date, time and place where the Selection Training is to be held
 - ii) The Squad Selection Committee is wholly responsible for selection of the Squad team.
 - iii) Squad Selection Committee decisions are final.
- c) Team Selection Panels
 - i) A minimum of three selectors must be appointed for each team
 - ii) Selectors may be appointed to more than one panel
 - iii) The selectors' decisions shall be final

19. Team Officials

- a) The Team Officials are Coach, Scorer / Timekeeper and Umpire.
- b) A coach/parent shall be appointed for each team.
- c) Scorer / Timekeeper
 - i) There must be scorers for each game.
 - ii) There will be one score sheet for each game, which will be the official sheet of the Club.
 - iii) There must be independent scorers for finals games.
- d) Umpire responsibilities
 - i) Umpires must vote for the best and fairest player award – refer to Section 21b) for details.
 - ii) Check uniforms, nails etc according to dress code in Section 13
 - iii) Sound the whistle for the start of play, ensuring that the game is commenced on time
 - iv) Check to make sure that the score sheet is correct before and after the game. All information relevant to the game must be recorded, including disputes and the best and fairest votes.
 - v) The umpire must check and initial the score sheet at the quarter times and then sign at the end of the game
 - vi) The umpire will not allow rough or unruly play and must be in control of the game at all times

- vii) Ensure that a player who appears to be under the influence of drugs or alcohol does not take the court.
- viii) Umpires are able to coach/help players as required.

20. Risk Management

20.1 Injury Reporting

- a) The Club is responsible for recording all injuries at the discretion of the injured player or players' guardian on the Injury Reporting Sheets provided

20.2 Pre-Match Checklist

- a) A pre-match checklist will be completed prior to all matches, programs and training
- 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.

20.3 Pregnancy

As per Netball Victoria Info net RM1 – Pregnancy & Netball:

http://www.netballvic.com.au/uploads/res/22_51605.pdf

20.4 First Aid

- a) The Club will provide a First Aid Kit complying with Netball Victoria Info net RM2 – First Aid for Netball - http://www.netballvic.com.au/_uploads/res/22_51612.pdf
- b) The First Aid Kit will be located under the scoring station during the winter season and at the officials table during the summer season. All appropriate personnel (including court supervisors, umpires and coaches) will have access to it
- c) The committee will maintain the First Aid Kit supplies. An inventory is to be completed on a regular basis.
- d) The club will have a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.

20.5 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.

20.6 Smoke Free

The club will adopt a Smoke Free policy as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

http://www.netballvic.com.au/uploads/res/22_51689.pdf

20.7 Responsible Serving of Alcohol in Sporting Clubs

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

<http://www.goodsports.com.au/>

20.8 Sun Protection

The Club will adopt a Sun Smart policy as prescribed by the Cancer Council Victoria.

http://www.netballvic.com.au/uploads/res/22_51682.pdf

20.9 Codes of Behaviour

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

http://www.netballvic.com.au/uploads/res/22_51696.pdf

20.10 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 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 Woodend District Netball Club Incorporated competitions.

21. Awards and Trophies

- a) The following player awards will be presented for each season:

- i) During the winter season participation awards will be awarded to all players who are not members of those teams who are premiers or runners up
 - ii) During the summer season participation awards will be awarded to all Under 11 players who are not members of those teams who are premiers or runners up
 - iii) Trophies for players in Premiership and Runners Up teams for each season
 - iv) Best and Fairest award for each age group for each season, based on weekly points determined by the umpire. In the event of a tie, then two (or more) awards shall be awarded, and no Runner Up award will be awarded.
 - v) Best and Fairest Runner Up award for each gender in each age group for each season, based on weekly points determined by the umpire. In the event of a tie, then two (or more) awards shall be awarded.
 - vi) Coach's award for each team during winter season. Where there is no coach for a team, then the recipient for this award will be determined by the committee. The objective of this award is to acknowledge the player who is the best sport / most improved or other behaviour that is to be encouraged.
- b) Voting for the Best and Fairest Awards shall be as follows:
- i) The match umpires 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 on the appropriate form.
- c) The committee as deemed appropriate will award Life Memberships and other forms of recognition.

22. Courses, Seminars and 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.

23. Accreditation

- a) The Club shall ensure that all officials have current appropriate minimum qualifications.
- b) Where minimum qualifications / accreditation standards are not met, the Club shall encourage and support the member/s to achieve the minimum standards
- c) Areas requiring accreditation include:
 - i) Working With Children

- ii) Food Hygiene

24. Special Circumstances / Provisions Clause

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

25. Indemnity

Except where provided or required by law and such cannot be excluded, the Woodend District Netball Club Incorporated 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.

26. Alterations to By-Laws

Requested alterations to the By-Laws can be reviewed and passed at General Committee meetings. Amendments to the By-Laws must be notified in writing to the members, including advice on when the amended and/or new By-Law will be in force.

APPROVAL

These By-Laws were approved during a Committee Meeting of the Woodend District Netball Club Incorporated on the Day of, in the year of

SIGNATURES

.....
Joanne Green, President

.....
Jennifer Boldiston, Secretary

Appendix 1 Players Code of Conduct

To register to play in the Woodend District Netball Club, all players must agree to the following rules:

1. Players must accept all umpires' decisions.
2. Any player showing disrespect or rudeness towards umpires, club officials, coaches or other players may be removed from the court.
3. All VNA and team fees are payable before taking the court – players who have not had their fees paid will be unable to play.
4. If a player is unable to play, they should try to let their coach know – all contact numbers can be found on the fixture
5. Uniform regulations:
 - No jewellery to be worn
 - Long hair to be tied back
 - Fingernails short
 - Girls to wear club or white t-shirt and club or black netball skirt – shorts with pockets are not acceptable
 - Boys to wear club or white t-shirt and black shorts
 - Non-marking sports shoes are to be worn

I agree to follow the rules of the club as listed above:

Name:

Date:

Signature:

Appendix 2 Coaches Code of Conduct

This Code of Conduct is intended for all coaches.

Club Policy & Coaching Guidelines

The objective of the club is that we provide an equal opportunity to all players to learn and experience netball. We do not discriminate on the basis of ability. Above all we are in this for fun and to set a good example of sportsmanship.

It is expected that all players receive equal treatment in relation to time on the court and opportunity to play in different positions.

Please have your team and a scorer for your team organised ten minutes before the game. The names of all the players need to be filled out on the score sheet before the game begins.

Safety checks

Umpires will normally check for the following; however it would be appreciated if coaches could ensure the following for all players before each match:

- No jewellery to be worn
- Long hair to be tied back
- Fingernails short

Boys in teams

Where there is more than one male player in a team, it is requested that only one male should be positioned in each third of the court.

Please indicate your acceptance of the above:

Signed Date

Name (printed)