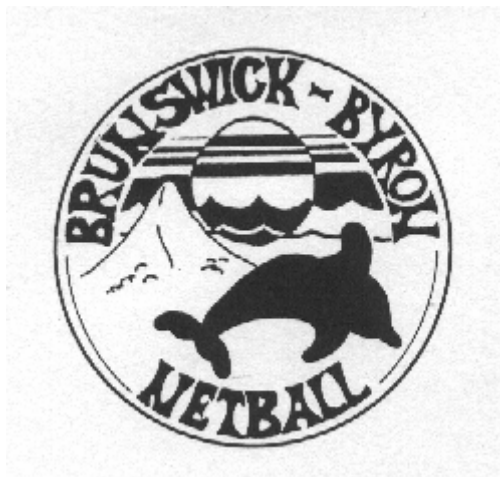


BRUNSWICK BYRON NETBALL ASSOCIATION INCORPORATED



Governance Documents

“At a Special General Meeting of Brunswick Byron Netball Associated Incorporated held on Monday 31st March 2008 the following Governance Document inclusive of Constitution, By Laws and Policy was ratified”

“At a meeting of Brunswick Byron Netball Association held on 8th September 1987, it was resolved that the presently unincorporated body will be taken over by Brunswick Byron Netball Association Incorporated”

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

**CONSTITUTION, BY LAWS, POLICY and
OTHER GOVERNING DOCUMENTS**

- 1. GENERAL**
 - a) Definitions
 - b) Interpretation
 - c) Title
 - d) Colours
 - e) Headquarters
 - f) Boundaries
 - g) Objects
 - h) Patron

- 2. MEMBERSHIP**
 - a) Ordinary Membership
 - b) Life Membership
 - c) Membership Fees and Miscellaneous Fees
 - d) Register of Members
 - e) Members' Liability
 - f) Affiliation of Clubs
 - g) Club Delegates

- 3. MEETINGS**
 - a) Meetings – General Procedure
 - b) Annual General Meeting
 - c) Special Council Meetings
 - d) Planning Meeting

- 4. ORGANISATIONAL STRUCTURE**
 - a) Council
 - b) Powers of Council
 - c) Executive Committee
 - d) Duties of Executive Committee
 - e) Sub-Committees and duties

- 5. DUTIES**
 - a) Duties of Executive Committee Members
 - b) Duties of Non Executive Office Bearers

- 6. ADMINISTRATION**
 - a) Finance
 - b) Common Seal
 - c) Custody of Books
 - d) Inspection of Records
 - e) Alterations to Constitution, By-Laws, Standing Orders and Policies
 - f) Dissolution of the Association

- 7. DISCIPLINE**

- 8. BY LAWS**

9. POLICIES OF THE ASSOCIATION

- a) Adoption of New South Wales Netball Association Ltd Policies relating to:
 - i) Pregnancy
 - ii) Member Protection
 - iii) Privacy
- b) Policies
- c) Discipline Proceedings
- d) Appeal proceedings
- e) Codes of Conduct

10. APPENDICIES

- a) Awards Criteria, Nominations and Procedures
- b) Game Day teams Procedures and Duties
- c) Game Day Checklists, Information and Procedures
- d) Representative Officials Duties and Roles
- e) Selection Criteria
- f) Criteria and application procedure for Representative Coach, Assistant Coach, Manager, Association Representative/s and Team Scorer/s

**BRUNSWICK BYRONN NETBALL ASSOCIATION INC.
CONSTITUTION**

1. GENERAL

a) DEFINITIONS

For the purposes of this Constitution,

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

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

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

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

'New South Wales Netball Association Ltd' means the controlling body for Netball in New South Wales;

'Registered Member' means any financial member, life member or honorary member of the Association;

'The Office Bearers of the Association' means the member of the Executive Committee.

'Council' of the Association mean members of the executive and non executive office bearers

b) INTERPRETATION

i) Where this Constitution conflicts with any other instrument of the Association, this Constitution shall prevail.

ii) Where ambiguity exists between this Constitution and any other instrument of the Association, the natural interpretation of the Constitution shall prevail.

iii) The Council shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and associated Policies.

c) TITLE

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

d) COLOURS

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

e) **ASSOCIATION LOCATION**

The Association office and facilities are located at the Mullumbimby Recreation Grounds, Byron Street Mullumbimby NSW 2482

f) **BOUNDARIES**

The Association's boundaries shall be the Byron Shire.

g) **OBJECTS**

The objects of the Association shall be:

- i) to further the interests of its members and promote and control the game of Netball within the boundaries of the Association;
- ii) to promote, regulate and control competition matches between Affiliated Clubs and to control all premierships and carnivals of the Association;
- iii) to select and manage the Association's representative teams;
- iv) to affiliate with and support the New South Wales Netball Association Ltd;
- v) to co-operate with other affiliated organisations in New South Wales for the furtherance of Netball; and
- vi) to seek to resolve any and all disputes which may arise between members of the Association in all matters pertaining to the game of Netball within the boundaries of the Association;
- vii) to be a court of appeal in the case of an unresolved discipline matter or dispute connected with Netball within the area controlled by the Association.

The objects of the Association may only be altered in accordance with Clause 5 e) below.

h) **PATRON**

The Association may from time to time appoint one or more Patrons.

Any nomination received for the office of Patron shall be presented for ratification by the Council at an Annual General Meeting. The Council may also cancel any such appointment at an Annual General Meeting.

2. MEMBERSHIP

a) **ORDINARY MEMBERSHIP**

- i) The Association is the controlling body for Netball within its boundaries and its authority shall be recognised by all Registered Members who shall adopt and obey this Constitution and the Rules and associated Policies of the Association.
- ii) Individual members of an Affiliated Club wishing to join the Association shall:

RATIFIED AT SPECIAL GENERAL MEETING 31.3.08

- a) Complete the approved Register of Members Form held by the Association Registrar.
- b) Pay the prescribed annual membership fees to the Association Treasurer or Registrar.
- c) Individual members of an Affiliated Club upon joining the Association shall be classified as:
 - i. Senior Players, who shall be aged 18 years of age or over at 31 December in the year of play.
 - ii. Junior Players, who shall be aged 10 to 17 years of age at 31 December in the year of play.
 - iii. Netta Players, who shall be aged 8 or 9 years of age at 31 December in the year of play.
 - iv. Fun Net Players, who shall be aged 7 years of age or under at 31 December in the year of play.
- iii) Membership shall also include non-players, including, but not limited to, coaches and umpires.
- iv) A person ceases to be a Registered Member of the Association if the person:
 - a) dies;
 - b) ceases to be financial under Clause 2 c) iii) below; or
 - c) is expelled from the Association under the authority of Clause 7 below.

b) LIFE MEMBERSHIP

- i) Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for such minimum period as the Council deems appropriate.
- ii) Candidates for election as Life Members shall be nominated by two (2) members of the Council
- iii) The Awards Criteria, nominations procedure Appendix 10A Life Members Award shall be adhered to
- v) A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and shall have full voting rights.
- vi) A person ceases to be a Life Member of the Association if the person:
 - a) dies; or
 - b) is expelled from the Association under the authority of Clause 7 below.

c) MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i) All fees to be paid by Registered Members for the following year of membership, shall be determined by resolution of Council at the November planning Meeting each year.
- ii) All Registered Members of the Association will be financial members between 1 April and 31 March of the year following (which covers all competitions and meetings conducted throughout that year).
- iii) A Registered Member ceases to be financial if she or he:
 - a) fails to renew her or his membership; or
 - b) fails to pay to the Association money she or he owes to the Association within the required timeframe.

d) REGISTER OF MEMBERS

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

e) MEMBERS' LIABILITY

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

f) AFFILIATION OF CLUBS

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

- i) Consist of one or more teams comprising Registered Members of New South Wales Netball Association Ltd.
- ii) Pay an annual affiliation fee as determined by the Council at the November planning Meeting each year.

g) CLUB DELEGATES

- i) Affiliated Clubs shall each have the right to nominate two Club Delegates to the Council. Club Delegates must be a member of the relevant club.
- ii) The Secretary of each Affiliated Club shall notify the Association Secretary of the names and addresses of Club Delegates at least seven (7) days prior to the first meeting of Council each year.

- iii) An Affiliated Club has the right to withdraw a Club Delegate and appoint another Club Delegate in his or her place at any time.
- iv) A vacancy shall be deemed to have occurred in respect of any Club Delegate who has, without leave of Council, failed to attend three (3) consecutive Council meetings.
- v) Any such vacancy shall be filled by a nominee of the Affiliated Club whose Club Delegate has caused the vacancy.
- vii) At each meeting all Club Delegates present shall sign an attendance book and shall state the club that she or he represents at that meeting.
- viii) A Club Delegate may represent one club only at any meeting.

3. MEETINGS

a) MEETINGS – GENERAL PROCEDURE

- i) The President shall take the chair at all meetings of the Council or Executive Committee. In the President's absence the chair shall be taken by the Vice President.
- ii) If neither the President nor Vice President is present within thirty (30) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum for ordinary Council meetings shall consist of one quarter of the voting members. A quorum for Executive Committee meetings shall consist of half (1/2) of the total number of the Executive Committee plus one.
- iv) If no quorum is present thirty (30) minutes after the time fixed for the commencement of a meeting it shall be adjourned to such time and place as the Chairperson shall decide. The Secretary shall give written notice thereof to each eligible voter and to the Secretary of each Affiliated Club.
- v) The accidental omission to give any member the required notice shall not invalidate a meeting nor any of the business of the meeting.
- vi) Questions arising at an ordinary meeting of the Council, Executive Committee or any Sub-Committee are to be determined by a simple majority of votes cast by eligible members. Each eligible member shall have one (1) vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
- vii) In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.
- viii) There shall be no voting by proxy except where a Convenor authorises a Sub-Committee member to attend a meeting at which she or he is eligible to vote in her or his place.

- ix) Meeting procedure shall be further guided by Clause 5. d) Standing Orders as defined in the New South Wales Netball Association Ltd Constitution.

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Association shall be held in October of each year.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- iii) Not less than twenty-one (21) days' written notice of the Annual General Meeting of the Association shall be given to each Office Bearer, Life Member, Club Delegate and the Secretary of each Affiliated Club.
- iv) a) A copy of the Association's Annual Report and the audited balance sheet shall be available and circulated to council members seven days prior to the AGM
b) The annual report will comprise Financial report, Presidents Report, Registrar Report and relevant information from sub committees.
- v) A quorum for an Annual General Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members
- vi) The business of the Annual General Meeting shall be:
 - a) Confirmation of the minutes of the previous Annual General Meeting;
 - b) Consideration and adoption of the Annual Report and audited balance sheet;
 - c) Appointment of an auditor for the following year;
 - d) Other business relevant to the AGM;
 - e) Election of Office Bearers.
- vii) **The following Office Bearers shall be elected and shall form the Executive Committee:**
 - President
 - Vice President
 - Volunteer Coordinator
 - Secretary
 - Treasurer
 - Umpires Coordinator
 - Coaching Coordinator
 - Registrar

Representative Coordinator

Tournament Coordinator

viii) **The following Non Executive Office Bearers shall also be elected:**

Minute Secretary

Representative Treasurer

Public Relations Officer

Canteen Coordinator

Discipline Convenor

Grounds and Equipment Officer

Assistant Umpire Coordinator

Assistant Coach Coordinator

Netta Coordinator

Assistant Registrar

Insurance Officer

ix) Nominations for election signed by two (2) Registered Members and with the written consent of the nominee shall be lodged with the Secretary at least twenty-eight (28) days prior to the meeting at which the elections are to be held.

Qualifications shall accompany each nomination.

x) To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.

xi) Current Office Bearers shall be eligible for re-election.

xiii) No person shall be elected to more than two (2) position as an Office Bearer.

xiv) Not more than three (3) members of the Executive Committee shall be members of any one Affiliated Club.

xv) Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim:

xvi) The Association may, at a Special Council meeting, by resolution remove any Office Bearer before the expiration of her or his term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Office Bearer so removed.

- xvii) An Office Bearer may resign her or his position by providing written notice of her or his intention to do so to the Association Secretary. The Council shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.

c) SPECIAL COUNCIL MEETINGS

- i) Special Council Meetings shall be called by the Secretary:
 - a) at the direction of the President;or
 - b) upon receipt of a requisition signed by not less than one-third (1/3) of the members of Council.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- iii) Not less than twenty-one (21) days' written notice shall be given to members of Council and to the Secretary of each Affiliated Club, specifying the time and location of a Special Council Meeting, and the nature of the business to be considered.
- iv) A quorum for a Special Council Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members and Club Delegates representing at least one quarter (1/4) of the Affiliated Clubs.

d) PLANNING MEETING

- i) To be held in November of each year
- ii) Annually review the association goals, priorities and policies.
- iii) Set membership fees and club affiliation fee for following financial year
- iv) All association office bearers and invited guests can attend
- v) A quorum for a Planning Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members
- vi) Budget forecasts for the following year
- vii) Other business as required

4. ORGANISATIONAL STRUCTURE

a) COUNCIL

- i) The Council shall consist of:

- a) the Office Bearers of the Association;
 - b) Life Members;
 - c) two (2) Club Delegates from each Affiliated Club.
- ii) The Council shall meet at least **five (5)** times each year on dates to be fixed by the Council. **At least three of these meetings shall be held at not less than monthly intervals between February and August inclusive.**
- iii) Not less than seven (7) days' written notice shall be given specifying the time and place of the meeting of Council, and any special business to be dealt with.
- iv) Order of business at Council meetings shall be:
- a) Apologies;
 - b) Confirmation of Minutes;
 - c) Business Arising from Minutes;
 - d) Notices of Motion;
 - e) Elections;
 - f) Correspondence and business arising;
 - g) Reports:
 - Executive Committee;
 - Treasurer;
 - Umpires Coordinator
 - Coaching Coordinator
 - Representative Coordinator
 - Tournament Coordinator:
 - Registrar;
 - Other Officer Bearers Reports;
 - Sub-Committees;
 - Delegates to other organisations;
 - Regional Report
 - Any other reports.
 - General business.
- v) Association delegates to other organisations shall submit a written report to the Secretary of all meetings/functions

attended on behalf of the Association within twenty-eight (28) days of such meeting/function.

b) POWERS OF COUNCIL

- (i) The Council shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:
 - a) to control and manage the affairs of the Association;
 - b) to fix fees payable by members and to enforce payment thereof;
 - c) to control the funds of the Association and for that purpose to open and operate banking accounts; to invest funds in any manner authorised by law for the investment of trust funds; to acquire real and personal property of all descriptions and to sell or otherwise dispose of it; to borrow money on behalf of the Association and to give security therefore; to enter into guarantees of indebtedness on behalf of any Affiliated Club; and, generally, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Association;
 - d) to deal with and adjudicate upon any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of the Association by any Registered Member
 - e) to appoint two (2) delegates and two (2) proxy delegates to represent the Association on the Council of the New South Wales Netball Association Ltd.;
 - f) to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit;
 - g) to ensure that the Secretary of the Association forwards to the registered office of the New South Wales Netball Association Ltd., on or before April 1 in each year, a list showing the names and addresses of existing members of the New South Wales Netball Association Ltd. together with the names and addresses of new applicants for New South Wales Netball Association Ltd. membership, who have paid their annual fees:
 - h) to submit supplementary lists with the names and addresses of new members of New South Wales Netball Association Ltd., be forwarded monthly to the registered office of the New South Wales Netball Association Ltd.;
 - i) all such lists shall differentiate between classes of members;

- j) each list shall be accompanied by a cheque to cover the total payable as fees by the persons so listed;
- k) upon receipt by New South Wales Netball Association Ltd. of each list and payment of the fees for the persons whose names appear thereon, those persons shall be deemed to have renewed their membership until March 31 next.

c) EXECUTIVE COMMITTEE

- i) The Executive Committee shall consist of the following voting members:
 - President
 - Vice President
 - Volunteer Coordinator
 - Secretary
 - Treasurer
 - Umpires Coordinator
 - Coaching Coordinator
 - Registrar
 - Representative Coordinator
 - Tournament Coordinator
- ii) Regular Executive Committee Meetings shall be held on dates determined by the Executive Committee at the first Executive Committee Meeting after the Annual General Meeting.
- iii) Should it be necessary to call additional meetings, all Executive Committee members shall be notified at least forty-eight (48) hours prior to the meeting being held.
- iv) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- v) Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with Clause 3 b) xvi).
- vi) The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function.

d) DUTIES OF EXECUTIVE COMMITTEE

- i) The Executive Committee shall exercise the functions and powers of the Council between meetings of the Council and its decisions shall be subject to ratification by the Council at the next meeting.
- ii) Approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Selection Sub-Committee. The Selection Sub-Committee shall attend Executive Committee meetings at which selected teams are presented for the Executive Committee's information
- iii) Receive and consider reports from the manager, coaches, umpires and captains of Association representative teams.
- iv) Consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting.
- v) Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- vi) Approve the Association Report to be presented to the New South Wales Netball Association Ltd.

e) SUB-COMMITTEES and DUTIES

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

Duties are responsible for staffing the canteen as per roster, under the supervision of the Canteen Coordinator; ensure that adequate stock is purchased for Saturday competition and any special functions, payment of accounts and banking
 - b) Discipline comprising three (3) elected members plus the President (Convenor) plus one (1) member nominated by the Executive Committee. Two (2) Reserve members shall also be elected. These people to be ratified at last Council meeting prior to AGM.

Duties be convoked by the Discipline Convenor upon receipt of communication from the Executive Committee relating to a specific disciplinary matter, be governed in its deliberations by the protocols laid down under the Policy for Disciplinary Proceedings.
 - c) Grading - Tournament Coordinator (Convenor), Registrar, Coaching Coordinator, a representative from each club not represented.

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

- d) Representative - Representative Coordinator (Convenor), Coaching Coordinator, Umpires Coordinator, Representative coaches and managers , Association Representative to Carnivals, Representative Treasurer.

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

- e) Selection - Coaching Coordinator (Convenor), three nominated persons plus the relevant team coach.

Duties: To select all players in Association Representative Teams.

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

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

- g) Umpires - Umpiring Coordinator (Convenor), Assistant Umpires Coordinator, all club umpiring Coordinators.

Duties: To plan and promote Association umpiring.

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

Duties: To appoint necessary Association Representative team Coaches.

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

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

Duties be empowered to hear and decide any appeal arising from the decisions of the Discipline Committee of the Association. Such appeals may be lodged by a Registered Member of the Association who has been materially and adversely affected by a decision of the Discipline Committee;

allow an appeal only where it finds that:

- i) a matter has been incorrectly decided;
 - ii) a matter has been decided on the basis of incorrect factual premises;
 - iii) an Association procedure has been incorrectly followed resulting in injustice to the Appellant; or
 - iv) a penalty imposed on a Registered Member in relation to a disciplinary matter is excessive.
 - v) having allowed an appeal, be empowered to overturn or otherwise mitigate the prior decision;
 - vi) be governed in its deliberations by the protocols laid down in the Appeal Proceedings Policy as outlined and affixed to the Constitution
- iii) Members of Sub-Committees shall be Registered Members of the Association.
 - iv) Excluding the President, Secretary and Treasurer of the Association, members of the Executive Committee are eligible to stand for election to Sub-Committees
 - vi) The President, Secretary and Treasurer shall be ex officio members of all Sub-Committees with the exception of the Selection Sub-Committee and the Representative Coaches Appointment Panel.
 - vii) At least three (3) elected members form a quorum.

With the approval of Council, persons other than the elected members may be co-opted to assist with the business of a particular Sub-Committee.
 - viii) The first meeting of each Sub-Committee shall, if possible, be held within fourteen (14) days of its appointment.
 - ix) The Council may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
 - x) Casual Sub-Committees may be appointed by Council from time to time to fulfil a particular function.
 - xi) Nominations for any Sub-Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the meeting, with Council's approval.
 - xii) Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.
 - xiii) Each Sub-Committee shall submit a written report, with any recommendations, to each meeting of Council for ratification.

xiv) A Sub-Committee Convenor shall:

- a) be responsible for advising Sub-Committee members, including ex-officio members and the Association Secretary, of all meetings at least seven (7) days prior to the meeting;
- b) be responsible for keeping in a Minute Book an accurate record of all meetings;
- c) forward copies of the Minutes to the Minute Secretary and to each member of the subcommittee within fourteen (14) days of each meeting;
- d) submit reports for consideration by the Executive Committee and/or Council as required.

5. DUTIES

a) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

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

iii) **VOLUNTEER COORDINATOR shall:**

- a) Determine where volunteers are needed and recruit accordingly.
- b) Write job task/job descriptions
- c) Co-ordinate Fundraising Sub-Committee and conduct meetings of same.
- d) Organise interviews with volunteers and supervise volunteers.
- e) Regularly review volunteer duties.
- f) Keep volunteers motivated and enthusiastic.
- g) Be responsible for the organisation of the associations social functions

iii) The **SECRETARY** shall:

- a) act as the Public Officer of the Association;
- b) maintain a register of Life Members;
- c) maintain a register of Registered Members in conjunction with the registrar;
- d) maintain a register of Affiliated Clubs including office bearers contact details;
- e) maintain a register of Council and Proxy delegates' names and addresses;
- f) be responsible for correspondence and issue notices as required;
- g) Maintain an attendance book for Council and Executive Meetings
- h) circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
- i) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
- j) be responsible for the presentation of the Executive Committee report to Council;
- k) conduct such other business as directed by Council;
- l) in conjunction with the Vice President prepare and submit applications for State or other grants;
- m) issue an official order to any person authorised to purchase on behalf of the Association.

RATIFIED AT SPECIAL GENERAL MEETING 31.3.08

- n) Maintain a record of minutes of all sub-committee meetings.
 - o) Distribute all relevant material to the relevant person/s.
 - p) Prepare a report to be presented to NSW NA Ltd annually.
 - q) Be responsible for the effective operation of the Association Office.
- iv) The **TREASURER** shall:
- a) be responsible for all funds that may be established by the Association;
 - b) keep a record of all assets, liabilities, and properties of the Association;
 - c) keep necessary books of account and produce them on the instruction of Council;
 - d) receive all monies payable to the Association and issue receipts as required;
 - e) bank all monies within seven (7) days of receipt;
 - f) pay accounts passed for payment;
 - g) pay other accounts as necessary and have these ratified at the next meeting;
 - h) send accounts as required;
 - i) submit a written financial report to each Council meeting;
 - j) pay the annual New South Wales Netball Association Ltd. fees by the due date;
 - k) present an audited Balance Sheet at the Annual General Meeting.
 - l) Prepare a budget annually for the forthcoming year.
 - m) maintain a record of winners from fundraising activities
- v) The **UMPIRES COORDINATOR** shall:
- a) be the holder of a National Umpires Accreditation;
 - b) be the Convenor of the Umpires' Subcommittee;
 - c) organise and arrange the coaching and grading of umpires where necessary;
 - d) arrange for the printing and distribution of the Umpires' examination papers;

RATIFIED AT SPECIAL GENERAL MEETING 31.3.08

- e) keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
 - f) keep a record of National badged umpires and district badged umpires within the Association;
 - g) be responsible for the allocation of umpires for carnivals and competitions organised or attended by the Association, whether club or representative including umpires to State and State Age Championships; and Regional competitions
 - h) research and institute methods of encouraging and improving umpiring within the Association;
 - i) arrange umpiring assistance to clubs as requested;
 - j) be responsible for the distribution of relevant information regarding umpiring;
 - k) ensure that in her or his absence a representative attends Council meetings.
 - l) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
 - m) be responsible for the organisation of umpiring courses to be conducted at the Association.
 - n) arrange for the badging of umpires
 - o) Organise umpiring fixtures for Association competitions and carnivals in conjunction with the Tournament Coordinator and Assistant Umpires Co-coordinator.
 - p) Establish a pool of umpires, promoting and utilizing umpires of increased grading
 - q) Upgrade the status of umpires and umpiring.
 - r) Ensure opportunities exist for all people interested in umpiring to participate in umpiring programmes
 - s) Work with a few umpires at a time providing court time coaching to develop umpires towards badging
- vi) The **COACHING COORDINATOR** shall:
- a) preferably be the holder of a National Netball Development Coach Accreditation;
 - b) be the convenor of the Coaching Subcommittee;
 - c) research and institute methods of encouraging and improving coaching within the Association;
 - d) arrange coaching assistance to clubs as requested;

RATIFIED AT SPECIAL GENERAL MEETING 31.3.08

- e) be responsible for the distribution of relevant information regarding coaching; including but not limited to an updated copy of BBNAI coaching resources and library
- f) organise and appoint the coach for the Association's FunNet programme and liaise with council for the end of season presentation
- g) ensure that in her or his absence a representative attends Council meetings;
- h) be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
- i) be responsible for the organisation of coaching courses to be conducted by the Association and encourage participation, and ensure opportunities exist for all interested in coaching and in the improvement of coaching skills to participate in programs.
- k) Call for nominations for Coaches, Selectors and Players for Representative teams a minimum of (3) three weeks prior to the Semi-Final games of the competition.
- l) Co-ordinate and chair the Selection Committee for Representative teams and chair the Representative Coaches Appointment Panel.
- m) Arrange appropriate Representative training sessions in consultation with Rep coaches.
- n) Encourage maximum participation of players and enhance feelings of self-confidence and self esteem with the participants, promoting through enjoyment of the sport.
- o) Maintain a record of coach's accreditation and update files with NSW Netball.
- p) Actively encourage all coaches to work towards National Netball Development Coach Accreditation
- q) Foster all aspiring athletes to Academy and Institute participation and inclusion.
- r) At the commencement of each season to make available to each Club Coaching Coordinator and.
- s) Advise on purchases of current coaching resources and maintain the lending facility of coaching resources and library.

vii) The **REGISTRAR** shall:

On an annual basis:

- a) accept all registrations on a date determined from year to year;
- b) maintain a register of team names and uniform colours and tags to avoid duplication;
- c) maintain a record of registered teams and players and the grade in which they play
- d) be responsible for the compilation of the membership reports sent to New South Wales Netball Association Ltd. and the current insurers;

On a weekly basis:

- e) accept individual registrations as submitted by the appropriate Club Executive member and include them, together with the date, on team registration forms;
- f) delete from the registration form the names of those players who have been granted Association permission to deregister from a team;
- g) ensure that all score sheets are completed with the time, date, court and names of both teams and umpires, and available for collection before the allocated timeslot;
- h) be responsible for the collection of score sheets on each playing day;
- i) check all score sheets to see that they meet the Association's requirements including checking score-sheets against official team registration records.
- j) forward any disputed score sheets to the Discipline Convenor within forty-eight (48) hours;
- k) deduct points for:
 - i) teams fielding any unregistered player;
 - ii) failure to meet team requirements with regards to completion of the score sheets or other duties as required;
- l) place progressive point scores on the notice board monthly basis;
- m) keep records of point scores and furnish the Tournament Coordinator with same;
- n) maintain an annual record of results of all competitions conducted by the Association including recipients of annual awards;

- o) Keep an accurate record of players “playing up or across a grade” and notify players and Clubs of same.
 - p) Maintain a filing system for the Association.
 - q) prepare an annual summary report for AGM of registered members per club with number of players in each division
- viii) The **REPRESENTATIVE COORDINATOR** shall
- a) be responsible for all aspects of marketing and purchasing for Representative Teams;
 - b) be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel.
 - c) Liaise with N.S.W.N.A. Ltd in regards to Representative Competitions.
 - d) Convene and chair Representative Committee meetings.
 - e) Send entry forms for State, State Age and State League teams to NSW Netball.
 - f) Organise accommodation, transport and tent hire etc for the smooth running of State and State Age Championships and liaise with Motel staff and Bus Company.
 - g) Book State and State Age teams into carnivals they wish to attend and organize transport.
 - h) Update, distribute and keep record of equipment supplied to teams i.e. balls, wet-weather gear, bibs, water bottles, first-aid etc.
 - i) Collect and update all equipment at the end of the season.
 - j) Be available if players or parents require additional information.
 - k) Be available to assist coaches and investigate and follow-up any queries or questions.
- ix) The **TOURNAMENT COORDINATOR** shall
- a) co-ordinate the advertisement of upcoming netball carnivals within the Association;
 - b) co-ordinate the entry of Association teams into such carnivals;

- c) organise and conduct any carnivals the Association may itself hold and organise draw;
 - d) perform such other duties as directed by Council from time to time.
 - c) Organise draw and Coordinate Association Competitions including preparation of the fixture book and canteen, table and duty team rosters
 - d) Chair Grading Sub-Committee and convene meetings of same.
 - e) Co-Ordinate grading on paper at Association Sign On.
 - f) Liaise with Umpires Coordinator on a weekly basis with regards to the competition fixture
- b) DUTIES OF NON EXECUTIVE OFFICE BEARERS.**
- i) The **MINUTE SECRETARY** shall:
 - a) maintain a record in a Minute Book of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council or Annual General Meeting;
 - b) in the absence of the Secretary, act as Secretary;
 - c) carry out such duties as the Secretary may direct.
 - d) accurately record minutes of all meetings of the association
 - e) distribute a copy of all minutes of all meetings to members of the council
 - ii) The **REPRESENTATIVE TREASURER** shall:
 - a) be a member of the Representative Teams Sub Committee
 - b) be a signatory on the Representative Team accounts;
 - c) keep necessary books of account for the Representative Teams and produce them on the instruction of Council;
 - d) receive all monies payable to the Association in relations to Representative Teams and issue receipts as required;
 - e) bank all Representative Team monies within seven (7) days of receipt;
 - f) pay Representative Team accounts passed for payment;
 - g) pay other Representative Team accounts as necessary and have these ratified at the next meeting;

- h) send Representative Team accounts as required;
 - i) be responsible for all funds established for the Representative Teams accounts;
 - j) Co-ordinate rep fundraising, collecting from Managers all fundraising monies, receipting and banking same.
 - k) Allocate and record fundraising requirements for each player in liaison with Managers.
 - l) Collect Major raffle prizes from clubs.
 - m) Assist Rep-Coordinator in any extra duties as requested.
 - n) Attend Representative Committee meetings and report at same.
 - o) provide an annual financial report to the Treasurer by the end of August each year
- iii) The **PUBLIC RELATIONS OFFICER** shall:
- a) is a member of the Fundraising Sub-Committee;
 - b) arrange for fixtures to be published as required;
 - c) handle promotion of the sport within the boundaries of the Association;
 - d) facilitate knowledge and understanding of the sport in the community at large;
 - e) prepare and disseminate press releases where necessary;
 - f) be responsible for the promotion and publicity of the Association's functions;
 - g) be responsible for the preparation and distribution of the Association's newsletter;
 - h) be responsible for all aspects of marketing for the Association;
 - i) be responsible for the ordering, receipt and distribution of publications (except umpiring and coaching publications) on behalf of the Association;
 - j) keep a good record of newspaper articles
 - k) organise the association photographs
 - l) prepare written material for posters, flyers, membership drives etc..

- iv) The **CANTEEN COORDINATOR** shall:
 - a) Manage Association canteen.
 - b) Bank all canteen taking within (7) seven days of transactions.
 - c) Maintain a record of all canteen equipment and ensure this equipment is in good working condition.
 - d) Keep a clear record of canteen receipts and expenditure and produce same on request of Council.
 - e) Prepare a Financial Statement for each Council meeting.
 - f) Pay accounts as necessary.
 - g) Present a balance sheet annually.
- v) The **GROUNDS and EQUIPMENT OFFICER** shall:
 - a) In conjunction with the Executive Committee purchase equipment as ratified by the Council.
 - b) inspect the courts to establish if fit for play, as a first priority taking into account the Association's duty of care to its members;
 - c) have the power to speak to any person on the grounds in relation to any matters arising in accordance with Local Council Ordinances;
 - d) In conjunction with the Executive Committee purchase trophies as ratified by the Council.
- vi) The **ASSISTANT UMPIRES COORDINATOR** shall:
 - a) assist the Umpires' Coordinator to carry out her or his duties;
 - b) encourage and develop umpires
- vii) The **ASSISTANT COACHING COORDINATOR** shall
 - a) assist the Coaching Coordinator to carry out her or his duties;
 - b) encourage and develop coaches
- viii) The **ASSISTANT REGISTRAR** shall
 - b) assist the registrar to carry out their duties

- ix) The **NETTA COORDINATOR** shall
 - a) Co-ordinate Netta games.
 - b) Encourage maximum participation and foster self-confidence and self-esteem.
 - c) in conjunction with volunteers coordinator and council organise Netta Presentations.
 - d) Monitor umpiring of Netta games.
 - e) Monitor player positions regularly.
 - f) Organise a netta induction day for coaches, players and parents
 - g) Distribute Netta Coaches folders at start of season and collect at conclusion
- x) The **INSURANCE OFFICER** shall
 - a) Coordinate individual insurance claims
 - b) Be responsible for the medical kit and purchasing of first aid supplies
 - c) Ensure ice packs are always available

6. ADMINISTRATION

a) FINANCE

- i) The funds of the Association shall be derived from annual Membership fees, other fees and donations, and, subject to any resolution passed by the Association in a Council, Special Council or Annual General Meeting, such other sources as the Executive Committee determines.
- ii) The main banking accounts of the Association shall be kept at a bank or building society approved by the Council and all cheques operating on the accounts shall be signed by any two (2) of the President, Secretary or Treasurer.
- iii) The banking accounts of the Representative Teams shall be kept at a bank or building society approved by the Council and all cheques operating on the accounts shall be signed by any two (2) of the Representative Treasurer, Representative Coordinator and one other annually nominated executive member .
- iv) The Financial Year of the Association shall commence on October 1 and end on September 30 of each year.
- v) The current bank statements/pass books shall be tabled at each meeting of Council, together with a written financial report.

- vi) The books of the Association shall be audited each year by a qualified person who is not a member of the Association.
- vii) An audited balance sheet shall be presented to each Annual General Meeting.
- viii) All New South Wales Netball Association Ltd fees shall be paid by the due date.
- ix) No Office Bearer of the Association shall be entitled to receive remuneration for any services as such.

b) COMMON SEAL

- i) The common seal of the Association shall be kept in the custody of the Public Officer.
- ii) The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures of one (1) member of the Executive Committee and of the Public Officer (Secretary).

c) CUSTODY OF BOOKS

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

d) INSPECTION OF RECORDS

Any Registered Member may inspect the books of account and minute book of the Association at any reasonable time.

e) ALTERATIONS TO THE CONSTITUTION, BY LAWS, STANDING ORDERS AND POLICIES OF THE ASSOCIATION

This Constitution, By Laws and the Policies of the Association may be altered by special resolution passed by at least three-quarters (3/4) of the members present and voting and an Annual General Meeting or Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution/s to be proposed has been given.

Any alteration made to the Constitution, By Laws or Policies of the Association shall be forwarded to the New South Wales Netball Association Ltd within twenty-eight (28) days of the meeting at which such alteration was made.

f) DISSOLUTION OF THE ASSOCIATION

The Association shall not be dissolved except by special resolution passed by a majority of at least three-quarters (3/4) of the members present and voting at a Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution to be proposed had been given.

On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall

be paid or transferred to the New South Wales Netball Association Ltd to be used for the promotion of Netball within the boundaries of the area referred to in Clause 1 f) above.

7. DISCIPLINE

- a) The authority of the Association shall extend to and be recognised by all Registered Members of the Association and shall be primarily vested in the Council.
- b) The Council shall hold the power to deal with and adjudicate upon any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of the Association by any Registered Member.
- c) The Council shall vest responsibility for any complaint made to it of misconduct by any Registered Member on the premises of the Association or as a representative of the Association in the Executive Committee and the Discipline Sub-Committee. Such a complaint need not be lodged by a Registered Member.
- d) The Council or its delegate may reprimand, impose a bond upon, fine, suspend or expel from membership for such period as it thinks fit any Registered Member to whom this Constitution applies. This power shall automatically be vested in the Executive Committee and the Discipline Sub-Committee.
- e) The Executive Committee may, at its discretion, refer such a matter to the Discipline Convenor.
- f) The Discipline Convenor shall deal with a referred matter according to the procedures set out in the Disciplinary Proceedings Policy.
- g) The Executive Committee itself shall refrain from censuring any individual Registered Member in relation to a complaint. The Executive Committee may, however, issue generalised conduct warnings to all registered members and spectators.
- h) A Registered Member against whom disciplinary action of any form is taken shall have the right of appeal in writing within seven (7) days of the date of notification of such disciplinary action to be taken. Any such appeal shall be directed to, and determined by, the Appeals Sub-Committee in accordance with the relevant Policy.

ALTERATIONS TO CONSTITUTION

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

Ratified at Special General Meeting of Brunswick Byron Netball Association Incorporated held at BBNAI Clubhouse Mullumbimby on

31st day of March 2008

.....
Leanne Niemack
Vice President
Brunswick-Byron Netball Association Incorporated

.....
Noreen Scott
Secretary
Brunswick-Byron Netball Association Incorporated

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

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

All competition games will be played according to NSWNA Rules, unless otherwise stated.

In Association competition games players may only play with their registered club.

1. COMPETITION

- a. No official match shall be played without two umpires and a scorer. The umpires and scorer shall take no part in the game. There shall be no substitution for umpires or scorers except in cases of illness, or injury, or except at the discretion of the executive.
- b. Prior to commencement of play only the players taking the court to commence the game must sign the score sheet. Players taking the court after the commencement of play must sign the score sheet at the time of taking the court.
- c. A team must take the court if there are at least five (5) players present, one of whom must play Centre. These players must sign score sheet in accordance with 1b.
- d. If a game is abandoned because less than five (5) players remain on court then the game shall be deemed a loss to the offending team
- e. Within a division, a player may play a total of four (4) games as a substitute player in any other team for the same club and still revert back to their original team; on playing the fifth game as a substitute player they become a member of the fifth game team.
- f. A player may act as a substitute player in a higher division a maximum of four (4) times for the same club. On playing a fifth game in a higher division they become a member of the fifth game team.
- g. The executive will stipulate at the beginning of the season the conditions under which players may act as a substitute players in a higher division.
- h. In any game a team can have a maximum of three (3) substitute players playing a second game, provided it is in a different time slot.

- i. Timing of games to commence and finish on the hooter. The game will start and finish on the umpire's whistle. No extra time is allowed for a late start
- j. The first stoppage for each team in each quarter or half shall be up to two (2) minutes from when time is to be held to decide whether an injured or ill player is fit to continue. This decision shall be left to the primary care personnel. No other team official from the bench is permitted on court.
- k. This time is to be added to the final quarter. However in semi, finals and grand finals the injury time must be added to the quarter in which the stoppage occurred
- l. Position patches must be worn at all times. Offending players are to be removed and allowed to return at the next centre pass or interval whilst play continues.
- m. Clubs with more than one team in any one division must supply different coloured position patches. Where clubs of a similar colour are playing each other, the first named team in the draw is to supply different coloured position patches.
- n. Players are not allowed to take court wearing jewellery, or an adornment that may endanger player safety. Fingernails must be short and smooth. Except a wedding ring band/medical alert bracelet shall be worn. If either or both are worn they shall be taped.
- o. Black tights/ bike pants to above the knee may be worn under skirts
- p. Protests must be lodged (copy to be forwarded to other club involved) within 48 hours of the said game, in writing, accompanied by a \$10.00 fee (to be retained by the association). The said protest can only be accepted from a club executive member.
- q. Protests will be dealt with by a Disciplinary Committee.
- r. Any player sent from the court must appear before the Disciplinary Committee (before playing another competition match) together with coach and parent (where applicable) and the umpires concerned. Umpires to indicate on the score sheet when the player is sent off and for what length of time.
- s. Any player sent from the court will abide by the guidelines of the Disciplinary Proceedings policy including the right of appeal as per the Appeals policy
- t. At the end of the seasons competition each division requires an outright winner

2. GRADING

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

3. REGISTRATIONS

- a. A team cannot consist of more than twelve (12) players at any one time. Any registered player, having played a game or not and having left the club, may be de-registered by notifying the Association Registrar before any new registration is made. The player may not be re-registered until the following competition. Exceptions at the discretion of the grading committee
- b. Any player registered with more than one club prior to grading will be deemed to have registered with the club with which she plays her first competition game.
- c. No team will be allowed to late register more than five (5) players, after registration day.
- d. If in the opinion of the Grading Committee any later registered player/s or deregistration of players causes a change in the grading of the team, the Grading Committee may re-grade the team.
- e. Any late changes to team registrations must go to the grading committee Convenor. If deemed that this causes changes in the grading of the team the Grading Committee may re-grade the team.
- f. No team registration entry form will be accepted with less than five (5) players listed.
- g. Any player who is a late registration must play in the same division or higher as previous two (2) years
Exceptions at the discretion of the Grading Committee.
- h. There will be no transfer or refund of fees once a player is officially registered and has played two games. At the discretion of the executive

4. UNIFORMS

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

5. AGE

- a. All players turning 16 years of age as at 31 December in the year of play are seniors. At the discretion of the grading committee
- b. In 12 years & under games boys are permitted to play. Only five (5) boys are permitted in any one team. Only three (3) may take the court at any one time with only one (1) in each goal circle.

6. TEAM WITHDRAWING

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

7. SCORE SHEETS

- a. Each players full signature in legible writing is to appear on the score sheet. Names and signature are to be as registered on original team registration form.
- b. All score sheets must be signed by captains, umpires and scorers. All details are to be filled in clearly and legibly.
- c. When the team plays an unregistered or illegible player or has not the required names on the score sheet the offending team will gain no points for that game.
- d. Total score section must be checked by scorers before signing.
- e. Any alterations to score sheets must be signed at control area by an Executive member.

- f. Illegible score sheets – offending team to gain no points for that game.
- g. Players taking the court must appear on the score sheets, substitute's name/s only to appear when coming on to play. First seven players will be taken as a team.
- h. Where an ineligible or unregistered player is found to have played in final series, disqualification will result.
- i. If a player from another team substitutes a notation is to be made beside her name as to the team and division in which she normally plays.
- j. When a player substitutes in another team and that substitution is in contradiction to the by-laws points will be awarded for the players registered team only.
- k. Registrar will notify the Executive and club involved of any teams loss of points. After notification there is seven (7) days to lodge an appeal.
- l. Either team captain to collect score sheets from control area.
- m. Captain of winning team to return score sheet to control area.
- n. Other than in the Final series both teams are to provide a scorer who sits on chairs provided at midway point of court.

DEFINITIONS:

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

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

8. UMPIRES

- a. Umpires must at all times comply with the Umpires Coordinator's instructions.
- b. When a club is required to provide umpires at any match, it is the club's responsibility to see that such umpires are capable of controlling the game.
- c. 12 year olds may umpire only with the approval of the Umpires Coordinator.
- d. 15 years and under may umpire senior games with the approval of the Umpires Coordinator.
- e. Umpires cannot be changed during a game without the consent of the Umpires Coordinator.

- f. It is strongly recommended that all umpires must be the holder of a current Section 1 Umpires theory pass to be eligible to umpire Brunswick-Byron Netball Association Incorporated matches. New registrations in the association must produce proof of theory pass
- g. All badged umpires must produce proof of badge to Association before being eligible to umpire Brunswick-Byron Netball Association Incorporated competition matches.
- h. Any team failing to provide an umpire where appointed will incur one (1) warning issued by the Umpires Coordinator. On the second offence the team will be fined \$20. After three fines the offending team will be disqualified from the competition.
- i. Umpires for final series will be allocated by the Umpires Coordinator in liaison with a representative from each club.
- j. One (1) executive from each club must be available at each timeslot to answer calls to courts where that club is umpiring. Each club must register the names of their executive with the Association.

9. FORFEITS

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

of the fixture. Opposing team may then sign the score sheet on the next competition day.

10. POINTSCORE

- a. Points shall be awarded in competition games as follows:

Three (3) points for a **WIN**

Two (2) points for a **BYE**

Two (2) points for a **DRAW**

One (1) point for a **LOSS**

Zero (0) points for a **FORFEIT**

- b. **Wet weather games shall be classed as DRAWS**

11. SEMI – FINALS - FINALS AND GRANDFINALS

- a. Minor Premiers shall be the team scoring the highest number of points.
- b. When two or more teams finish with equal points, semi-final position will be determined on goal average to be taken from games played.
- c. The final series shall be determined by the number of teams within a grade.
- d. To qualify for semi finals of competition, players must have played at least three (3) games with the respective club. Penalty – disqualification. Wet days do count as played games. Forfeit games will be counted if names entered on score sheet.
- e. In the final series extra time must be played if scores are equal at full time. There will be a two (2) minute interval during which teams will toss a coin for choice of centre pass or goal end, substitutions and or team changes are permitted. Extra time of two halves of seven (7) minutes each shall be played. Teams change ends at half time without an interval, with no substitution or team change permitted. The centre pass is taken by the team entitled to the next centre pass. In the event of a tie remaining at the end of extra time, a visual signal shall be issued to indicate that play shall continue until a two (2) goal advantage.
- f. During the final series the teams available registered players must take the court in preference to substitute.

12. INJURY

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

13. COACHING

- a. Coaches of teams are not allowed on court whilst game is in progress - Netta excluded
- b. In the spirit of the game sideline coaching by the Coach is allowed
- c. Whilst the game is in play the coach must remain stationary on the sideline away from the goal line.

14. REPRESENTATIVE

TEAMS

- a. The Selection Committee shall select teams with a minimum of eight (8) players, based on age and level of competition entered.
- b. All members of the Association shall be eligible for selection to play in teams representing the Association and to play at such carnivals and functions as decided by the Representative Committee.
- c. Representative team coach is to liaise with Representative Committee on the number of players required in each team. Selection Committee to be notified of this.
- d. Disciplinary matters arising from Representative teams, players and officials to be dealt with by the Disciplinary Committee. Offender to appear before this committee with coach, manager and parent where applicable.

THE MANAGER

- a. Nominations will be called after final selection of team/s and be open to all interested people/persons.
- b. Appointment will be made by Representative Committee
- c. Managers will be appointed on their merit. Written applications addressing relevant criteria details Appendix No 10D will only be considered.
- e. Application to be addressed to Coaching Coordinator and received by set date.
- f. Immediately upon appointment the Manager shall take up her duties Appendix No 10D

THE COACH/S and ASSISTANT COACH/S

- a. Coaches must be the holder of a Development Coach Accreditation
- b. Coaches will be appointed on their merit and nominees must address relevant criteria Appendix No 10D.
- c. Coaches will be appointed by Representative Coaching Appointment Panel.
- d. Nominations are called for prior to final series, and to be addressed to Coaching Coordinator.
- e. Appointments are to be made before 1st Council meeting after AGM, position to be ratified at this meeting.
- f. Immediately upon appointment the coach shall take up her duties Appendix No 10D

SELECTED PLAYERS

Players selected to the Association Representative teams shall:

- a. Present herself on stipulated days for coaching, unless prior official leave of absence is granted.
- b. Be a candidate for the Umpires Section 1 Theoretical Exam (or hold a current theory pass).
- c. Pay such expenses as set down by the Association.
- d. Players who miss (2) two training sessions or a Carnival without a good reason shall be reported to the Selection Committee with the possibility that their position in the team be forfeited.
- e. Any player selected in Brunswick-Byron Netball Association Incorporated Representative teams may not take part in any other Association's games on Saturdays or Sundays during her period of obligation. Except at the discretion of the selection committee
- f. Any player selected in Brunswick Byron Netball Association Incorporated Representative Teams must play a minimum of three (3) games in the Brunswick Byron Netball Association Incorporated Competition prior to the State or State Age Championship Event/s entered. Exceptions at the discretion of the selection committee
- g. Abide by the Player Code of Conduct. See 9E

ASSOCIATION REPRESENTATIVE/S and TEAM SCORERS

- a. Nominations will be called for after final selection of teams and be open to all interested people.

- b. Nominations are to be in writing and address the relevant criteria see Appendix and forwarded to Coach Coordinator by set date.
- c. Appointment will be made by Representative Committee.
- d. Immediately upon appointment the Association Representative/s or Scorer shall take up her duties as per Appendix No 10D

15. SELECTORS

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

16. STANDING ORDERS

The Chairman shall:-

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

The chairman's ruling on all points of order and procedure shall be final unless a motion is moved, seconded and carried "That the chairman's ruling be disagreed with."

The mover may speak briefly in support of her motion and the Chairman explains why her ruling was given. The Chairman takes the vote.

All members shall raise their hand to indicate they wish to address the chair.

There shall be no limit on the number of speakers for or against a motion, providing the debate is still active, but if there is no speaker in opposition to the previous two (2) speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.

Any member may move without debate that the question "now be put" and if the motion is seconded and carried by a majority vote, the motion or amendment before the meeting shall be put at once.

Any mover may move that the meeting "now proceed to the next business". This requires a seconder and shall be voted upon without discussion. If carried the original motion shall not be revived at the same meeting, if lost, the original motion shall be put without further discussion except that the mover shall have the right of reply.

Any member may put that the motion before the chair be deferred.

A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.

Upon evidence of a mistake in facts that have been presented to the meeting or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.

An amendment which is a direct negative of the motion shall not be allowed.

An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise her right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. An amendment, which is carried becomes the motion and is open to further amendment.

The mover and seconder of the motion under discussion are not entitled to mover or second amendments to it. If the mover is in agreement with any proposed amendment she can accept it and may seek leave to alter the motion accordingly.

No motion or amendment may be withdrawn without the consent of the mover and seconder and the consent of the meeting. Voting on motions before the chair shall be by show of hands except that a secret ballot shall be taken if any one member requests it.

The voting on any motion shall be recorded at the request of any member.

Voting for all positions, other than sub-committees shall be by secret ballot on the ballot paper printed and distributed by the Association and shall be decided in order:

- a. For positions to which only one person is to be elected. Members shall vote for one candidate only. The candidate with the greatest number of votes shall be declared elected.

- b. For sub-committees or for positions to which more than one person is to be elected. One ballot shall be taken and members shall vote for the number of candidates required to fill the position or sub-committee. The candidate/s with the greatest number of votes shall be declared elected.

17. ALTERATIONS TO BY LAWS

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

Ratified at Special General Meeting of Brunswick Byron Netball Association Incorporated held at BBNAI Clubhouse Mullumbimby on this

31st day of March 2008

.....
Leanne Niemack
Vice President
Brunswick-Byron Netball Association Incorporated

.....
Noreen Scott
Secretary
Brunswick-Byron Netball Association Incorporated

9A ADOPTION OF NEW SOUTH WALES NETBALL ASSOCIATION LTD POLICIES

1. PREGNANCY POLICY

By virtue of affiliation with the New South Wales Netball Association Ltd, Brunswick Byron Netball Association Inc will adopt and be governed by the New South Wales Netball Association Ltd Pregnancy Policy.

2. MEMBER PROTECTION POLICY

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

3. PRIVACY POLICY

By virtue of affiliation with the New South Wales Netball Association Ltd, Brunswick Byron Netball Association Inc will adopt and be governed by the New South Wales Netball Association Ltd Privacy Policy.

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

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

9B

POLICIES

GENERAL POLICY

Brunswick Byron Netball Association Incorporation seeks to ;-

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

THE EXECUTIVE

The Executive strives to:-

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

FINANCIAL POLICY

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

FUNDRAISING POLICY

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

MEMBERSHIP RECRUITING POLICY

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

SIGN- ON POLICY

1. Association sign-on date and time to be set when competition dates set at planning meeting the previous year.
2. Grading Committee to meet on this date.
3. All membership fees to be paid to the association treasurer by end of the second competition day
4. Club Team sheets and registration sheets to the Association Registrar by the end of the second competition day
5. Team member changes and late player sign on's must be brought to the immediate attention of the grading committee for approval
6. Any fees for late registrations will be dependant upon stage of competition and at the discretion of the association executive.
7. Regrading of a team or player/s will be at the discretion of the grading committee.

GRADING POLICY

1. Grading should always strive to provide an organised competition in which all players can participate with enjoyment.
2. Grading should commence at a club level with clubs endeavouring to keep players of one standard in the same grade.
3. Clubs should endeavour to field a First Division side where possible.
4. Grading to be done initially on paper followed by visual grading if necessary.

5. Grading should be done from first division down.
6. Where a team is re-graded during the season that team retains its points.
7. 15 years Representative players will preferably play Senior Division 1 or 2 or another level at the discretion of the executive.
8. There will be no limit to the number of Representative players per team in Senior Division.
9. In 15 years and under and 12 Years and under Divisions there will be a maximum of 5 representative players per team.

AGE DIVISIONS shall be:

Fun Net	5 - 7 Years of age
Netta	8- 10 Years of age
12 Years and Under	10, 11 and 12 years of age
15 Years and Under	13, 14 and 15 years of age
Senior	16 years and over

Exceptions at the discretion of the executive

COMPETITION POLICY

1. A draw for game times, court allocations and umpiring duties will be made **4 weeks** in advance. It will be placed in the Echo and on the notice board each week.
2. Players, umpires and scorers to arrive 15 minutes prior to the commencement of games.
3. Teams to collect score sheets from the table.
4. A 5 minute warning bell prior to the commencement of the first game will be rung. All players, umpires and a scorer from each team should be on court and warmed up.
5. Players must sign the score sheet, in the appropriate numbered space, according to the original team sheet. They must have nails and jewellery checked prior to the commencement of play.
6. **NOTE: Only the first seven to take the field will sign the score sheet prior to the commencement of the game. Substitutions then sign the score sheet in the appropriate numbered space prior to taking the court.**
7. Any player from another team who acts as a substitute must sign the score sheet, as a substitute in the correct section, including their registered team name.
8. At the completion of play scorers must check and sign scoresheet. Umpires and team captains must also sign the score sheet. Winning team to return the score sheet to the table.
9. When an injury occurs it should be noted on the score sheet and in the Injury book at the table. If necessary an Insurance form should be collected from the Insurance Officer or the NNSW website.
10. List of duties for smooth running of the competition will be displayed in the clubhouse and printed in fixture book. See Appendix
11. Table duty club roster to be made prior to the commencement of the season. One club executive to be present on table duty at all times.
12. The Association Executive member of the club on table duty to complete the game day check list. See Appendix
13. One team each week to be nominated as the duty team for setting up and a separate team nominated for duties at completion of the day
14. A Netta duty team will also be nominated

GAME DAY POLICY CHECKLIST

1. The Association Executive member of the club on table duty and Umpire Coordinator to complete **the game day check list** prior to the commencement of first timeslot Appendix No 10C
2. A copy of this information, procedures and checklist will be available at control and is Appendix No 10B and 10C
3. Any discrepancy will be brought to the attention of BBNAI Committee for their final deliberation
4. The completed document will be held on file with scoresheets for that days competition

FUN-NET POLICY

1. Limited season to be set at planning meeting previous year
2. Fee will be minimal
3. Certificate of recognition to be presented to the Fun Net coordinator at presentation ceremony
4. Endeavour to utilise our talented netballers to assist in this program
5. Program will be based on Netball NSW guidelines
6. Emphasis will be on enjoyment and participation
7. At completion of program participants will receive a BBNAI award

NETTA POLICY

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

WET WEATHER POLICY

1. A decision will be made by two (2) Association Executive members present courtside at 11am on Saturday morning for Netta and the first timeslot and at 1pm for all other timeslots
2. All Club Representatives will be notified ASAP.
3. A recorded message will be on the answering machine at the courts (66 843 384 phone fax) and on the Association web site
4. If a split time slot occurs with any game being incomplete all games in that division will be classed as draws.
5. In the event of rain or of interruption due to weather, for the game to be considered complete two full quarters must be played in this case the score stands as at the time of cancellation.
6. Games will be held on all courts at the discretion of the Executive.

PUBLICITY POLICY

1. Notify Community through newspaper of commencement dates for competitions, including contact names and phone numbers.
2. Publish weekly draws.
3. Publish match results weekly. Table duty to complete a result sheet each week. A column to be provided for coaches to mention individual players and /or teams and their achievements.
4. Newsletter to be provided for each player at least twice during the season. These to include important dates, fundraising activities, rule interpretation, information on International games etc.
5. Results of State and State Age and Representative Carnivals to be published in newspapers and in newsletter.
6. Scrap book of newspaper cutting and photo album to be maintained by the Publicity Officer.
7. BBNAI web site to be utilised as first contact point for all Association information.

TWILIGHT POLICY

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

CANTEEN POLICY

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

UMPIRING POLICY

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

COACHING POLICY

1. Enhance feelings of self-confidence and self-esteem with participants, promoting through enjoyment of the sport.

2. Each club to appoint a Coaching Liaison Officer annually and to advise coaching coordinator of same.
3. Each club to provide a list of teams with coach's name and contact number.
4. Coaching coordinator to make available to each club coach an Association Resource List and information folder.
5. Continually provide resources and actively encourage upgrades and accreditation to all coaches
6. Coaching Coordinator in conjunction with the Club Coaching Coordinators shall encourage coaches to:
 - i. Encourage development of players with fun and enjoyment.
 - ii. Be responsible for just and fair treatment of all players
 - iii. Allow equal participation of all players
 - iv. Be conversant with the official rules of the game and encourage players to have knowledge of and abide by the official rules of the game.
 - v. Consider the welfare of players at all times (duty of care).
 - vi. Understand duty of care in relation to injuries and to attend to injuries promptly and appropriately. Complete the necessary injury report in the Official Association Injury book located at control with a copy of injury report to be retained by the coach.
 - vii. Foster good player relationships and good relationships with umpires and officials.
 - viii. Abide by the Coaches Code of Behaviour. 9E

REPRESENTATIVE POLICY

1. Provide the opportunity for members to participate as a member of an Association Representative team.
2. Offer the opportunity to compete and develop skills in a higher level of competition.
3. Further develop sportsmanship and social skills by being a team member.
4. Give members the opportunity to become a role model for other members of the Association.
5. Promote BBNAI Inc in the wider netball community.
6. Nominations for Representative players will be called three (3) weeks prior to the Semi-Finals.
7. These nominated players will then be gathered together for a briefing session.
8. Nominated players must make themselves available to attend pre selection session/s as decided and notified by the Association Representative Committee
9. Parents/Carers will be invited to a meeting after selection where all Association Representative matters will be outlined and discussed.
10. Refunds for players withdrawing from representative teams after selection will be reviewed by the Representative coordinator, Coaching coordinator, Representative Treasurer, team coach and manager and one other representative coach who is not one of the above. The decision that is made will be communicated by the Representative coordinator to the party/s involved.

11. Decisions on injured or ill players travelling with teams to any events is to be reviewed by Representative coordinator, Coaching coordinator, team coach and manager and one other representative coach who is not one of the above. A medical certificate may be requested.

SELECTION POLICY

1. Final selection date, time and venue will be well notified.
2. Selection times will be separate for each team.
3. Each player shall make themselves available at such time.
4. If required each player shall wear a visible nametag.
5. If for any reason after final selection a selected player withdraws from a team the Coach of this team must notify the Coaching Coordinator who will then liaise with the selection committee.
6. An official of BBNA Inc Executive shall speak to all nominated and selected players
 - At the commencement of selection procedure
 - Prior to championships
7. Players at an appropriate time may approach the selectors for a review of their performance in line with selection criteria.
8. Players will be notified of selection outcome
9. Selection criteria is Appendix No 10E

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

9C

DISCIPLINE PROCEEDINGS POLICY

1. Authority

The authority to adjudicate upon Disciplinary Matters within the Association and impose penalties where required is contained in the relevant Clause of the Constitution and extends to all Registered Members of the Association.

2. Discipline Sub-Committee

2.1. The composition and convocation of the Discipline Sub-Committee shall be as set out in the relevant Clause of the Constitution.

2.2. The Discipline Sub-Committee shall have jurisdiction to adjudicate on any complaint of misconduct allegedly committed by a Registered Member of the Association on the premises of the Association or as a representative of the Association and referred to it by the Executive Committee.

2.3. The Discipline Sub-Committee shall have the authority to impose penalties by way of reprimand, bonds, fines, suspension, expulsion or a combination of any of them as deemed necessary on Registered Members of the Association.

3. Initiation of Disciplinary Proceedings

3.1. An umpire or official may report any incident in writing to the Association Secretary. Where the incident being reported occurred during a competition match the umpire is to lodge a written report as soon as possible after the match is completed, not being later than 48 hours after the alleged incident having occurred.

3.2. A registered member of the Association, a parent of a registered member, or an Umpire may report any incident in writing to the Association Secretary. Such a complaint must be lodged within 48 hours of the alleged incident having occurred.

3.3. Upon the lodgement of a complaint the Secretary shall advise the Discipline Convenor, provide all written documents received and upon which, the Discipline Convenor shall convene the Discipline Sub-Committee to consider the charge to be brought against the alleged offender.

4. Notice

4.1. Registered Members required to appear before the Discipline Sub-Committee shall be given a maximum of 48 hours' written notice stating the charge alleged and the proceedings which will be invoked.

- 4.2. Where a person under the age of 18 years is called before the Discipline Sub-Committee, that person is to be advised that their parent(s) or guardian(s) may accompany them to the hearing.
- 4.3. Witnesses required by the Discipline Sub-Committee will be notified of the hearing in writing.

5. Hearing

- 5.1. A member of the Discipline Sub-Committee shall be ineligible to hear any matter in which she or he has a direct or indirect conflict of interest. A sub-committee member shall be deemed to have a conflict of interest where:
 - 5.1.1. she or he declares the existence of such a conflict;
 - 5.1.2. an Affiliated Club of which she or he is a member is a party to the hearing; or
 - 5.1.3. a majority vote of the remainder of the Sub-Committee holds them to have such a conflict.
- 5.2. Upon assembly the Discipline Convenor shall read the charge or charges against the person called before it and shall outline the Discipline Sub-Committee's intended procedures for conducting the hearing. The Convenor shall also advise all parties of their rights and entitlements under this policy.
- 5.3. The person shall be asked by the Discipline Convenor whether they admit or deny the charge or charges brought against them, as formulated by the Discipline Sub-Committee on an ad hoc basis. In the event that the person admits the charges then the Sub-Committee shall advance the proceedings to 5.10 below.
- 5.4. All parties with the exception of the cited person or team shall retire from the hearing until recalled by the Discipline Convenor.
- 5.5. The Discipline Sub-Committee shall conduct a preliminary interview with the person charged.
- 5.6. Each party concerned shall be recalled to the hearing one at a time for examination first by the members of the Discipline Sub-Committee and then by the cited person.
- 5.7. At the completion of the hearing of the witnesses or parties called by the Discipline Convenor, the cited person may call such witnesses as they deem necessary and those persons may be examined first by any or all of the members of the Discipline Sub-Committee and then the cited person.
- 5.8. After all evidence has been given all persons excepting the Discipline Sub-Committee shall retire. Being satisfied that all the evidence it requires to reach a decision has been established, the Discipline Sub-Committee shall consider the case and record a finding on the balance of probabilities based on what it believes to

be the facts. In the event of a split decision, the finding of the Discipline Convenor shall be decisive.

- 5.9. When the decision has been reached the cited person shall be recalled and the Discipline Convenor shall announce the findings.
- 5.10. If the Discipline Sub-Committee find the offence proved then the offending person shall have the right to make representations as to penalty.
- 5.11. The Discipline Sub-Committee shall then further deliberate before announcing the decision as to the penalty, if any, to the cited person, and subject to the discretion of the Sub-Committee. The Sub-Committee shall, where possible, have regard to the Schedule of Penalties at Clause 7 below.
- 5.12. The Discipline Sub-Committee may, at its discretion, report the outcome of any hearing to the Executive Committee. Such a report shall not disclose the identity of the Appellant unless express permission for such disclosure has been obtained.

6. Principles of Deliberation

Natural justice provisions are to apply to the conduct of Discipline Sub-Committee hearings and deliberations. The key principles are:

- 6.1. A person or team must be given a reasonable opportunity to present their case before a decision is made which will affect them.
- 6.2. The person lodging an initial complaint must do so in good faith.
- 6.3. Any appeal must be lodged in good faith.
- 6.4. Written submissions may be acceptable as evidence.
- 6.5. The Discipline Sub-Committee has the discretion to interview any other persons it deems appropriate.
- 6.6. Parties should be given adequate notice to enable them to make submissions on the incident or incidents under investigation and the circumstances of the reports that led to the disciplinary hearing.
- 6.7. Any adverse material which may affect the hearing and therefore the decision should be disclosed and parties should have the opportunity to respond to or rebut any allegations.
- 6.8. There is no absolute requirement that parties be permitted legal representation at a hearing. This depends on the circumstances of the case and the determination of the Discipline Sub-Committee.
- 6.9. There is no requirement that any party have the opportunity to cross-examine other parties.
- 6.10. The Discipline Sub-Committee must be perceived by a reasonable person to be free from bias when making a decision.

6.11. A member of the Discipline Sub-Committee cannot have any direct or indirect interest, pecuniary or otherwise, in the subject matter of the decision.

6.12. The Discipline Sub-Committee is not bound by the rules of evidence.

7. Schedule of Penalties (Note: Non-Exhaustive Guidelines Only)

Offences of charged persons towards Players and Spectators		
<i>No.</i>	<i>Offence</i>	<i>Minimum Penalty</i>
1	Fighting/Striking with clenched fist	3 playing weeks
2	Strike with open hand	3 playing weeks
3	Kicking/Attempting to kick	3 playing weeks
4	Strike opponent with ball or other object	3 playing weeks
5	Deliberately trip an opponent	3 playing weeks
6	Attempt to strike with clenched fist	3 playing weeks
7	Deliberately elbowing	2 playing weeks
8	Undue rough play	Severe reprimand
9	Racial/discriminatory abuse	3 playing weeks
10	Use abusive language including obscene	1 playing weeks
11	Unsporting Conduct	Severe reprimand
Offences of charged persons towards Umpires, Coaches and Officials		
<i>No.</i>	<i>Offence</i>	<i>Minimum Penalty</i>
1	Striking, Kicking, Elbowing	26 playing weeks
2	Strike with ball or other object	26 playing weeks
3	Attempting to strike, kick, elbow or fight	26 playing weeks
4	Racial, Discriminatory abuse	3 playing weeks
5	Use abusive, obscene and/or threatening language	3 playing weeks
6	Unsporting conduct including disputing decisions	Severe reprimand

8. Non-Attendance of Player

Any player who does not appear before the Discipline Sub-Committee when ordered may be suspended by the Discipline Sub-Committee until such time as the player appears before it.

9. Appeal

A member may appeal to the Appeals Sub-Committee against a decision of the Discipline Sub-Committee in accordance with the Appeals Procedure Policy. A member may appeal on the basis that their matter was either incorrectly decided or conducted without regard for the provisions of this Policy, and may contest either the conviction or the severity of the penalty imposed.

1. Appeals Sub-Committee

The composition, jurisdiction and powers of the Appeals Sub-Committee shall be as set out in relevant clause of the Constitution.

2. Initiation of Appeal Proceedings

2.1. An Appellant must be a Registered Member of the Association. An Affiliated Club may lodge an Appeal on behalf of a Registered Member or Registered Members.

2.2. An Appeal must be lodged in writing with

The Secretary, BBNAI, PO Box 325 Mullumbimby 2482

2.2.1. Where the Appeal concerns the grading of a team it must be lodged within **two (2) days** of the publication of grading information.

2.2.2. Where the Appeal concerns any other decision of the Association it must be lodged within seven (7) of notification of that decision.

2.2.3. Where there are extenuating circumstances the Appeals Committee may, at its discretion, extend the time permitted for the lodgement of an Appeal. The prospective Appellant must provide written reasons as to why lodgement of the Appeal has been delayed.

2.3. The Secretary shall forward the Appeal to the members of the Appeals Sub-Committee within twenty-four (24) hours of its receipt.

2.4. The Appeals Sub-Committee shall meet for the purposes of the particular Appeal and arrange to hold an Appeal hearing, where possible within seven (7) days of receipt of the Appeal.

2.5. The Appeals Convenor shall, in consultation with the Appeals Sub-Committee, arrange for the appearance of those witnesses or other persons she or he deems necessary.

2.6. The Appeals Convenor shall provide an Appellant, the Committee whose decision is under review and all witnesses with at least seventy-two (72) hours notice of both the time and the nature of the Appeal.

3. Appeal Hearing

3.1. A member of the Appeals Sub-Committee shall be ineligible to hear any appeal concerning a matter in which she or he has a direct or indirect conflict of interest. A sub-committee member shall be deemed to have a conflict of interest where:

3.1.1. she or he declares the existence of such a conflict; or

- 3.1.2. an affiliated club of which she or he is a member is a party to the appeal; or
- 3.1.3. a majority vote of the remainder of the sub-committee, not including reserve members, holds them to have such a conflict. In the event of a tied vote, the Appeals Convenor shall have the casting ballot. Where the Appeals Convenor is the subject of the vote the casting ballot, if required, shall be entrusted to a reserve member of the Sub-Committee.
- 3.2. Where a sub-committee member is deemed to have a conflict of interest, her or his place on the sub-committee shall be taken by an elected reserve member for the purposes of the relevant appeal.
- 3.3. The Appeals Sub-Committee shall call upon, where appropriate, the original decision maker/s to explain the reasons for the decision. Where the decision under appeal is that of a Sub-Committee, the Convenor of that Sub-Committee shall furnish any relevant minutes for the consideration of the Appeals Sub-Committee.
- 3.4. The Appeals Sub-Committee shall interview the Appellant. Where an Appellant seeks to have legal representation, it is mandatory that prior notification be made to the Appeals Convenor. The Appeals Sub-Committee may, at its discretion, refuse permission for the legal representative to attend the hearing.
- 3.5. The Appeals Sub-Committee shall interview any other person it has deemed appropriate. Neither the Appellant nor the maker of the decision being appealed shall be permitted to call witnesses or other persons to give evidence, although they may recommend such persons to the Sub-Committee.
- 3.6. All written evidence tendered shall be left with the Appeals Sub-Committee to assist it in its deliberations.

4. Principles of Deliberation

- 4.1. The Appeals Sub-Committee shall refer to the Constitution, as well as the relevant Policies of the Association, and the principles of natural justice, in making their determination.
- 4.2. The key principles of natural justice to be applied are:
 - 4.2.1. An Appellant must be given a reasonable opportunity to present her or his case before a decision is made;
 - 4.2.2. The Appellant must lodge her or his appeal honestly and in good faith;
 - 4.2.3. An appeal may be conducted on the basis of written submissions. Oral submissions may not necessarily be required;

- 4.2.4. All concerned parties must be given adequate notice to enable them to make their submissions;
- 4.2.5. Any adverse material that may affect the decision should be disclosed and parties should have the opportunity to respond to any allegations;
- 4.2.6. There is no absolute requirement that parties be permitted legal representation at a hearing. This depends on the circumstances of the case and the determination of the Appeals Sub-Committee;
- 4.2.7. There is no requirement that any party have the opportunity to cross-examine other parties;
- 4.2.8. The Appeals Sub-Committee must be perceived by a reasonable person to be free from bias when making a decision;
- 4.2.9. The Appeals Sub-Committee is not bound by the rules of evidence.

5. Decision

- 5.1. The Appeals Sub-Committee shall endeavour to finalise its decision within forty-eight (48) hours of the completion of its enquiries. The decision shall be provided orally to the Appellant or her or his representative within forty-eight (48) hours of its being made.
- 5.2. The decision shall be provided in writing, including written reasons for the decision, by the Convenor only if the Appellant requests such reasons when initially notified of the decision. Such reasons shall be provided to the Appellant within seven (7) days.
- 5.3. The decision of the Appeals Sub-Committee is final.

6. Reports to the Executive Committee

- 6.1. Following the determination of any Appeal a report will be made to the next meeting of the Executive Committee. The report will give a précis of the substance of the Appeal, details of the hearing process, the decision of the Sub-Committee and any relevant recommendations. Such a report shall not disclose the identity of the Appellant unless express permission for such disclosure has been obtained.
- 6.2. Copies of all correspondence relating to the Appeal shall be provided to the Secretary.
- 6.3. An Annual Report including any recommendations for change shall be made by the Appeals Sub-Committee at the Annual General Meeting. Confidentiality in all matters is to be maintained by the Appeals Sub-Committee.

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

9E

CODES OF CONDUCT

Adopted by NSW Netball Assn Ltd Council Meeting 8 November 2003

Netball NSW and Districts are responsible for the control and conduct of their members who include Players, Coaches, Managers, Umpires, Administrators and Spectators.

All members of Netball NSW and spectators attending game and / or events controlled by Netball NSW are required to adhere to the appropriate Codes of Conduct relative to their particular circumstance as follows:-

PLAYERS

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the oppositions.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Do not interfere with the progress and/or conduct of the game.

PARENTS

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.

- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Do not interfere with the progress and/or conduct of a game.

COACHES

- Should be treated with respect and openness
- Have access to self improvement opportunities; and
- Be matched with a level of coaching appropriate to their level of competence.
- Adhere to the Coach's Code of Ethics -
- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the just-average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Treat each player as an individual. Respect the talent, development stage and goals of each player, and help each player reach their full potential.
- Don't interfere with the progress and / or conduct of a game unless called to do so by another official.
- Abide by the Officials' decisions.

ADMINISTRATORS

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, umpire, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.

RATIFIED AT SPECIAL GENERAL MEETING 31.3.08

- Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a Code of Conduct sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than errors.
- Be a good sport, actions speak louder than words.
- Do not interfere with the progress and/or conduct of a game, unless called to do so by another official.
- Abide by Official's decisions.

SPECTATORS

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Do not interfere with the progress and/or conduct of a game.

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10. Appendix No A

AWARDS CRITERIA, NOMINATION AND PROCEDURES

Coaching, Umpiring and Encouragement Awards

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

COACHING AWARDS

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

Where appropriate two awards will be made a Netta coaching award and a coaching award

Criteria for Coaching Award

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

Criteria for Netta Coaching Awards

- ❑ Adhere to the philosophy and principles of Netta.
- ❑ All of the above criteria for coaching Awards

UMPIRING AWARDS

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

Criteria for Umpiring Award

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

ENCOURAGEMENT AWARDS

One Encouragement Award for each player from each club in Under 12's and one in Under 15's Division will be presented each year.

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

Criteria for Encouragement Awards

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

ASSOCIATION PERSON AWARD

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

Criteria for Association Person Award

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

ACHIEVEMENT AWARD

The Achievement Award shall be presented each year.

Criteria for Achievement Award

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

PLAYER OF THE MATCH AWARDS

1. A person/persons nominated by Council will select the recipients of the awards at the ground on Grand Final Day.
2. The awards will be announced at the Annual Presentation Ceremony.
3. The Award to be given to a player from 12/u Division1, 15/u Division 1, and Senior Division 1.

LIFE MEMBERSHIP AWARD

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

Criteria for Life Membership

Any one of the following will constitute Life Membership.

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

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10. Appendix No B

MISCELLANEOUS PROCEDURES, DUTIES AND CHECKLISTS

EQUIPMENT TEAM DUTY LIST – Hard Courts

DUTIES FOR SETTING UP

1. Arrive at 12 noon sharp
2. Collect the court balls and the netta court balls. (These are kept in the carry bag in the Clubhouse)
3. Take them to the ball room, at the side of the clubhouse behind the canteen to pump them up
4. Put the large white pads (12) on the six hard courts
5. The shorter yellow pads are for the netta courts. Leave them outside the door with the netta balls for the netta duty team
6. Take the green chairs kept on the trolley in the clubhouse to each court. 2 chairs per court
7. Place these adjacent to the centre circle for the scorers use
8. Put the large green wheelie bins out near the courts. Make sure they have liners secured with white masking tape. If not please reline. These bags and tape are found in the canteen
9. Clear and sweep courts of any debris and rubbish
10. If weather looks like rain bring out the court sweepers
11. If courts are wet then use court sweepers to remove excess water

DUTIES FOR END OF DAY

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

NETTA DUTY

SET UP

1. Collect yellow pads and shorter white pads and netta court balls from outside the equipment room located behind canteen
2. Collect spanners (2) and court folders (2 per court) with sign on sheets from control area
3. Take all equipment to the Netta courts
4. With use of spanners drop poles to 8 feet height on all courts being used
5. Put pads on poles

6. Place netta court ball and court folders in centre circle
7. Ensure there is no rubbish or debris on the court and surrounds

AT COMPLETION OF THE GAMES

1. Remove pads from poles
2. Use spanners to lift poles to the 10 foot height and tighten
3. Return spanners and netta court folders to the control area
4. Take pads and netta court balls to the equipment room
5. Place pads flat into large wooden box, put balls into bag and then into large mesh stand
6. Collect any rubbish from the netta court area

TABLE DUTY

1. Arrive at 12 noon sharp
2. Game Day Checklist to be completed by club executive on duty
3. Have folders (colour coded for each timeslot) with score sheets and any other information for members ready for collection by teams
4. Have netta folders with sign on sheets (2 per court) and spanners (2) ready to be collected by netta duty team
5. Ensure that equipment duty team has arrived and are completing their duties. If not notify a BBNAI executive member
6. Get timers ready – put in batteries
7. 12.15pm open roller door
8. Turn on microphone above table and make a general welcome announcement – test run
9. Check with BBNAI executive if there are any announcements. Look in announcement book located on table and make these announcements.
10. 12.20pm teams should have collected the court folder and court ball. If not make an announcement
11. 12.25pm announce a 5 minute warning for all teams to be ready for play and check to see that all courts have two umpires
12. If there is no umpire then call relevant Club executive member or Umpires Convener for help
13. Game times are indicated on the wall next to control.
14. Check to see if scoresheets need filling out the next week's games.
15. Commence first timeslot at 12.30pm after double checking that all courts have umpires
16. At the end of these games call for the scoresheets and balls to be returned to control asap
17. Next games commence at 1.45pm
18. Give a five minute warning and check for announcements as per 9 and 10 above
19. Check for umpires as above point 12
20. Start next game as above point 13, 14 and 15 above
21. Take the 12.30pm scoresheets out of folder and put in completed games tray. Record the results on the table fixture/draw sheet
22. Put in the next weeks 12.30pm scoreheet in correct court folder
23. At the end of these games call for the scoresheets and balls to be returned to control asap
24. Next games commence at 3.15pm
25. Give a five minute warning and make announcements as per points 9 and 10 above
26. Make a reminder announcement to the end of day duty team

27. Check for umpires as above point 12
28. Start next game as above point 13, 14 and 15 above
29. Take the 1.45pm scoresheets out of folder and put in completed games tray Record the results on the table fixture/draw sheet
30. Put in the next weeks 1.45pm scoreheet in correct court folder
31. At the end of these games call for the scoresheets and balls to be returned to control ASAP
32. Put court balls into bag at table. Check all balls are accounted for
33. **Make a reminder announcement to the end of day duty team**
34. Take the 3.15pm scoresheets out of folder and put in completed games tray. Record the results on the table fixture/draw sheet
35. Put in next weeks 3.15pm scoresheet in correct court folder
36. Remove batteries from timer and turn microphone off
37. Leave table area neat and tidy and ready for next week
38. Many thanks for doing table duty

10. Appendix No C

Game Day Checklist Information and Procedures

Game Day Checklists play an important role in club Risk Management and the Netball Australia Risk Protection Program.

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

1. Who should complete the checklist?

All clubs and associations competing at the venue on game day should take part in the completion of the checklist.

The checklist asks for a competition supervisor and an umpire supervisor to sign the form once they are satisfied with the conditions.

If another group is responsible for proceedings on game day (i.e. shared venue or finals game), then this group may take responsibility for the completion of the checklist. However, the participating clubs/associations should still review the checklist and sign the form to ensure that they are satisfied with the conditions prior to the commencement of play.

2. When should the checklist be completed?

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

3. What should we check?

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

- **Weather conditions:** Lightning, Heat, Rain, Visibility (Fog), etc.
- **Playing Area:** Court Surfaces, Holes, Cracks, Uneven Surfaces, Other Sports Fixtures (e.g. Tennis, Basket ball, etc), Padding, Fencing, etc.
- **Run-off and Perimeter Areas:** 3.05m (*recommended* distance around court), Obstructions, Bags, Shoes, Rubbish, etc.
- **Facilities:** Emergency Exits, Rubbish, Syringes, Protrusions, Maintenance, etc.
- **First Aid:** Qualified First Aid Personnel, First Aid Kits, Ice, Telephone, etc
- **Other Factors:** Catering, Spectator Behaviour, Access to Ground, etc.

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

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

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

- **Reduce the risk:** caution signs, witches hats, roping off hazard zones, modify the game, discuss with players, etc.
- **Control the risk:** removing the risk/hazard/object from the identified area, delay/postpone the game, etc.

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

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

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

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

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

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

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

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

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

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

7. What do we do with completed checklists?

Once it has been completed, the original checklist should be retained by the competition organising body. Where required by your association, you may also send a copy of the completed checklist to the association, along with any other necessary documentation (e.g. Results).

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

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

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

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

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

Game Day Checklist

Game Details

Date _____ Location/Venue _____

Nominated Officials

Competition Supervisor (Club Executive)

Umpire Supervisor

Yes No answers

Weather Conditions:

Are extreme weather conditions evident that may affect player safety?

Playing Area:

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

Is there any visible debris on the playing surface?

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

Are all goal posts secured and padded?

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

Run-off and Perimeter Areas:

Does the run-off area surrounding the court meet the recommended distance of 3.05 meters?

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

Facilities:

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

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

First Aid:

Are there first aid facilities on site and accessible?

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

Other Factors:

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

Please specify:

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

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

Name and Signature

Competition Supervisor

Umpire Supervisor

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

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

BRUNSWICK BYRON NETBALL ASSOCIATION INC.
Appendix No D

10

REPRESENTATIVE OFFICIALS DUTIES AND ROLES

MANAGER

- a. Be in charge of all members of the aged Representative team to which they are appointed
- b. Be responsible for the well-being of the team on and off the court.
- c. Be a **Final Court of Appeal** in all matters pertaining to the team for the term of their appointment.
- d. Attend training sessions, carnivals and championships.
- e. Liaise with player's parents.
- f. Collect medical forms and ensure these are correctly completed and available at all competitions and trainings. Make coach aware of any special needs.
- g. Support the team coach and ensure adequate medical attention when necessary. Maintain an injury report on each player.
- h. Attend to scoring at carnivals when necessary.
- i. Be responsible for teams equipment e.g. water bottles, bibs, wet weather gear, team first aid etc.
- j. Be responsible for distribution, recording and collection of fund-raising requirements and monies from players and parents.
- k. Provide receipts for all monies collected and keep an up to date record of this. Alert the coach if any shortfalls or difficulties.
- l. Be responsible for the collection of monies from team members and the submission of same to Representative Treasurer.
- m. Keep records of each player including sizes, numbers of uniforms distributed, fund-raising activities, and monies collected etc. This is to be co-signed by the player or parent.
- n. Be responsible for the completion of any arrangements pertaining to the team prior to the Championships.
- o. Whilst at the Championships be responsible for liaising with officials.
- p. Maintain a sense of humour and open communication with coach and players.
- q. Check the allocated in tray each week for team notes etc.
- r. Maintain an updated contact list for all players and parents, notify any changes to Rep and Coach Coordinators
- s. Allocate parents to help with any rostered duties e.g. tent, bbq, raffles etc

At carnivals

- make sure all **equipment** is in good condition and bring to the game (balls pumped, first aide refilled, patches clean etc)
- ensure all **water bottles** are refilled before each game
- ensure coach and the team knows the court and time of **games**.
- record any game details the coach may ask eg scores and statistics
- **record injuries** on the sheet – inform parents if not at the carnivals.
- **record medication** on the sheet – inform parents if not at the carnivals.
- bring **ice** and **ice bags** for players to ice legs during the day
- work with the coach on player nutrition during the carnivals to make sure players are hydrating and eating healthy.

Equipment

- 1 x competition ball
- 1 x court ball
- trolley for drink bottles
- large court bag which includes;
 - first aid kit
 - blanket for subsitute players to sit on during games
 - bibs and spare set
 - wet weather aprons and small tarp

At state or state age

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

COACH

- a. Maintain open communication with team members, manager and BBNAI Officials.
- b. Organise such training periods, as deemed necessary for the condition of the players.
- c. Follow the Coaches Code of Behaviour.
- d. Run regular well planned training sessions always striving for a higher standard of play.
- e. Liaise with the team manager.
- f. Communicate openly with all other Rep Coaches, Managers and the Association Representative.
- g. Attend regional carnivals as appropriate and including State/State Age Championships.
- h. Be willing to update coaching knowledge and skills through courses and workshops.
- i. Work towards obtaining higher level of accreditation.

RATIFIED AT SPECIAL GENERAL MEETING 31.3.08

- j. Be aware of the Associations resources for the betterment of coaching skills.
- k. Be a member of the Selection panel for their team
- l. Report to the Representative Selection Committee any player with unsatisfactory attendance at training or game or with inappropriate conduct.
- m. Submit a full report to Council at the completion of the Championships
- n. Be aware of the Duty of Care and keep a record of any injuries incurred by players or officials.
- o. Attend representative committee meetings.
- p. Maintain a sense of humour and integrity at all times.

ASSISTANT REPRESENTATIVE COACH

Prior to working with players

- 1. meet with the Coach to discuss what will take place during the season
- 2. discuss your role and responsibilities in terms of training and events
- 3. be available to attend all designated trainings and events
- 4. have open and honest communication with coach and other officials
- 5. be mindful that the coach has the final decision
- 6. be consistent with this decision

Possible format

- 1. each run a drill and the other set up
- 2. each run a session with the others assistance
- 3. During a match/ game play 2 sets of eyes from different angles but at intervals one voice
- 4. Divide attack and defence ends – make the players aware of this
- 5. swap roles
- 6. Give feedback to each other

REPRESENTATIVE TEAM SCORER – (not appointed to all teams)

- a. Nominations will be called for after final selection of teams and be open to all interested people.
- b. Nominations are to be in writing and address the relevant criteria as below and forward to Coach Coordinator by set date.
- c. Appointment will be made by Representative Committee.
- d. Immediately upon appointment the Representative team scorer shall take up her duties
- e. Accompany teams to State or State Age Carnivals and rep circuit carnivals.
- f. Assist in supervision of players at all times.
- g. Attend to scoring at carnivals when necessary.
- h. Attend to official scoring at State or State Age Championships

- i. Liaise with team officials on all matters relating to these duties

ASSOCIATION REPRESENTATIVE/S

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

THE SELECTORS

- a) Be able to recognize potential, work without prejudice or bias and make definite judgment on skill and ability.
- b) Meet to receive the nominations for candidates for selection on the set form, as soon as practicable after the closing date and prior to the first selection;
- c) present the full list of nominations to the Executive Committee for ratification prior to selections

RATIFIED AT SPECIAL GENERAL MEETING 31.3.08

- d) select Association teams as may be decided by Council from time to time. All selections made by the Selection Sub-Committee shall be final.
- e) consider the reports of the Managers, Coaches and Captains of the previous year in making selections. These reports are to be treated as confidential and are held by the Coaching Coordinator.
- f) accept for consideration recommendations from the relevant coach prior to final selection;
- g) liaise with the relevant coach of the final team selection prior to its announcement;
- h) select players to fill cover positions should any vacancy arise in any representative teams. These players will not be announced on the day of selection.
- i) perform such other duties as shall be decided by Council from time to time;
- j) Be available for several viewings of players prior to final selection date.
- k) Work within a group and within the selection criteria of BBNAI.
- l) Liaise with the coaching co-ordinator.
- m) Be open and honest in communication with other selectors.
- n) Have a good knowledge of the game and rules of netball.

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10. Appendix No E

Selection Criteria

Players should consistently show the following attributes:-

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

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10. Appendix No F1

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

Year 200

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

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

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

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

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

Address and length of time at this address, if less than three years
previous address

Date of birth

Gender

Citizenship and main language spoken

Team/ age group applying for

Level of Netball Coaching Accreditation

Relevant Netball coaching experience

Umpiring theory and practical Accreditation

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

Other relevant details

Address all correspondence to;

Coaching Coordinator

Insert contact details here

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10. Appendix No F2

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

Year 200

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

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

Final placement will be made by the Representative Committee.

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

Address and length of time at this address, if less than three years
previous address

Date of birth

Gender

Citizenship and main language spoken

Team/ age group applying for

Relevant Netball experience that supports your application

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

Other relevant details

Address all correspondence to;

Coaching Coordinator

Insert contact details here

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10.

Appendix No F3

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

Year 200

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

Final placement will be made by the Representative Committee.

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

Address and length of time at this address, if less than three years

previous address

Date of birth

Gender

Citizenship and main language spoken

Relevant experience

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

Other relevant details

Address all correspondence to;

Coaching Coordinator

Insert contact details here

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10. Appendix No F4

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

Year 200

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

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

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

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

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

Address and length of time at this address, if less than three years
previous address

Date of birth

Gender

Citizenship and main language spoken

Team/ age group applying for

Level of Netball Coaching Accreditation

Relevant Netball coaching experience

Umpiring theory and practical Accreditation

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

Other relevant details

Address all correspondence to;

Coaching Coordinator

Inset contact details here

BRUNSWICK BYRON NETBALL ASSOCIATION INC.

10.

Appendix No F5

**Application for the position of
Representative Team Scorer
Brunswick Byron Netball Association Inc.
Year 200**

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

Final placement will be made by the Representative Committee.

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

Address and length of time at this address, if less than three years
previous address

Date of birth

Gender

Citizenship and main language spoken

Relevant experience

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

Other relevant details

Address all correspondence to;

Coaching Coordinator

Insert contact details here