

UNSW NETBALL

BY-LAWS 2005

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

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

1. CORRESPONDENCE

- (a) All correspondence must be in writing from the Honorary Club Secretary or person authorised by the Honorary Club Secretary.
- (b) All external correspondence will be addressed to the Honorary Club Secretary or person authorised by the Honorary Club Secretary.
- (c) All registration forms, both electronic and paper based, will be sent to the Honorary Club Secretary for database management, Assistant Secretary for social registrations and enquiries and Club Registrar for competitive enquiries and registrations. **(Oct 05)**
- (d) The Club Registrar is to provide the Head Coach, throughout the year, with playing and grading details for all competitive players. **(Oct 05)**
- (e) The Umpires Convenor is to receive an email and phone listing of all winter and summer registered competitive players. **(Nov 05)**
- (f) All UNSW Netball members will be assigned a unique identifier. These identifiers will be used in all public documents in place of their name, excluding club newsletter. **(Nov 05)**

2. INFORMATION TO MEMBERS

- (a) The Club shall provide the following information in writing to all members prior to the start of the season:
 - Competition venue address
 - Competition Rules
 - Club Rules of Incorporation and By-Laws
 - Fixtures
 - Team training details – date/time/venue
 - Contact details for Team Official/s
 - Contact details for Club Official/s
 - Club calendar of Events
 - Details of Courses, Seminars etc
- (b) The Club shall produce and distribute a Club Newsletter:
 - The newsletter shall be produced monthly from February to December.
 - The newsletter shall be distributed to each member of UNSW Netball by the Honorary Club Secretary.
 - An O-Week edition of the newsletter will be produced and handed out at the Clubs O-Week stall and at grading and registration days. **(Feb 04)**

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3. COMMITTEE

- (a) Committee Meeting notification is to be sent out Fourteen (14) days prior to the meeting. **(Oct 05)**
- (b) Monthly Committee reports are to be sent to the Honorary Club Secretary seven (7) days prior to the meeting. **(Oct 05)**
- (c) Committee reports are to be distributed two (2) business days prior to the meeting. **(Oct 05)**
- (d) Meeting minutes are to be finalised and distributed within seven (7) days after the meeting. **(Oct 05)**
- (e) Honorary Club Secretary is responsible for committee meeting minute taking and distribution. **(Oct 05)**
- (f) UNSW Netball Annual General Meeting will be held immediately prior to the Annual Presentation Night, with an SGM held early March if required to fill any vacant positions. **(Jul 04)**
- (g) All new and existing committee members are to take five (5) minutes out at one of the first training sessions of the year to introduce themselves to all the teams **(Feb 04)**
- (h) Club President and Club Vice President are to alternate attendance at Sports Association meetings along with one other committee member. **(Oct 05)**
- (i) Committee position of Vice President includes the responsibility of Equipment Officer. **(Feb 04)**
- (j) The first Assistant Treasurer is responsible for distributing and taking money for uniforms. **(Oct 04)**
- (k) UNSW Netball President will be a part of any and all sub committees. **(Dec 04)**
- (l) The second Sports Association Representative position will be filled on a rotating basis by the members of the committee. **(Feb 05)**
- (m) In the event that a Committee member miss 3 meetings in a row, they shall be removed from their position.

4. FINANCE

Fees:

- (a) The Committee shall set fees annually.
- (b) The fees shall be calculated to cover the costs of:
 - Team Entry
 - Venue hire for training
 - Equipment
 - Coaching costs
 - Trophies & Awards
 - Administration costs
- (c) UNSW Netball membership fee will be \$15. This is to be paid annually when a player registers in their first competition for the year. **(Oct 04)**
- (d) Club membership of \$15 must be paid before a player will be placed into a team and full registration fees must be paid or a payment plan put in place, authorised by the Honorary Club Treasurer, before a player will be officially registered and permitted to play. **(Feb 04)**
- (e) All payment plans must be formalised in writing and authorised by the Honorary Club Treasurer. **(Jul 04)**
- (f) UNSW Netball will not subsidise any social teams with less than seven (7) players. **(Jul 04)**

Reimbursement/Payments:

- (a) Club committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- (b) All funding decisions need to be approved by the Honorary Club Treasurer, and all funding decisions over \$1000 need to be approved by the entire committee. **(Dec 04)**
- (c) Approved UNSW netball coaches will be paid, the fee to be set annually by The Committee

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- (d) Coaches will be paid at the conclusion of their coaching season.
- (e) Payments to coaches will only be authorised once all coaching and captains kits, allocated to that coach, have been returned in full and checked off by the Equipment Officer. **(Feb 05)**

5. PLAYER REGISTRATION DAY

- (a) The Committee shall nominate Player Registration and Grading Days each season that shall be carried out as soon as is practicable after the commencement of the University semester..
- (b) Players wishing to be considered for placement into a team must:
 - Complete the official Registration Form
 - Attend at least one of the Player Registration and Grading Days.
- (c) All players who submit a Registration Form shall receive a Player Information Kit. The Player Information Kit shall include:
 - Due date and amount of all fees that are to be paid for the season.
 - Details of uniform requirements and costs.
 - Information regarding any meetings or other requirements of the Club or Association.
 - Codes of Behaviour and penalties for any breaches.
- (d) Players failing to attend any of the Player Registration and Grading Days will not be registered into a team until they have paid their fees in full or established a payment plan authorised by the Honorary Club Treasurer and have been viewed on the court by the Grading Committee.
- (e) UNSW Netball will hold three (3) registration days prior to the Winter Competition to coincide with grading days. Players must pay in full or formalise a payment plan, authorised by the Honorary Club Treasurer, on this day before they will be registered into any competition. **(Jul 04)**

6. ANNUAL EVENTS / SOCIAL CALENDAR

- (a) A social calendar for the year is to be prepared prior to orientation week. It will be placed on the UNSW Netball website and handed out/ emailed during the winter registration period. **(Oct 05)**
- (b) The Club shall organise the following Social activities annually:
 - Round Robin and Welcome BBQ prior to the beginning of the season. This day shall include the presentation of committee members, coaches and their respective teams.
 - Presentation Night at the conclusion of the winter season.
 - At least three (3) other social activities to be determined annually by the Social Committee.

7. UNIFORM

- (a) The club uniform is a black skirt with yellow piping, black and yellow sleeveless shirt and white socks. The socks must be at least ankle length.
- (b) The skirt and shirt must be purchased through the club to maintain consistency of colour and style.
- (c) Players will not be permitted to take to the court unless they are in full club uniform.

8. SELECTION OF TEAMS

- (a) A Grading Committee shall be formed whose duties shall be to review all the player registrations, hold grading sessions and form teams based on ability and any other criteria which the Grading Committee deems appropriate.
- (b) The Team Grading Committee shall consist of:

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- No less than three (3) and no more than five (5) members.
 - The Club's Head Coach and at least one (1) other member representative of the Coaching Panel.
- (c) Grading Days will be conducted under the following conditions:
- All players who have submitted a Player Registration Form shall be informed in writing of the date, time and place where Grading Days are to be held.
 - Notice of Grading Days must be received at least ten (10) days prior to the date of the Grading Days or as soon as their registration is submitted, whichever is first.
- (d) Players shall be notified, in writing, of the team in which they have been graded/placed within seven (7) days of the Final Grading Day.
- (e) The Grading Committee's decision is final.

9. TEAM OFFICIALS

- (a) The Team Officials may consist of a Coach, Assistant Coach, Umpire, Captain and Vice-Captain.

Coaches and Assistant Coaches:

- (a) A coach shall be appointed for each competitive training team.
- (b) A call for applications to Coach shall be made no later than one (1) month prior to the season.
- (c) Applications must be in writing stating the applicants qualifications and experience.
- (d) All coaches must have a minimum Level 0 Coaching Accreditation.
- (e) UNSW Netball will pay up to \$20 per head, per course, for coaches to attend coach education courses. **(Jul 04)**

Umpires:

- (a) An umpire shall be appointed for each competitive team.
- (b) A call for interest to Umpire shall be made no later than one (1) month prior to the season.

Captain and Vice-Captain:

- (a) A Captain and Vice-Captain shall be named for each team.
- (b) Each captain will be issued with a team bag at the start of the season which shall be equipped with two match balls, one (1) set of Velcro playing patches and a basic first aid kit. The first aid kit will contain Elastoplast, band aids, a pair of scissors, nail clippers, gauze and tape. **(Mar 04)**

Social and Fundraising Representatives:

- (a) Each competitive winter, summer and men's team are to supply one (1) social representative and one (1) fundraising representative for the entirety of their season, and it is the teams coach or captain who is responsible for supplying the details of these representatives to the committee at the start of each season. **(Nov 05)**

10. UMPIRING

- (a) The four (4) highest UNSW Netball graded teams registered in the Winter competition and anyone else who nominates for umpiring, will be required to umpire, on a rotational basis.
- (b) Full umpiring draw is to be distributed to all registered teams in each competition at least one (1) week prior to the start of the competition.
- (c) If an umpire can not fulfill their duty on a given day prior notice is to be given to the Umpires Convenor and it is the responsibility of that player to find a replacement umpire. Failing to do so will result in that player being prohibited to play in their next game and additional umpiring duties will be allocated to them. **(Feb 02)**

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- (d) A reserve umpire is to be allocated to each Senior time slot each week and it is their duty to report to the courts and to be on call in case an umpire does not show up for their duty. If all umpires show up then the reserve umpire can leave. **(Jun 05)**
- (e) Umpires will be paid \$20 per match and will be paid at the conclusion of the game. **(Oct 04)**
- (f) An “umpiring day” be held on the first training day each year. **(Aug 01)**

11. AWARDS

- (a) Awards to be presented to members shall be decided upon annually by the committee and shall include:
 - Most Valuable Player for each team.
 - Player Of The Finals for each team that make at least two finals matches.
 - Player Of The Year for the Club.
 - Club Person Of The Year for the Club.
- (b) Voting for individual team Most Valuable Player and Individual Team Player Of The Finals shall be as follows:
 - The Coach shall award votes for the best three players in each game. Voting shall be 3 votes for the best player, 2 votes for the second-best player and 1 vote for the third best player.
 - The votes shall be tallied at the end of the season and prize awarded. If there is a tie, discretion is with the team's coach.
- (c) Voting for Player Of The Year shall be as follows:
 - The Coaching Committee shall nominate Players for this award. The nomination shall include a written summary of the qualities displayed by the nominee and all reasons for the nomination.
 - A closed vote will then be held where each coach votes for their first preference (assigning them 3 votes), their second preference (assigning them 2 points) and their third preference (assigning them 1 point). If, after tallying the votes, there is a draw then coaches will be asked to apply a single vote for one of the players in the tie.
- (d) Voting for Club Person Of The Year shall be as follows:
 - UNSW Netball club members, including the club committee, shall nominate Players for this award. The nomination shall include a written summary of the qualities displayed by the nominee and all reasons for the nomination. **(Aug 02)**
 - The UNSW Netball Committee shall be appointed to determine the winner of the Club Person Of The Year Award.
 - A closed vote will be held where each committee member votes for their first preference (assigning them 3 votes), their second preference (assigning them 2 points) and their third preference (assigning them 1 point). If, after tallying the votes, there is a draw then coaches will be asked to apply a single vote for one of the players in the tie. **(Aug 02)**
- (e) The following qualities should be considered when selecting Club Person Of The Year:
 - Regular attendance at training and other club functions
 - Demeanor
 - Willingness to provide assistance at training and other functions.
 - Assistance with new club members
 - Availability for other duties e.g. umpiring, coaching
 - Attendance at Courses, Meetings etc

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- (f) Life memberships and other forms of recognition will be awarded by the committee as deemed appropriate.
- (g) For each of the above awards, at least two people must know the recipient of the award to ensure that no mistakes occur when announcing the winner. **(Dec 04)**

12. PRESENTATION NIGHT

- (a) At the conclusion of the Winter Season, a Presentation Night shall be held.
- (b) The date and format shall be determined annually by the committee.
- (c) The date, time, venue and format shall be provided, in writing, to all members at least one (1) month prior to the event.
- (d) Presentation of all awards shall be made on the Presentation Night.
- (e) Recognition of achievements shall be made on Presentation Night.

13. REPRESENTATIVE TEAMS / TOURNAMENTS

- (a) Players shall be encouraged to try out for Association Representative teams and any other representative teams.
- (b) Individual teams may apply to the UNSW Netball committee to enter tournaments.
- (c) All costs of entering tournaments are to be met by the individual team.
- (d) Association and other representative team commitments take precedence over team tournament commitments.
- (e) At the start of each year an email will be sent out to those club members anticipated to trial for IV, suggesting that they start a payment plan early to avoid a heavy burden at the time of the games. This payment will act as a deposit for their position in the team. If for some reason they are not selected all money paid will be reimbursed. If a player pulls out at the last minute with a satisfactory reason, this will be determined by the club committee, then all money paid will be reimbursed. Otherwise any payment previously made is forfeited to the club. **(Mar 04)**
- (f) UNSW Netball will not subsidise State League players. **(Dec 04)**

14. FUNDRAISING

- (a) A fundraising calendar for the year is to be prepared prior to orientation week. It will be placed on the UNSW Netball website and handed out/ emailed during the winter registration period. **(Oct 05)**
- (b) The Club shall conduct at least two (2) fundraising activities during each year.
- (c) The Committee shall determine the fundraising activities annually.
- (d) Individual Teams must seek approval from the committee for any individual fundraising activities. Teams must apply in writing at least four (4) weeks prior to the event, providing details of and rationale for the fundraising activity. Information as to how the activity will be organised, including risk management and safety measures if relevant must be provided.
- (e) All members are required to support the fundraising activities.
- (f) All members shall be given no less than one (1) month's notice, in writing, of fundraising activities.

15. COURSES, SEMINARS & OTHER OPPORTUNITIES

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

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- (c) The Club will pay up to \$20 per head, per course, for coaches to attend coach education courses. **(Jul 04)**

16. ACCREDITATION

- (a) The Club shall ensure that all officials have current appropriate minimum qualifications.
- (b) Where minimum qualifications/accreditation standards are not met, the Club shall encourage and support the member/s to achieve the minimum standards.
- (c) The Club will not appoint any person to an official position unless that person to be appointed has achieved the minimum standard qualification/accreditation.

17. RISK MANAGEMENT

Pregnancy:

- (a) As per Netball New South Wales Pregnancy Policy, Adopted 20th March 2005.

First Aid:

- (a) UNSW Netball will provide a Basic First Aid Kit to each competitive team.
- (b) The First Aid Kit will be stored in the teams game bag and all appropriate personnel (court supervisors, umpires and coaches) will have access to it.
- (c) UNSW Netball Equipment Officer will maintain the first aid kit supplies. An inventory is to be completed on a monthly basis.

Blood Policy and Infectious Diseases:

- (a) UNSW Netball will adopt Netball New South Wales policy relating to blood and infectious diseases.

SmokeFree:

- (a) UNSW Netball will adopt a SmokeFree policy as prescribed by Quit New South Wales. This will include indoor venues and outdoor court surroundings.

Responsible Serving of Alcohol in Sporting Clubs:

- (a) UNSW Netball will adopt a Responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program.

Sun Protection:

- (a) UNSW Netball will adopt a SunSmart policy as prescribed by the Cancer Council New South Wales.

Codes of Behaviour:

- (a) UNSW Netball will adopt Codes of Behaviour as prescribed in the Netball New South Wales Member Protection Regulation.

Drug Policy:

- (a) UNSW Netball does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball New South Wales drug policy, August 1993 as amended from time to time, is implemented and will apply for all UNSW Netball competitions.

19. DISPUTE RESOLUTION

- (a) The Committee will impose the prescribed penalty or any other penalty to any member that fails to adhere to this By-law.
- (b) Any member of a team which does not agree with a penalty or action of the committee made under this By-law, may advise the Committee within 48 hours of the penalty or decision being made.
- (c) The Committee may then:

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- Discuss the issue with the relevant team and make a decision regarding the matter. The Committee shall inform the party/ies involved of their decision either verbally or in writing;

OR

- Have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.

(d) The Committee's decision is final.

(e) Any issue surrounding player probation is to be handled directly by that player's coach, the club's head coach and the Club President. **(May 04)**

20. SPECIAL CIRCUMSTANCES / PROVISIONS CLAUSE

- (a) Where this By-law is silent, a decision can be made that ensures the integrity of UNSW Netball is maintained at all times. The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in this By-Law relating to UNSW Netball.

21. INDEMNITY

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