



DONVALE NETBALL CLUB INC.
Registration Number A0019655R

Mission Statement:

We exist to enrich the lives of all individual within our community through the sport of netball

BY-LAWS

EFFECTIVE: DECEMBER, 2017

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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 Club Secretary or authorised person to the Association Secretary.
- (b) All correspondence from the Association will be addressed to the Club Secretary or authorised person.

2. INFORMATION TO MEMBERS

- (a) The Club shall provide the following information in writing to all members prior to the start of the season:
 - (i) Association contact details
 - (ii) Association venue address
 - (iii) Association Rules of Competition
 - (iv) Club Rules of Incorporation and By-Laws
 - (v) Fixtures
 - (vi) Team training details – date/time/venue
 - (vii) Contact details for Team Officials
 - (viii) Contact details for Club Official/s
 - (ix) Club calendar of Events, Closing Dates
 - (x) Details of Courses, Seminars etc
- (b) The Club shall produce from time to time, as appropriate, either by printed newsletter or electronic media, club news, updates, course offers, registration processes etc.

3. FINANCE

3.1 Fees

- (a) The Committee of Management shall set fees annually.
- (b) The fees shall be calculated to include covering the costs of:
 - (i) Team Entry
 - (ii) Netball Victoria membership fee
 - (iii) Venue hire for training
 - (iv) Equipment
 - (v) Umpiring levy
 - (vi) Trophies & Awards
 - (vii) Administration costs
 - (viii) Canteen levy
 - (ix) Other expenses incurred in the management of the Club
- (c) Fees are to be paid before the commencement of the relevant season.
- (d) Players will not be permitted to take the court until fees are paid for the relevant season.
- (e) Netball Victoria fees, Club Fees & Levies paid are non-refundable in part or in whole unless, following grading, the Club cannot provide a team placement for the relevant season.
- (f) Where Seasons One and Two fees are both paid at the beginning of the year, refer to Club Fees Policy regarding refund of Season Two fees if player decides not to play Season Two.

3.2 Pro-Rata Fees

- (a) NetSetGo and “Rookie” Training – players joining NetSetGo or players on waiting lists training with a team joining after the half-way mark will pay \$5 per training session, to be calculated by a committee member per the amount of training sessions available to the participant and paid up front as one fee.
- (b) Players joining a team after the half-way mark of the relevant season will only be required to pay 50% of the club fee (note that this is club fee only and does not include Netball Victoria registration fee which must be paid in full).
- (c) Players in 3.2(a) or 3.2 (b) join on or before the halfway mark of the relevant season, the appropriate full relevant season fees stand.

3.3 Reimbursement/Payments

- (a) Club committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- (b) Umpires will be paid relative to their qualifications and experience per match, such payments to be made in line with the Club’s current payment policy.
- (c) Refer Clauses 6 (c) and 15 of these by-laws regarding Netball Victoria and course fees reimbursement.

4. PLAYER REGISTRATION

- (a) The Committee of Management may
 - (i) nominate a Player Registration Day each season that shall be at least one month prior to the start of the competition for which teams are to be selected, and/or
 - (ii) offer a postal or electronic registration process each season, at least one month prior to the start of the competition for which teams are to be selected.
- (b) Players wishing to be considered for selection into a team must:
 - (i) Complete the official Registration Form
 - (ii) Attend selection trials set by the Committee.
 - (iii) Have paid Club fees by the first competition match.
- (c) Player Information shall include:

- (i) Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
 - (ii) Details of uniform requirements and costs.
 - (iii) Information regarding any meetings or other requirements of the Club or Association.
 - (iv) Medical Indemnity Form/Consent Form
 - (v) Codes of Behaviour and penalties for any breaches.
- (d) Players failing to attend Selections Trials may be placed into a team at the selection committee's discretion.
- (e) Although Donvale Netball Club Inc. will endeavour to accommodate all entries, registration does not guarantee a position with Donvale Netball Club Inc., and the Club has the right to refuse membership at any time.

5. ANNUAL EVENTS/SOCIAL CALENDAR

The Club shall organise the following activities annually:

- (a) Presentation Day
- (b) Any other social activities to be determined by the Committee of Management
- (c) Calendar of Club social activities to be prepared and distributed to all members no later than one week prior to the first event on the Calendar.

6. NETBALL VICTORIA MEMBERSHIP

- (a) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc.
- (b) All Committee Members, players, coaches and umpires as members of the Donvale Netball Club Inc. must be current Netball Victoria members
- (c) In recognition of services rendered by Committee Members, coaches and Club-affiliated umpires who commit to umpiring for the Club Open and 17/U team appointments, the Club will be responsible for the Netball Victoria membership fees. Pro-rata will apply in regard to Club –affiliated umpires on a “per-season” basis.

7. AGE REQUIREMENTS

- (a) Participant age is determined as at 31st December of that year.
- (b) Competititon age groups include:
 - (i) Open Age
 - (ii) 17/Under
 - (iii) 15/Under
 - (iv) 13/Under
 - (v) 11/Under
 - (vi) 9/Under
- (c) 11/Under & 9/Under sections do not play competition finals.
- (d) In competitions where participants are 13 and under, boys may participate in line with competition regulations.
- (e) If competition regulations permit, where participants are aged 14-17 inclusive, a modified mixed division may be offered in appropriate age groups in addition to girls only divisions. (For example, in modified mixed divisions, teams may have up to 2 boys playing at any one time. If two boys are on the court at any one time, they must play in separate thirds of the court – (GK/GD - WD/C/WA - GA/GS).)
- (f) The Club will offer a junior non-competitive skills development programme (currently known as NetSetgo) to school-age Prep to Grade 3 children.

8. UNIFORM

- (a) The approved and correct Club uniform is required for players to take the courts, and consists of:
 - (i) purple skirt, Club white polo shirt, dark or purple sports briefs or bike shorts and white socks for 9/U through to 13/U age groups.

- (ii) Club dress, sports briefs/bike shorts and white socks for age groups from 15/Under through to Open Age.
- (b) Winter conditions will allow black or purple leggings to be worn by 9/U and 11/U players, and long-sleeved white tops for all players under the Club shirts or dresses.
- (c) The correct uniform is required for players to take the court, and penalties may apply, in accordance with competition regulations.

9. SELECTION OF TEAMS

- (a) A Team Selection sub-committee shall be formed whose duties shall be to review all the player registrations and form teams based on age group, ability, preferred playing position/s and any other criteria, which the Team Selection Sub-Committee deems appropriate.
- (b) The Team Selection Sub-Committee shall consist of:
 - (i) No less than two (2) members.
 - (ii) At least one member of the Committee and at least one representative of the Coaching Panel.
- (c) Selection Trials will be conducted under the following conditions:
 - (i) All players who have submitted a Player Registration Form shall be informed in writing of the date, time and place where Selection Trials are to be held.
 - (ii) Notice of Selection Trials will be advised at least seven (7) days prior to the date of the Trials.
- (d) Team Selection Panels
 - (i) A minimum of two Selectors must be appointed for each age group.
 - (ii) Selectors may be appointed to more than one panel.
- (e) Teams shall be formed to give players maximum participation opportunity, and players shall be notified, in writing, of the team in which they have been prior to the commencement of season competition.
- (f) The selection committee's decision is final.

10. TEAM OFFICIALS

- (a) Team Officials may include Coach, Manager, Scorer and Umpire, Captain & Vice-Captain.
- (b) Coaches
 - (i) A coach may be appointed for each selected team, as required.
 - (ii) A call for applications to Coach shall be made no later than one month prior to the season.
 - (iii) Applications may be requested to be in writing stating the applicant's qualifications and experience.
 - (iv) Foundation Coaching Accreditation is the minimal desired qualification, and coaches are expected to attain this either prior to their coaching appointment or during the first season for which they are appointed.
- (c) Team Managers
 - (i) A team manager shall be appointed for each team.
 - (ii) A call for applications for the position of Manager shall be made prior to season commencement where possible.
- (d) Scorers
 - (i) Each team will provide their own scorer, and may be on a roster basis for weekly games.
 - (ii) Scorers should familiarise themselves with competition scoring procedure to avoid team penalties for incorrect or incomplete scorecards.
- (e) Umpires
 - (i) An umpire shall be appointed for each selected 17/U and Open-Age team as per Competition regulations.
 - (ii) A call for applications to Umpire shall be made prior to season commencement.
 - (iii) Applications may be requested to be in writing stating the applicant's qualifications and experience.

- (iv) All Umpires must have a minimum Accreditation of current Section 1 Theory pass mark and attend or have attended an accredited Umpires Course.
 - (v) Umpires required for other age groups will be appointed by the Competition Umpire Co-ordinator
 - (vi) Learner umpires will have their names and contact details submitted to the Competition Umpire Co-ordinator, who will then contact them as places become available to work with an umpire trainer in the Competition's umpire development programme.
- (f) Captain & Vice-Captain
- (i) A Captain and Vice-Captain may be named for each team.
 - (ii) Captains and Vice Captains may be appointed by the Coach or Team Manager or team member vote.

11. AWARDS

Awards and voting procedures will be set by the Committee and may include any or all of the following and any alternatives as approved by the Committee:

- (a) The following awards may be presented (and not necessarily confined) to:
 - (i) Participation Award for each player for 9/U, 11/U, 13/U, 15/U and 17/U sections (annually)
 - (ii) Best & Fairest for each team, **excluding** 11/U and 9/U (seasonally)
 - (iii) Coaches Award for each team in 9/U, 11/U, 13/U & 15/U (seasonally)
 - (iv) President's Award for the best Club contributor (annually)
 - (v) Life memberships and other forms of recognition to be awarded by the committee as deemed appropriate.
 - (vi) Club Champion Perpetual Shield (annually)
 - (vii) Any other Award/s the Committee chooses to adopt.
- (b) Voting for Best & Fairest shall be as follows:
 - (i) Match Umpires, or, where the Umpires are unable to vote, a third party such as the Team Captain, Coach or Opposition Coach, shall award votes for the best two players in each game.
 - (ii) Voting shall be 3 votes for the best player, 2 votes for the second-best player.
 - (iii) Coach or Team manager will collect these votes and tally in line with the current management system.
- (c) Voting for the Coaches Award shall be as follows:
 - (i) Coaches shall award votes for the two players in each game, based on consistent participation, improvement, dedication to their team, training, games etc.
 - (ii) Voting shall be 3 votes for the best player, 2 votes for the second-best player.
 - (iii) Coach to tally in line with the current management system.
- (d) Voting for the President's Award shall be as follows:
 - (i) The President shall make a decision, in consultation with executive committee members as required.
 - (ii) Awarded to any individual who has contributed a significant amount to the Club, and criteria may include:
 - Regular attendance at training and other club functions
 - Demeanour
 - Willingness to provide assistance at training and other functions.
 - Volunteer work
 - Assistance with younger players
 - Availability for other duties eg. umpiring, coaching
 - Attendance at Courses, Meetings etc
- (e) Life Membership will be assessed by the Committee as it arises, and criteria may include:
 - (i) years of membership,
 - (ii) games played ; and

- (iii) contribution to the Club.
 - (iv) Games played will be considered but not the sole criteria.
 - (v) Nominations may be put forward by any club or committee member.
 - (vi) final decisions rest with the Committee.
- (f) Club Champion Perpetual Shield
- (i) The player must be a player from the highest sections eligible for their age grouping.
 - (ii) A selection panel comprising team coach, head coach and executive committee may be involved in determining Club Champion, based on a combination of the following criteria:
 - 1) Awarded to the player who received the most or substantial number of votes in the entire club combining all awards over two seasons.
 - 2) Competes fairly
 - 3) Makes a difference on the court
 - 4) Has a positive presence and effect on the game
 - 5) Any other criteria determined by the selection panel
 - (iii) The player is awarded the Club Champion Perpetual Shield for the year, as well as a mini replica shield to keep.

12. PRESENTATION FUNCTION

- (a) At the conclusion of the Spring Season, a Presentation Function 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 Day.
- (e) Recognition of achievements shall be made on Presentation Day.

13. REPRESENTATIVE TEAMS/TOURNAMENTS

- (a) Players shall be encouraged to try out for representative team selection.
- (b) Individual teams may apply to the Committee of Management to enter tournaments.
- (c) All costs of entering tournaments and umpire responsibilities are to be met by the Team.
- (d) Association and other representative team commitments may take precedence over team tournament commitments.

14. FUNDRAISING

- (a) The Club may conduct fundraising activities during each year.
- (b) The Committee shall determine the fundraising activities.
- (c) All members are required to support the fundraising activities.
- (d) All members shall be given no less than two weeks' notice, in writing, of fundraising activities.
- (e) Penalty: may be financial, and will be determined by the Committee

15. COURSES, SEMINARS & OTHER OPPORTUNITIES

- (a) The Club shall provide notification of opportunities for all Club members, coaches and Club-affiliated Umpires to improve their skills by attending netball-related courses, seminars and other personal development activities as approved by the Committee.
- (b) The Club shall encourage and support members who wish to attend approved courses, seminars and other personal development activities.
- (c) Committee-approved courses, seminars etc. must be booked and paid for by the attendee, and receipts and proof of attendance are required for Committee-approved reimbursement.

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 reserves the right to rescind or change an appointment of any person to an official position who has not made a commitment towards achievement of the minimum standard qualification/accreditation.

17. RISK MANAGEMENT

17.1 Injury Reporting

Donvale Netball Club Inc. players are responsible for recording injuries at the discretion of the injured players or players' guardian (player under 18) on the Injury Reporting Sheets provided under the Competition Rules.

17.2 Courts Safety Check

- (a) A Courts safety check will be completed prior to all Donvale Netball Club Inc. matches, programs and training.
- (b) Any hazards identified will be:
 - (i) Documented
 - (ii) Rectified if possible.
 - (iii) Reported to the appropriate agency (local council, reserve committee) if major repair is required.

17.3 Pregnancy

As per Netball Victoria's Policy guidelines – Pregnancy & Netball

17.4 First Aid

- (a) The Donvale Netball Club Inc. will provide a First Aid Kit for each team in line with Netball Victoria Infonet RM2 – First Aid for Netball, to which all appropriate personnel (court supervisors, umpires, team managers and coaches) will have access.
- (b) A volunteer first aid kit officer will maintain the first aid kit supplies and an inventory on a regular basis. To assist with this, coaches and team managers should advise the first aid kit officer of required updates to kit supplies.
- (c) First aid kits are provided for first aid requirements, and not to be used for personal use such as fingernail or jewellery taping.

17.5 Emergency procedures

In the event of an injury emergency or treatment required beyond first aid, emergency medical services should be contacted.

17.6 Weather

- (a) Competition: In the case of extreme weather conditions the Donvale Netball Club Inc. will follow Netball Victoria Infonets RM3 and RM5 under the direction of the competition duty officers.
- (b) Training: In the case of extreme weather conditions the Donvale Netball Club Inc. will follow Netball Victoria Infonets RM3 and RM5 under the direction of the Club Executive Members. Coaches will be contacted, who will relay information accordingly to their team members.

17.7 Blood Policy and Infectious Diseases

The Donvale Netball Club Inc. adopts the Netball Victoria Infonet U4 and RM6 relating to blood policy and infectious diseases.

17.8 Pre-participation Screening/ Medical Indemnity

- (a) All personnel involved with the Donvale Netball Club will be required to complete a medical indemnity form (Netball Victoria Infonet RM7)

- (b) A designated official will store all forms and bring them to all events.
- (c) All forms will be destroyed at the conclusion of the season.

17.9 SmokeFree

The Donvale Netball Club Inc. adopts a SmokeFree policy as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

17.10 Responsible Serving of Alcohol in Sporting Clubs

The Donvale Netball Club Inc. adopts a Responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program.

17.11 Sun Protection

The Donvale Netball Club Inc. supports a SunSmart policy as prescribed by the Cancer Council Victoria.

17.12 Codes of Behaviour

The Donvale Netball Club Inc. adopts Codes of Behaviour as prescribed by the Netball Victoria Member Protection Regulations.

17.13 Drug Policy

The Donvale Netball Club Inc. does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, will apply for all Donvale Netball Club Inc. teams, officials and committee members.

18. RESOLUTION PROCESSES

(a) Informal Pro-Active Resolution Process

- i. This is a way of solving an issue without a formal complaint, investigation or discipline being taken against the respondent, focusing on solving the problem rather than proving something inappropriate actually happened, and seeking a resolution rather than requiring formal findings or further procedures.
- ii. If you do not feel confident to raise or discuss inappropriate behaviour directly with the person involved, you may prefer to raise the matter with another person in the Club first, e.g. team manager or committee member. You may ask someone to accompany you to such a meeting.
- iii. Solutions may include the following outcomes:
 - 1) A review of a decision
 - 2) An apology for the harm or offence caused
 - 3) An agreement that bad behaviour will cease or change
 - 4) Education or training for a person or a group/team
 - 5) An informal warning or quiet 'one on one' chat with someone by a team manager or coach
 - 6) Changed practices or procedures or policies

If you have been treated unfairly, it will be helpful for you to consider which of these will be the best solution to your concern.

- (b) Formal Complaint Process – should a formal complaint be necessary, reference should be made to the Club constitution for the appropriate process.

19. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

Where this By-law is silent, a decision can be made that ensures the integrity of the Donvale Netball Club Inc. is maintained at all times.

The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in this By-Law relating to the Donvale Netball Club Inc..

20. INDEMNITY

Except where provided or required by law and such cannot be excluded, the Donvale Netball Club Inc. 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.

21. WORKING WITH CHILDREN'S CHECK

- (a) In line with the Donvale Netball Club Inc. Working With Children's Check policy, all persons 18 years of age and over acting as committee members, coaches and anyone the committee deems should have a Working With Children's Check, will obtain such Check.
- (b) The Committee will maintain a register and carry out checks to ensure up-to-date compliance.
- (c) As the Club cannot guarantee sufficient resources to cover non-compliant personnel, failure to comply will result in suspension or termination of such Club appointment or involvement until compliance is met.

22. SPONSORSHIP

The Donvale Netball Club Inc. committee will examine and consider sponsorship proposals that offer tangible benefits to the Club as well as the sponsor, subject to approval by the affiliated Association body, and will exclude adult services, alcohol, gaming/gambling & tobacco products.

23. VISUAL IMAGING CONSENT

- (a) All Club members are required to respect the rights and wishes of others with regards to privacy, and in particular, that visual imaging in any form is not taken during the conduct of a game unless prior approval has been sought and granted by everyone associated with the game, including umpires and opposition team members.
- (b) A Club Photographer, who will be approved by the Club Committee, provided with identification and hold a Working With Children's Check (if aged 18+) will be responsible for visual imaging for display at events in line with Club promotions as per registration indemnity form, providing By-law 23(a) is adhered to.

24. PENALTIES

Donvale Netball Club Inc. endorses the highest behaviour standards in relation to all members of the netball community. Breaches of the Rules, By-laws, Policies and Codes of Behaviour as adopted by the Club may incur penalties.