

PALM BEACH NETBALL CLUB INCORPORATED

BY-LAWS

SECTION 1: DUTIES OF OFFICERS

PRESIDENT

The duties of the President of the Club shall be to:

- Oversee all aspects of the Club;
- Preside at all general meetings and annual general meetings of the Club;
- Arrange a date for registration with members of the Management Committee;
- Attend and assist on registration day;
- Assist and support both committee members and Club members;
- Be responsible for disputes and discipline for the Club in conjunction with other members of the Management Committee;
- Participate in selection of awards for presentation;
- Assist with teams selections and grading;
- Prepare report for the annual general meeting of the Club;
- Arrange and book all general meetings for the year;
- Assist in selection of trophies for the end of year with the Secretary;

VICE PRESIDENT

The duties of the Vice President of the Club shall be to:

- Support and assist President;
- Attend and assist on registration day;
- Stand-in for president when required;
- Chair general and annual general meetings of the Club;

SECRETARY

The duties of the Secretary of the Club shall be to:

- Attend general meetings and annual general meeting of the Club;
- Take minutes and produce a finished copy for ratification at the next general meeting;
- Take minutes and produce a finished copy for the annual general meeting;
- Advise when there are motions on notice;
- Compile and issue the agendas for meetings;
- Attend registration days;
- Assist in dispute resolution along with other management committee members;
- Prepare and distribute a contact list of Committee members, their positions held, telephone numbers and email address;
- Distribute correspondence to appropriate members;
- Provide committee details to the publicity officer to update website;
- Maintain records of incoming and outgoing correspondence;
- Assist the President in organising all meetings;
- Be the appointed contact person for Hinterland District Netball Association Incorporated correspondence;
- Issue Hinterland District Netball Association Incorporated Sign up documentation to the appropriate Management Committee Members;
- Be responsible for Team nominations to Hinterland District Netball Association Incorporated at the start of each season;
- Compile the Club Team Sheets;
- Assist in Selection of trophies for the end of year presentation with the President.
- Notify Life Members of the annual general meeting and presentation day.
- Invite / Notify any sponsors of presentation day;
- Be responsible for completing Associations Incorporations Act documentation for the Queensland Government and liaise with the Treasurer to ensure that the financial records are audited to be forwarded along with the Associations Documentation.

VICE SECRETARY

The duties of the Vice Secretary of the Club shall be to:

- Stand - in for Secretary;
- Support and assist secretary where needed;
- Send out the sponsorship letters every year for the next succeeding year.

TREASURER

The duties of the Treasurer of the Club shall be to:

- Oversee and maintain all the books, accounts and other financial records for the Club;
- Present a statement of receipts and expenditure to every Management Committee meeting and General Meeting of the Club;
- Attend all general meetings and Management Committee meetings;
- Be responsible for disputes/disciplines for the Club with other Members of the Management Committee;
- Be responsible for issuing cheques, petty cash, etc.;
- Collect all fees from members of the Club;
- Attend and assist on registration day;
- Decide with Members of the Management Committee the registration fees each year;
- Provide a report to the President prior to the annual general meeting and general meetings of the Club;
- Issue a yearly report at the end of the financial year for the annual general meeting

REGISTRAR

The duties of the Registrar for the Club shall be to:

- At the beginning of the year organise dates for registration with the Management Committee;
- Update registration forms and email to publicity officer to update put on website;
- Organise and attend registration day;
- Maintain and organise data base of registered players;
- Complete all registration paperwork;
- Provide copy of collated teams to Secretary ;
- Attend all general meetings and Management Committee meetings.

DELEGATE TO HINTERLAND DISTRICT NETBALL ASSOCIATION INCORPORATED

The duties of the Delegate to Hinterland District Netball Association Incorporated for the Club shall be to:

- Attend all Hinterland District Netball Association Incorporated meetings;
- Report back to the Club regarding details discussed at meeting;
- Attend all general and committee meetings.

DELEGATE TO SOUTH COAST NETBALL FOR SOCIAL AFFILIATION

The duties of the Delegate for the Social Affiliation with South Coast Netball for the Club shall be to:

- Attend all South Coast meetings;
- Report back to the Club regarding details discussed at meeting;
- Attend all general meetings and Management Committee meetings.

NET SET GO CONVENOR

The duties of the Net Set Go Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend and assist on registration day;
- Assist in the co-ordination of teams at the start of the year;
- Communicate and liaise with the Net Set Go teams 10years and under;
- Communicate to Management Committee regarding any concerns, ideas with Net Set Go teams;
- Be responsible for notifying Net Set Go coaches and players of their teams;
- Assist with the end of year presentation.

JUNIOR CONVENOR

The duties of the Junior Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend and assist on registration day;
- Assist in compilation of teams at the start of the year;
- Assist at grading – 11 to 17 years;
- Communicate and liaise with junior teams (Under 11 – intermediates)
- Communicate to Management Committee regarding any concerns, ideas with junior teams;
- Be responsible in notifying and co-ordinating with junior coaches relevant information;
- Assist with the end of year presentation.

SENIOR CONVENOR

The duties of the Senior Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend and assist on registration day;
- Assist in the compilation of teams at the start of the year;
- Assist with team selections;
- Communicate and liaise with senior teams (Monday night teams);
- Communicate to Management Committee regarding any concerns, ideas with senior (Monday) teams;
- Be responsible in notifying and co-ordinating with junior coaches relevant information;
- Assist with the end of year presentation.

UMPIRES CONVENORS

The duties of the Umpires Convenor- Education and Training for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Co-ordinate umpire education program assisting umpires in training and advancement;
- Mentor “umpires in training”;
- Support and encourage all our umpires;
- Keep records of umpiring payments;
- Organise a roster for the Club to cover the required number of umpires for each game day;
- Provide a report to the president prior to the annual general meeting regarding umpiring status.

The duties of the Umpire Convenor – Rostering for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Work collaboratively with the Umpire Convenor (education and training);
- Support and encourage all our umpires keep records of junior umpires;

UNIFORM CONVENOR

The duties of the Uniform Convenor for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Attend registration day;
- Co-ordinate sales and orders on registration day for sale;
- Take orders for uniforms;
- Organise the collection of uniforms from manufacturer;
- Organise and distribute uniforms to players;
- Uniforms payment must be paid prior to receiving uniform;
- Maintain stock Levels;

COACHING CONVENOR

The duties of the Coaching Convenor for the Club shall be to:

- Act as liaison between Hinterland District Netball Association Incorporated Coaches Convenor and our club coaches;
- Attend all general meetings and Management Committee meetings;
- Confirm that all coaches have a valid Blue card. Issue application forms to coaches;
- Advise coaches of when there are coaching clinic opportunities;
- Hold coaching clinics in-house to increase knowledge and skills for our coaches;
- Keep in contact with coaches to ensure they have support;
- Make sure all new coaches have a blue card;
- Assist in team selections and liaise with selection committee;
- If entire teams come over to club, arrange for a grading game.

Before the end of season, advise Junior and Senior coaches of the need to select 2 player trophies for presentation (most improved player, best player, player's player etc.) and remind Net Set Go coaches all their players will receive a small trophy.

- It is a club preference that all our coaches and managers hold a Blue Card.
- Advise all coaches and managers of Netball Qld memberships (includes insurance)

EQUIPMENT OFFICER

The duties of the Equipment Officer for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Collect all bags and equipment at the end the season and check condition of all equipment;
- Do a stock take of equipment at the beginning of season;
- Keep a record of all equipment owned by the Club;
- Discard any broken equipment;
- Obtain new equipment for the start of the year;
- Organise the team bags for the year;
- Arrange with the coaches for collection of bags.

COMMUNICATIONS OFFICER

The duties of the Publicity Officer for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Keep website update with current information about the Club;
- Ensure all correct details regarding Committee Members are updated;
- Advertise on website when is registration;
- Organise for all nova, junior and senior teams to be put on website;
- Contact appropriate persons when information comes through the club email;
- Upload when requested notices for our website and Social Media items from club members and committee;

EVENTS CO-ORDINATOR

The duties of the Events Co-ordinator for the Club shall be to:

- Attend all general meetings and Management Committee meetings;
- Assist with the end of year presentation (co-ordinate with Management Committee);
- Assist the President and Secretary in choosing trophies for the end of year presentation;
- Organise upcoming events as decided at General Meetings for example coaching courses, fitness, drills and skills for players;
- Arrange any fundraising opportunities.

SECTION 2: SUBCOMMITTEE MEETINGS

1. MEETINGS

- a) SubCommittee meetings will be held regularly once in each month;
- b) All members are entitled to attend the subcommittee meeting;
- c) Only one vote per member;
- d) Special meetings maybe called by the President or the Secretary of the Club;
- e) All life members are entitled to one vote

2. ORDER OF BUSINESS

- (i) Recording of attendance
- (ii) Open meeting
- (iii) Apologies
- (iv) Minutes of previous meeting
- (v) Business arising from the minutes
- (vi) Correspondence
- (vii) Business arising from correspondence
- (viii) Treasurers report
- (ix) Umpires report
- (x) Net Set Go report
- (xi) Junior report
- (xii) Senior report
- (xiii) General business

SECTION 3: CLUB UNIFORMS

- a) The colours for the Club are blue and white;
- b) The uniforms are to be worn by all players;
- c) Visors can be worn provided they are the Club visors;
- d) Black or navy sports pants are to be worn under the Club dress – they are to be no longer than the hem of the uniform;
- e) No jewellery to be worn;
- f) Socks to cover ankle and are to be white in colour;

SECTION 4: UMPIRING

- a) It will be the responsibility of the Umpire Convenor to ensure that a suitably qualified umpire is available for the matches specified;
- b) All umpires are to sign on in the Umpires book at Hinterland District Netball Association Incorporated before reporting to the court if they wish to be paid;
- c) A player must be turning thirteen (13) in that year before she sits the Hinterland District Netball Association Incorporated Umpire Basic Course, and starts to umpire games at Hinterland District Netball Association Incorporated;
- d) All players thirteen (13) to Seventeen (17) years and adults (18) years and over should be encouraged to sit for the On-Line Umpire Theory Examination;
- e) IF an umpire is experiencing difficulty with either the team officials, players or spectators on any match must send for a Management Member at Hinterland District Netball Association Incorporated or their clubs Umpire Convenor;
- f) Umpires in all competitions should be wearing all white attire as per Official Rules of Netball, with appropriate footwear;
- g) Umpires umpiring the junior competition must wear club uniform or white attire with appropriate footwear;
- h) All umpires shall umpire to the rules set down by the current All Australian Rules;
- i) All umpires shall adhere to the Hinterland District Netball Association Incorporated Umpires Code of Conduct.

SECTION 5: CODE OF CONDUCT FOR PARENTS AND SPECTATORS

1. CODE OF CONDUCT

- a) Spectators must abide by the Hinterland District Netball Association Incorporated code of behaviour for parents and spectators;
- b) Spectators must respect the umpires and their decisions;
- c) Calling of play or position by spectators is not permitted;
- d) Abuse or intimidation will not be tolerated from player, parent or other spectators;
- e) Parents and other spectators must not argue with a game official;
- f) Players must be encouraged to always play according to the rules;
- g) If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public;
- h) Support all efforts to remove verbal and physical abuse;
- i) Recognise and respect the value and importance of volunteer administrators, coaches and umpires;
- j) Be a model for good sports behaviour for children to copy;
- k) Be courteous in communication with administrators, coaches, players and umpires;
- l) Be responsible and accountable for your conduct.

2. BREACH OF CODE OF CONDUCT

- a) Action will be at the discretion of the Management Committee for the Club and in the event of the dismissal there will be no reimbursement of membership fees
- b) Any breach of code may result in:-
 - (i) A written warning;
 - (ii) A ban on attendance at training sessions or games;
 - (iii) The child being dismissed from the club.

SECTION 6: CODE OF CONDUCT FOR PLAYERS

1. PLAYERS CODE OF CONDUCT

- 1) Always play by the rules;
- 2) Abide by decisions, without argument or bad temper;
- 3) Co-operate with your coach and other players;
- 2) Players will respect the rights, dignity of fellow players, coaches, officials and spectators;
- 3) Players will respect the decision of the umpire;
- 4) Players will care and respect the uniform and equipment provided to you;
- 5) Players will not interfere with, intimidate, bully or take unfair advantage of any other player;
- 6) Players will show good sportsmanship at all time.

2. BREACH OF CODE OF CONDUCT

- a) Any action will be at the discretion of the Management Committee for the Club and in the event of dismissal there will be no reimbursement.
- b) Any breach of code may result in:-
 - a) A written warning;
 - b) Dismissal from the club.

3 .UMPIRE CODE OF CONDUCT

- 1) Umpire in accordance with the Official rules of the game;
- 2) Treat all players, coaches, match officials and other umpires with respect;
- 3) Maintain a high standard of personal behaviour at all times;
- 4) Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and umpiring at all times;
- 5) Be courteous, respectful and open to discussion and interaction;
- 6) Maintain and improve you current performance level and seek continual improvement.

SECTION 7: TEAM SELECTIONS / GRADING/ NOVA / JUNIOR / CADETS AND SENIORS.

1. SELECTORS (3-4 selectors only)

Selectors for grading are: - Appointed by the Management Committee.

2. GRADING PROCESS FOR JUNIOR / INTERMEDIATE PLAYERS

- a) All players must choose 2 positions to trial in;
- b) Each player is then graded in these 2 positions;
- c) The selectors will judge the players on their level of skill and ability, in the positions they have nominated for;
- d) All teams will be finalised by game 1;
- e) Exceptions shall be made on a one to one case regarding a player. This decision is to be decided by the Management Committee. Once reviewed, we then must notify Hinterland District Netball Association about a player for them to also assess.

3. NETSETGO TEAMS

- a) NetSetGo players are: - 6 years
- 7 years
- 8 years
- 9 years
- 10 years

b) Consideration is given to players in existing teams

c) Net Set Go teams DO NOT grade

d) We try to place players in the same team if played before, if not we try to place players in teams with friends or place with other players from school etc.

e) All players must play in their age appropriate years

f) We try to fill the teams with 9 players but on occasions we have 10 players per team.

g) Exceptions will be made on a case by case basis (A decision will be made by the Management Committee) and if required by the Hinterland District Netball Association Committee.

3. JUNIOR / INTERMEDIATE TEAMS

Junior players are: - 11 years
12 years
13 years

Intermediate players are: - 14 years
15 years
16 years

- a) All players are to be graded;
b) All players play in their age appropriate team;
c) Exception will be made on a one to one case. (The decision will be made by the Management Committee);
c) Preference is given to all previous Palm Beach players;
d) No more than 10 players per team.

3. CADETS AND SENIORS

- a) Cadet players are the age between 13 years – 17years
Seniors players are open age;
- b) Cadet and senior players will be graded if required;
- c) All players are graded on skill and ability NOT age;
- d) Preference is given to all previous Palm Beach Players;
- e) No more than 9 players but on occasions we may have 10 players per team.

SECTION 8: COACHES AND MANAGERS CODE OF CONDUCT

- 1. All Coaches and Managers are required to have a Blue Card. Blue card applications are available from the Club Secretary. Applications should be submitted prior to commencement. It is recommended that all coaches appoint a Manger to assist them;
- 2. All coaches need to have a manager to assist them i.e. (mum or dad or trainee coach). Must be 16 years or older. Coach and Managers are expected to attend committee meetings / training sessions and competition games. A manager is to help out where needed and to stand in if coach is unavailable;

If a fill in coach is younger than 18 years they must also have an adult supervisor with them on the day;

- 3. Minimum coaching age is 18 years old;
- 4. At all times a coach is to support encourage and mentor sportsmanship for their team and opposing teams;
- 5. A coach is to give an equal amount of time on court to all players except in finals where coach's discretion is to apply.
- 6. A coach is only allowed to stand at one end of the court for the whole game and not move up and down the sideline – as per All Australian Rules;
- 7. A coach is not to address the umpires only the Team Captain is permitted to do this in regards to any problems during the game;
- 8. At completion of training sessions of competition games a Coach or Team manager is to remain with players until all players have been collected by parents or carers;
- 9. Wet weather days (training days or game days) all Coaches will receive sms if training or games have been cancelled. If no sms is received Coaches or Managers must go to courts to inform players if sessions will continue.

10. If coaches have any problems i.e. parents or players he or she is to inform the appropriate convenor. Net Set Go / Junior or Senior. So they can notify the Management so appropriate steps can be taken.

11. DO NOT tolerate harmful or abusive behaviours;

12. All coaches are required to wear appropriate clothing at coaching sessions and game days;

13. Any breach of conduct may result in:-

- A written warning
- Meeting with Management to show cause
- Dismissal.