

Berwick Netball Club Incorporated

**Registration Number A0011768V
By-Laws Effective 13 August 2013**



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“**Constitution**” means the constitution of Berwick Netball Club. It may otherwise be referred to as the Rules of Incorporation.

“**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.

“**Committee**” means the committee of management elected by the members at the Clubs annual general meeting, as per the Constitution. The Committee is made up of the Executive Committee and general committee members. The committee is responsible for the management of the Club.

“**Executive Committee**” is the President, Vice-President(s), Secretary and Treasurer of the Club, as appointed by the members at the Clubs annual general meeting, per the Constitution.

“**The Club**” means Berwick Netball Club Incorporated.

1. CORRESPONDENCE

- a) All official correspondence from the Club must be in writing or e mail from the Club Secretary or authorised person, as authorised by the Committee.
- b) All correspondence to the Club should be addressed to the Club Secretary or appropriate authorised person.

2. INFORMATION TO MEMBERS

- a) The Club shall provide the following information in writing, by email or via the club website to all members prior to the start of the season (pending availability):
 - (i). Fixtures
 - (ii). Team training details – date/time/venue
 - (iii). Contact details for Team Officials
 - (iv). Contact details for Club Official/s
- b) The Club shall update the club website with items of news at least monthly from February to September with appropriate items of information.
- c) It is the Clubs policy to use e-mail as the first means of written communication.

3. ANNUAL EVENTS/SOCIAL CALENDAR

- a) The Club shall organise the following Social activities annually:
 - (i). Family Day prior to the beginning of the season. This day shall include the presentation of Coaches and their teams, presentation of all officials and the naming of captains (where available).
 - (ii). Presentation Night at the conclusion of the winter season.
 - (iii). One other social activity to be determined annually by the Committee.
 - (iv). Calendar of social activities to be made available on the club website no later than one month prior to the first event on the calendar.

4. UNIFORM

- a) The club uniform is an A-line dress with the unique Berwick design, navy blue bike shorts, white socks and appropriate footwear.
- b) No underwear may be visible whilst wearing the Club uniform, including bra straps.
- c) The dresses and shorts must be purchased through the club to maintain consistency of colour.
- d) Players will not be permitted to take to the court unless they are in full uniform.
- e) Appropriate clothing or uniform designated by the coach or committee must be worn to training in order to participate, including appropriate footwear.
- f) The use of the club logo and A-line dress design must be agreed upon by the Committee.
- g) The club dress design may not be sold or permission given to be used for any purpose other than the sole purposes of Berwick Netball Club.

5. FINANCE

5.1 Fees

- a) The Committee shall set fees annually.
- b) The fees shall be calculated to cover the costs of:
 - (i). Team Entry
 - (ii). Venue hire for training
 - (iii). Equipment
 - (iv). Coaching costs
 - (v). Umpiring costs
 - (vi). Trophies & Awards
 - (vii). Administration costs
 - (viii). Facilities maintenance
- c) Fees must be paid no later than the third match of the season.
- d) If fees are not paid in full and payment arrangements have not been made in writing with the Treasurer by the third match of the season, players will not be permitted to take the court until fees are paid.
- e) The Treasurer will keep all discussions and arrangements about fees confidential to persons outside the Executive Committee.

5.2 Reimbursement/Payments

- a) Club Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity.
- b) Approval from the Club Treasurer must be received prior to costs being incurred on behalf of the Club.
- c) Receipts must be supplied to the Treasurer for reimbursement and will be subject to the Committees discretion.
- d) Umpires will be paid the amount recommended by Netball Victoria (at minimum) per match and will be paid as soon as possible after the conclusion of the match. Any amount paid above the amount recommended by Netball Victoria will be at the Committee's discretion.

6. NETBALL VICTORIA MEMBERSHIP

- a) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc.
- b) All players, coaches and umpires as members of the Club must be current Netball Victoria members.
- c) Netball Victoria membership fee must be paid before the first training session in order to participate.

7. AGE REQUIREMENTS

- a) Participant age is determined as at 31 December of that year.
- b) Minimum age requirements are:
 - (i). Open Sections - 15 years
 - (ii). 17 & Under – 15 years
 - (iii). 15 & Under – 12 years
 - (iv). 13 & Under – 10 years
 - (v). Players aged 8-11 years will participate in either Netta or an 11 & Under competition.
- c) In competitions where participants are 11 & Under, boys participate unrestricted.
- d) Where participants are aged 12 and above, boys may participate where allowed as per the rules of the competition in which the team is entered.
- e) A modified mixed division may be offered in appropriate age groups in addition to girls only divisions.
- f) Teams may have up to 3 boys playing at any one time. If two (2) or more boys are on court at one time they must play in separate thirds of the court, (ie one as GS or GA, one as C, WA or WD and one as GD or GK).

8. PLAYER REGISTRATION

- a) The Committee shall 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.
- b) Players wishing to be considered for selection into a team must complete & submit the official Registration Forms before the designated due date.
- c) All players who submit a Registration Form shall receive a Player Information Kit.
- d) The Player Information Kit 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; and
 - (iv). The most current version of the Club By-laws and Codes of Behaviour.
- e) Players failing to submit the necessary registration forms before the designated due date will not be selected into a team.

9. SELECTION OF TEAMS

9.1 Team Selections

- a) A Team Selection Sub-Committee shall be appointed by the Committee, whose duties shall be to review the player registrations and form teams based on age group, ability 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 three (3) and no more than (5) members.
 - (ii). At least one member of the Executive Committee and at least one representative of the Coaching Panel.
- c) The selection of all teams, except for the 11 & Under age group, shall consist of selection trials and paper selection.
- d) Under 11 teams will be formed based on past experience and age.
- e) The highest quality players, as deemed by the Selection Sub-Committee, will be selected for the CCNFL (Casey Cardinia Netball Football League) competition, with other players being graded into teams to play in another available competition.
- f) To be eligible for selection players must:
 - (i). Not owe the Club any money;
 - (ii). Be eligible for that age group; and
 - (iii). Attend both selection trials unless ill, injured or have any other genuine reason; and have notified the selection panel before or on the day of trials.

9.2 Selection Trials

- a) Selection Trials will be conducted under the following conditions:
 - (i). All players who have submitted a Player Registration Form shall be informed of the date, time and place where Selection Trials are to be held.
 - (ii). A minimum of two (2) selection trials will be held.
- b) Team selection panels
 - (i). A minimum of three Selectors must be appointed for each team and shall be made up of the Team Coach and two other selectors.
 - (ii). If coaches have not been appointed or are unavailable, prospective coaches or people appointed by the Selections Sub-Committee will take their place.
 - (iii). Selectors may be appointed to more than one panel.
 - (iv). Selectors will grade individually and then meet after the first selection trial to discuss teams. The second selection trial will be used to refine teams.
 - (v). The following qualities will be considered when selecting teams:
 - i. Past performance;
 - ii. Performance in selection trials (including, but not limited to enthusiasm, attitude, behaviour, determination, enjoyment of netball);
 - iii. Ability to follow and execute specific activities and strategies;
 - iv. Age appropriate ability to perform techniques and skill in the following;
 - 1. Footwork- landing, pivot, step, balancing
 - 2. Ball Skills- throwing, handling, offloading
 - 3. Awareness- positional, spatial, team and opponents

4. Attacking play- timing
 5. Defending play- intercepting, rebounding, shadowing
 6. Ability at multiple playing positions within the team and knowledge of position roles;
 7. Fitness in agility, strength, speed accuracy, endurance, body control and flexibility;
 8. Present and potential ability; and
 9. Commitment to improve and accept challenges.
- c) Players shall be notified, in writing, of the team in which they have been selected as soon as possible, but before the first training session of the team.
- d) The selection committee's decision is final.
- e) Players who register once places are full will be placed on a waiting list and when/if a place becomes vacant they will be contacted. If no places are available players will be notified of the registration day for the next season.
- f) Training only positions may be available at the coaches discretion.

10. COURT TIME POLICY

- a) Every endeavour will be made by the coach to give all players approximately equal court time during the season.
- b) During finals, allocation of court time is completely at the coach's discretion. Any issues should be taken up with the members of the Executive Committee.
- c) Absence from training without a valid reason, as judged by the coach, will result in reduced court time. If absence is valid, the coach must be notified in order to prevent reduced court time.
- d) If injured, attendance is still required at training to ensure all players are up to date with the team's concepts.

11. 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 Committee of Management to enter tournaments.
- c) All costs of entering tournaments are to be met by the Team.
- d) Club, Association and other representative team commitments take precedence over team tournament commitments.

12. TEAM OFFICIALS

- a) The Team Officials are Coach, Manager, Scorer/Timekeeper, Umpire and Captain & Vice-Captain.
- b) Coaches
 - (i). A coach shall be appointed for each selected team.
 - (ii). A call for applications from all club members to Coach shall be made no later than one month prior to the start of the season.
 - (iii). Applications must be in writing stating the applicants qualifications and experience.
 - (iv). The Committee will appoint a coach selection panel in order to appoint coaches for each selected team.
 - (v). The coach selection panel will endeavour to appoint the highest quality coaches in order to develop players to their fullest.
 - (vi). Should they apply to coach an MPNFL team, the highest quality coaches will be appointed to these teams.
- c) Team Managers
 - (i). A manager shall be appointed for each selected team.
 - (ii). A call for applications for the position of Manager shall be made prior to the start of the season.
 - (iii). If there are no volunteers for a selected team to take up these positions on a permanent basis, a rostering system will be set up by the Coach, where by each player must supply a Team Manager for their rostered game(s).
- d) Scorer/Timekeeper
 - (i). A Scorer/Timekeeper shall be appointed for each selected team.
 - (ii). A call for applications for Scorer/Timekeeper shall be made prior to the start of the season.
 - (iii). If there are no volunteers for a selected team to take up these positions on a permanent basis, a rostering system will be set up by the Team Manager, where by each player must supply a scorer or timekeeper for their rostered game(s).
- e) Umpires
 - (i). All match umpires must have a minimum Accreditation of current Section 1 Theory mark and attend or have attended an accredited Umpires Course or be under supervision of an accredited umpire.
- f) Captain & Vice-Captain
 - (i). A Captain shall be named for each team.
 - (ii). The naming of a Vice-Captain is at the coaches discretion.
 - (iii). Appointment of Captain & Vice-Captain is at the coaches discretion and can be either the decision of the Coach and Team Manager or by a Team vote, where by all team members, including the Coach and Team Manager shall vote for Captain & Vice-Captain.

13. AWARDS

- a) The following awards will be presented for each winter season:
- (i). Participation Award for each junior player
 - (ii). Best & Fairest for each team other than Under 11
 - (iii). Runner up Best & Fairest for each team other than Under 11
 - (iv). Coaches Award for each team other than Under 11
 - (v). Encouragement Award for each junior age group
 - (vi). Encouragement Award for seniors
 - (vii). Most Valuable Player for seniors
 - (viii). Best Junior Club Person
 - (ix). Best Senior Club Person
 - (x). Best Club Person
- b) Voting for Best & fairest shall be as follows:
- (i). The Umpire, opposing team coach and team 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.
 - (ii). Votes shall be placed in the envelope provided and delivered to the Match Day Coordinator within twenty-four hours of the match being played.
- c) Coaches award will be decided on by the coach and/or team manager.
- d) Encouragement Awards will be determined as follows:
- (i). Coaches, team managers and committee members will nominate players that are deserving of the award (considering playing ability, attitude & service)
 - (ii). A vote will be held to determine the recipient
 - (iii). More than one player may receive each award
- e) Most Valuable Player will be determined as follows:
- (i). MVP will be awarded to a player within the senior squad who has demonstrated an exemplary contribution to the senior squad. Contribution should include outstanding playing performance in addition to any of the following;
 - i. Formal or informal examples of leadership within the team, squad and club and/or League representation
 - ii. A club role model demonstrating a high level of sportsmanship who encourages, motivates and empowers those within the BNC community
 - iii. Commitment to, respect and support of the club, team, coaches and officials, on and off the court.
 - (ii). The Head/A Grade Coach will liaise with other Senior Coaches regarding nominations for the award, taking into consideration their contribution. However, in the event of a coach having a conflict of interest, any of the senior coaches may choose to remove themselves from part of or all of the nomination process.
 - (iii). The Head/A Grade Coach will formulate a final list of nominations for consideration, outlining the reasons and criteria for nomination and will bring this to the President and Vice President MPNFL to ratify a final decision.

- f) Committee members, coaches and team members shall nominate members to be considered for Best Club Person awards.
 - (i). A vote will be held to determine the recipient of each award.
 - (ii). Best Junior Club Person shall be awarded to a person who has demonstrated exemplary service with across junior sides.
 - (iii). Best Senior Club Person shall be awarded to a person who has demonstrated exemplary service with across senior sides.
 - (iv). The following qualities should be considered when selecting the Best Club Person:
 - i. Regular attendance at training and other club functions
 - ii. Demeanour
 - iii. Willingness to provide assistance at training and other functions
 - iv. Volunteer work
 - v. Assistance with younger players
 - vi. Availability for other duties eg. umpiring, coaching
 - vii. Attendance at Courses, Meetings etc
- g) Years of club participation will be awarded at 10 years and then after every 5 year period.
- h) Players will receive recognition for number of Senior CCNFL games played
 - (i). Each game will be counted towards the total number of games played (ie: for those playing more than 1 game per day)
 - (ii). First recognition will be 100, then every 50 games following that.
 - (iii). Initial recognition will commence at Senior Presentation 2013 for those who have achieved milestones during the 2013 season, from 2014 recognition will occur on game day and at Senior Presentation.
- i) Life membership can be awarded, at the discretion of the committee, to a club member for active membership of the club for at least 15 years and having engaged in any 3 or more of the following;
 - (i). 5 years playing
 - (ii). 5 years coaching
 - (iii). 5 years umpiring
 - (iv). 3 years Executive Committee
 - (v). 3 years Uniform Coordinator
 - (vi). 3 years Umpire Coordinator

14. PRESENTATION NIGHT

- a) At the conclusion of the Winter Season, a presentation of awards 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.

15. FUNDRAISING

- a) The Club may conduct fundraising activities during each year.
- b) The Committee shall determine the fundraising activities.
- c) Individual Teams must seek approval from the Committee for any individual fundraising activities.
- d) Penalty for not participating in fundraising will be determined by the Committee.

16. 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.

17. 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.

18. RISK MANAGEMENT

18.1 Injury Reporting

- a) All Clubs are responsible for recording all injuries at the discretion of the injured player or players' guardian (if the player is under 18) on the Injury Reporting Sheets provided.
- b) All players in the Club are responsible for recording all injuries at the discretion of the injury player or players' guardian (player under 18) on the Injury Reporting Sheets provided.
- c) Team Managers will distribute and collect injury report forms and will forward them to the club secretary.
- d) If a player sustains an injury deemed to be serious, a medical certificate from a registered medical practitioner, specialist or physiotherapist is required before that player can resume training or playing.

18.2 Pre Match Checklist

- a) A pre-match checklist will be completed prior to all Berwick Netball Club matches, programs and training.
- b) Any hazards identified will be:
 - (i). Documented
 - (ii). Rectified if possible.
 - (iii). Reported to the appropriate agency (local council) if major repair is required.

18.3 Pregnancy

- a) As per Netball Victoria Infonet RM1 – Pregnancy & Netball
- b) The pregnant player is provided with the same personal accident policy that is provided for all registered members of Netball Victoria. However, the player is not covered if the resultant injury is found to be due to the pregnancy. No cover is provided for the unborn baby.
- c) The Club accepts no responsibility for members playing whilst pregnant.

18.4 First Aid

- a) The Club will provide a First Aid Kit complying with Netball Victoria Infonet RM2 – First Aid for Netball.
- b) The First Aid Kit will be stored beside the court and all appropriate personnel (court supervisors, umpires and coaches) will have access to it.
- c) A volunteer Equipment Manager will maintain the first aid kit supplies. An inventory is to be completed on a weekly basis.
- d) The Club will have a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.
- e) The Club will endeavour to have a qualified first aider is present at all competition/training.

18.5 Emergency procedures

Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police and an Emergency Procedure Plan is to be displayed in the First Aid Kit.

18.6 Weather

In the case of extreme weather conditions, the team officials and/or competition officials will determine whether games proceed or not.

18.7 Blood Policy and Infectious Diseases

The Club will adopt Netball Victoria Infonet U4 and RM6 relating to blood policy and infectious diseases.

18.8 Pre-participation Screening/ Medical Indemnity

- a) All personnel involved with the Berwick Netball Club will be required to complete a medical indemnity form.
- b) A designated official will store all forms and bring them to all events.

18.9 Responsible Serving of Alcohol in Sporting Clubs

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

18.10 SmokeFree

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

18.11 Sun Protection

The Berwick Netball Club will adopt a SunSmart policy as prescribed by the Cancer Council Victoria. On days where UV rays are expected to be high, players must supply their own sunscreen, a hat and a drink bottle in order to participate.

18.12 Codes of Behaviour

The Berwick Netball Club will adopt Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation and the Victorian Code of Conduct for Victorian Sport. By being a member you agree to abide by codes. A copy of these codes are available on the Club's website.

18.13 Drug Policy

The Berwick Netball Club does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, is implemented and will apply for all Berwick Netball Club competitions.

18.14 Working With Children Check

- a) All members of the Committee and Team Officials are required to obtain a satisfactory status Working with Children Check.
- b) Appointment of these roles will be subject to this satisfactory status. Those who have an unsatisfactory status will be unable to be on the Committee or a Team Official in order for Berwick Netball Club to meet its Member Protection guidelines as prescribed by Netball Victoria.

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) Official written warnings can be provided by Executive Committee, who will later inform General Committee Members. Two written warnings may be provided, following that, game suspension will be considered. Game suspension will be determined by the Committee (Executive and General).
- c) 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.
- d) The Committee may then:
 - (i). Discuss the issue with the relevant team and make a decision regarding the matter.
 - (ii). The Committee shall inform the party/ies involved of their decision either verbally or in writing; or
 - (iii). have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.
- e) The Committee's decision is final.

20. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

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

21. INDEMNITY

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