

West Ivanhoe Netball Club Bylaws

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1. West Ivanhoe Netball (WINC) Club Bylaws

“By -Laws are additional rules which apply to members which generally deal with internal and administrative matters. The By-Laws are made under the Constitution. The By-Laws are

subordinate to the constitution and must not be inconsistent with the Constitution.

1.1. Correspondence

(a) All correspondence must be in writing from the club Secretary, Junior Registrar or authorised person via email from west.ivanhoe.netball@gmail.com

1.2. Information to Club Members

(a) The WINC shall provide the following information to its members either in writing, on its website, through social media or communication app:

- (b) Club contact details
- (c) Team training details
- (d) Team list
- (e) Contact list of Team officials
- (f) BDNA competition
- (g) Club By-laws, guidelines, grading document
- (h) Club calendar of events

1.3. Officer Bearers

(a) The Office Bearers of the Club shall be:

(b) Executive Committee: -

- (1) President
- (2) Vice Present
- (3) Secretary
- (4) Treasurer
- (5) Junior Registrar

(c) Club Representatives: -

- (1) Head Coach
- (2) Seniors Registrar
- (3) Net set Go Coordinator
- (4) Junior player substitute coordinator
- (5) Assistant head coach
- (6) Uniform coordinator
- (7) Events coordinator

(8) Equipment coordinator

1.4. Club Meetings

- (a) General meetings of the West Ivanhoe Netball Club will be held organised by the committee, at least 2 per season.
- (b) Annual General Meeting is to be held on a date set by the committee each year.
- (c) Executive meetings to be held when necessary.

1.5. Election of officers

- (a) Elections shall be by ballot
- (b) Nominations are to be in writing, signed by the proposer and nominee. They shall be called for at a general meeting and shall close with the Secretary not less than seven (7) days prior to the Annual General Meeting.
- (c) No person shall be elected to more than one (1) position on the Executive Committee.
- (d) If the number of nominations is equal or less than the number of positions needed they shall be considered elected at the Annual General Meeting
- (e) If more nominations are received for a position than the number required a secret ballot shall be held.
- (f) The ballot will be held at the Annual General meeting each year. Votes must be cast personally
- (g) the chairperson may call for further nominations at the Annual General Meeting for any position where the number of written nominations are not equal to the number of positions required. Any such nomination must be made by a member, seconded by another member and accepted by the nominee. the chairperson shall put the nomination to a vote.
- (h) Election of Officers shall be in the following order:
 - (1) President
 - (2) Vice President
 - (3) Secretary
 - (4) Treasurer
 - (5) Junior Registrar
 - (6) Junior player substitute coordinator
 - (7) Net set Go Coordinator
 - (8) Uniform Officer
 - (9) Events Coordinator
 - (10) Seniors Registrar

(i) term of office is for 2 years.

1.6. Membership

(a) All members WINC will comply with the Membership of the BDNA

(b) The Committee has the power to accept or reject refuse membership of the club for players/ members that represent WINC in a derogatory or negative manner which causes embarrassment or injury to any other player, member or spectator either physically, verbally or on social media.

(c) Any member of the Club may make a written complaint against another member of the club. Upon receiving a complaint, the Committee must serve notice on the member concerned to make submissions regarding the complaint within fourteen (14) days from the time the notice is served. All players/parents of junior players have the right of appeal. Persons not attending the Committee Meeting without a reasonable excuse have no right of appeal and the decision of the committee shall be final.

If (after taking into account any submissions), the facts in the complaint are considered proven, the committee may by resolution expel or suspend the member from the Club.

If the Committee expels or suspends a member, the Secretary must, within seven (7) days after the action is taken advise the member in writing, giving the ruling, reasons and advising the member of their right of appeal.

The member has seven (7) days to appeal the decision. The expulsion or suspension does not take effect until the appeal has been heard.

Upon receipt of such an appeal, the Secretary shall notify the Committee and a General meeting of the Club must be held within twenty-eight (28) days after the date on which the Secretary received the appeal.

The members present at the General Meeting shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked. There will be no further appeal on the motion.

(d) Fines from BDNA or the NFNL incurred by any team are to be paid by the team concerned.

1.7. Coaches and Team Managers

(a) Head Coach is appointed by the Committee and reviewed annually.

(b) All Coaches must have a current VNA membership.

(c) All coaches must complete their Foundation Course training that is accessed through the MyNetball Portal. WINC will reimburse the course cost once a valid receipt is supplied by the coach.

(d) Coaches and Managers must keep a record of all players time on court. Each Coach must give all players equal amount of playing time throughout the season where possible excluding Semi-finals, Finals and Grand Finals where selection will be at the discretion of the Coach. Any player that is a reserve must be in attendance for the duration of the game unless

alternate arrangements are made with the coach.

1.8. Registration and fees

(a) Fees will be reviewed and set each year by the Executive Committee. All Fees include compulsory insurance coverage.

(b) The fees will be charged to members on a season by season basis and shall be calculated to cover costs of:

- (1) Team entry
- (2) VNA membership
- (3) BDNA fees
- (4) Equipment
- (5) Coaching fees
- (6) Trophies and awards
- (7) Administration fees

(c) Fees must be paid before the first match of the season

(d) Players will not be permitted to take court if fees have not been paid unless an agreement is made with the WINC.

1.9. Seniors Fees

(a) Seniors Netball players must pay their fees in full before a team is registered in any competition.

1.10. Player Registration

(a) The WINC committee will nominate a registration period with a deadline prior to the start of the competition season which teams will be selected.

(b) players wishing to be considered for a team must register within this time frame.

(c) players failing to register and pay fees within this time frame may not be considered for team selection.

1.11. Annual events/social calendar

(a) The WINC shall organise such social events as determined by the committee

1.12. Netball Victoria Membership

- (a) Netball Victoria fee (VNA) is set annually by the Netball Victoria Association
- (b) All players and coaches of the WINC must be current Netball Victoria members

1.13. Age Requirements

- (a) the age requirements for each level and team will be in accordance with the BDNA bylaws of Netball Victoria
- (b) the BDNA bylaws can be found on their website at www.banyulenetball.com.au

1.14. Uniform

- (a) The WINC uniform is set by the Committee of management
- (b) Players are not permitted to take court unless in full uniform
- (c) uniform rules set by the BDNA can be found in their Bylaws and must be followed at all time during competition.

1.15. Selection of Team

- (a) A team selection group shall be formed during grading periods. Their duties are to review players on court and at grading days and form the teams
- (b) The West Ivanhoe Netball grading policy will be adhered to during this process.
- (c) The selection committee will be selected by the Head coach and include at least 3 people. This committee will be chaired by the Head coach who will ensure that the team selections are conducted impartially.
- (d) final team list will be approved by the President

1.16. Training

- (a) Times and days for training to be finalised by teams and their respective Coaches.
- (b) Suitable footwear to be worn at all times and players need to supply their own water bottles.
- (c) Club Secretary and Head Coach to be advised of all training times.

1.17. Grading

- (a) Players registered with WINC will be graded by a grading sub-committee (ref. clause 1.15). This committee will be chaired by the Head coach who will ensure that the grading is conducted impartially.

(b) Grading will occur at the end of Season 2

(c) Grading does not occur at the end of season 1 however some player movement may occur if players leave and new players join the club. In this case player movement will occur based creating team balance, position of player required in teams, player ability and age.

(d) All players must attend grading, which will be held at the discretion of the Executive Committee.

(e) No more than nine (9) players will be registered in any team except in the case of injury, illness or other extenuating circumstances in which case a tenth player can be registered at the sole discretion of the selection committee. Team members will be notified of this as soon as possible.

1.18. Equipment

(a) New balls and other equipment will be purchased as required. All equipment is the Coaches responsibility.

(b) if a coach needs to replace items in their coach's kit they need to inform the Head Coach and equipment coordinator at the time.

1.19. Child protection

(a) All WINC members who are appointed as Office Bearer of the club, Coach, Assistant coach, Team Manger over the age of 18 are required to provide the club with a Working with Children's Check number. Member's numbers will be stored in a data base and each individual will have their number checked each year

(b) Photos of club members under the age of 18 will not be published online without the consent of parents/guardians.

1.20. Social media

(a) WINC communicates with members via Facebook, club website and Team App. They are administered by the clubs Executive Committee and is intended for the sharing of information to keep members informed.

(b) Behaviour that the Club finds abusive, offensive or brings WINC into disrepute will not be tolerated and will be dealt with accordingly and could be grounds for WINC refusing or cancelling membership.

1.21. Awards

(a) Awards for U9-U17 players will be presented to players at the end of season 1 and season 2. Awards given will be "coaches award" and "players player" award. Awards will be given by the coach and the players player award will be voted by the players in the team.

1.22. First aid

- (a) WINC recognises that first aid services are generally provided by the BDNA officials on a Saturday competition
- (b) A first aid kit will be stored in the coaches bag and all appropriate personnel (including court supervisors, umpires and coaches) will have access to it.
- (c) Coaches will maintain the first aid kit supplies and inform Head coach or equipment coordinator if replacements are required

1.23. Code of conduct

- (a) All members of the WINC will agree to consent to the code of conduct document adhered to by the WINC

1.24. Hot/wet weather

- (a) The WINC will adopt a Sunsmart Policy as prescribed by the Cancer Council Victoria.
- (b) Coaches or Team managers to inform players/parents if training is cancelled due to extreme weather conditions
- (c) Coaches to contact parents via Team app alerts or text/phone messaging to cancel training and ensure that all players/parents have responded.
- (d) Training or team building activities can be held in Club rooms or in outdoor shaded area if outdoor training is cancelled.

1.25. Dispute resolution

- (a) Where a member breaches a Bylaw, and that Bylaw prescribes a penalty for such breach, then the Committee may impose such penalty. For any other breach of the Bylaws, the Committee will impose any other penalty it sees fit in accordance with these Bylaws and the Constitution.
- (b) Any member who does not agree with a penalty or action of the Committee made under this Bylaw, may advise the Committee in writing within a timely manner following the penalty or decision being made. The Committee may then:
 - (1) Discuss the issue with the relevant party and make a decision regarding the matter. The Committee shall inform the party/s involved of their decision either verbally or in writing; or
 - (2) Have an informal meeting with the relevant party/s in order to discuss and resolve the dispute.
- (c) Any penalty imposed under the Bylaws is final.

1.26. Special circumstances

(a) Where these Bylaws are silent on a matter, a decision can be made by the Committee. In exceptional or extenuating circumstances, the Committee may, acting reasonably, alter, vary or waive the requirements set out in these bylaws relating to the Association.

1.27. Indemnity

(a) Except where provided or required by law and such cannot be excluded, the Association 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 in the Association's activities as a member.