

# **DOLPHINS SEASIDE NETBALL CLUB INC.**



Incorporation Number: IA40843

## **Bylaws**

Adopted 27 November 2019

**These bylaws were developed in adherence to, guided by and referred to the following policies:**

- Netball Australia General Code of Behaviour
- Netball Australia Member Protection Policy
- Netball Queensland Member Protection Policy
- Netball Queensland Operations Manual
- Redlands Netball Association Policy Manual
- Dolphins Netball Club Policies

Websites:

<https://netball.com.au/>

<https://qld.netball.com.au/>

<http://www.redlands.qld.netball.com.au/>

<http://www.dolphins.qld.netball.com.au/>

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# 1. Introductory Provisions

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## 1.1. Interpretation

1.1.1 In these bylaws:

- a. **act** means the *Associations Incorporation Act 1981 (Qld)*
- b. **club** means Dolphins Seaside Netball Club
- c. **bylaws** means the bylaws of the club
- d. **fee** means a payment of money due to the club by its members
- e. **levy** means a payment of money other than fees; which members may be called upon to pay to the club
- f. **RNA** means the Redlands Netball Association

## 1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the club.
- 1.2.2. It is the responsibility of all management committee members to familiarise themselves with the club's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the club.

# 2. Logo, Colours and Uniform

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## 2.1. Logo

- 2.1.1. The club logo comprises a blue circle with the words 'Dolphins Netball Club' and two dolphins jumping over waves
- 2.1.2. Any amendment to the club's logo requires the passing of a special resolution at a general meeting.

## 2.2. Colours

- 1.2.1. The club's colours are predominantly blue and white
- 1.2.2. Any amendment to the club's colours requires the passing of a special resolution at a general meeting.

## 2.3. Uniform

- 2.3.1. The club uniform consists of the club's colours of predominantly blue and white
- 2.3.2. Club uniforms must be purchased through the club to maintain consistency and players will not be permitted to take the court unless they are in possession of the full club uniform. This includes:
  - a. Females: club dress with black bike pants or club bummers, training shirt, and appropriate footwear including club or white socks
  - b. Males: black shorts (no pockets), club training shirt with Velcro tabs for position bibs and appropriate footwear including club or white socks

# 3. Headquarters and Affiliations

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## 3.1. Headquarters

- 3.1.1. The club's home is Redlands Netball Association, 260 Cleveland Redland Bay Road, Thornlands, Queensland, 4164.

## 3.2. Affiliations

- 3.2.1. The club is affiliated with Redlands Netball Association (RNA) and Netball Queensland.

## **4. Communication**

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### **4.1. Correspondence**

- 4.1.1. The president or secretary must sign all outwards correspondence, either in hard copy or electronically.
- 4.1.2. All inwards correspondence is to be addressed to the club secretary.
- 4.1.3. Any club member wanting to send correspondence to RNA must do so via the club secretary.

### **4.2. Information to members**

- 4.2.1. The club will make the following information available to all members:
  - a. club contact details
  - b. contact details for RNA
  - c. rules and bylaws
  - d. fixture details
  - e. team training details (days, times and venues)
  - f. calendar of club events and important dates
  - g. details of courses, seminars and other professional development opportunities
  - h. codes of conduct
  - i. details of the club's insurance policies

### **4.3. Electronic communication**

- 4.3.1. The club recognises that electronic communication is essential for sharing club-related news and information with members. The club uses a range of electronic tools to communicate with members in a timely and appropriate manner.
- 4.3.2. All club communication protects members' privacy, maintains clear boundaries and ensures that bullying and harassment do not occur.
- 4.3.3. The club abides by the cyber safety policy contained within the RNA Member Protection Policy which states that RNA will not tolerate abusive, discriminatory, intimidating or offensive statements.
- 4.3.4. The club treats all social media postings, blogs, status updates and tweets as public comment. Postings (written, photos or videos) on any club social media forum must be family-friendly and feature positive club related news and events.
- 4.3.5. The club abides by the social networking websites policy contained with the RNA Member Protection Policy which states that all social media postings, blogs, status updates and tweets:
  - a. must not use offensive, provocative, or hateful language
  - b. must not be misleading, false or injure the reputation of another person
  - c. should respect and maintain the privacy of others
  - d. should promote netball in a positive way

### **4.4. Code of conduct**

- 4.4.1. In addition to Netball Australia's General Code of Behaviour, the club also abides by the following codes of conduct and behavioural policy as per the club's website
- 4.4.1. Player code of conduct:
  - a. be a good sport, applaud good play regardless of which team

- b. DO NOT bully or take unfair advantage of another player. Treat other players as you would like to be treated
- c. always play by the rules. Listen to officials and coaches when playing or at practice
- d. if you disagree with an umpire during a game, DO NOT argue. Have your captain approach the umpire during an interval
- e. be responsible for your own behaviour at all times. DO NOT abuse officials, coaches, managers and opponents
- f. work equally hard for your team as well as yourself. You will receive praises from your coach and team mates if you continue a high work ethic
- g. remember that your coaches and managers have volunteered their time to support you through your netball season. Reward their commitment by listening and co-operating with their instructions

4.4.2. Parent/guardian/spectator code of conduct:

- a. refrain from negative comments to the players, most play sport for their enjoyment
- b. please talk to the coach if you have any comments or suggestions. DO NOT direct the players during a game as this may be contrary to the coach's directions
- c. DO NOT focus on the winning or losing of a game but focus on the players' efforts
- d. encourage the players to play in the spirit of the game
- e. applaud good play by both teams as the young learn by example
- f. DO NOT condone verbal or physical abuse but support all efforts to remove them
- g. respect the officials' decisions always and encourage the players to do likewise
- h. appreciate the efforts of the coaches and managers as they volunteer to put in a lot of time and effort to enable your child to play
- i. abusive behaviour will not be tolerated by the club or RNA. Please assist in eradicating this part of sport. If an official complaint is received in writing, the management committee will determine what course of action is to be taken

## 4.5. Complaints and concerns

- 4.5.1. Any complaints or concerns should be directed to the club's management committee in the first instance. The management committee will then determine what action, if any, should be taken in the best interests of the club and those members involved.
- 4.5.2. Where a complaint relates to behaviour or an incident that occurred at the association level, or involves people operating at the association level, the complaint should be reported to the club secretary in the first instance and then dealt with following the RNA complaints procedure as detailed in the RNA Member Protection Policy.
- 4.5.3. No player shall directly approach or question an umpire of a match. All questions and concerns must be addressed through the team captain or brought to the attention of the management committee.
- 4.5.4. All complaints will be dealt with promptly, seriously, sensitively and confidentially in line with the procedures for handling and resolving complaints as outlined in the RNA complaints procedure.

## **5. Governance**

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### **5.1. Management Committee**

- 5.1.1. In accordance with the rules of the club, the composition of the management committee consists of a president, treasurer, secretary and any other members the club's members elect at a general meeting.
- 5.1.2. The club's management committee currently comprises the following positions:
  - a. president
  - b. vice president
  - c. secretary
  - d. treasurer
  - e. operations manager
- 5.1.3. The clubs non-committee, operational positions comprise:
  - a. registrar
  - b. moddies coordinator
  - c. uniforms convenor
  - d. coaching coordinator
  - e. umpiring coordinator
  - f. fundraising coordinator
  - g. events/volunteer convenor
  - h. equipment officer
  - i. communications/social media officer
- 5.1.4. The management committee aims to meet at least once every calendar month.

### **5.2. Management committee duties**

- 5.2.1. All management committee members shall:
  - a. submit a written report to the Secretary at least two days prior to each Management Committee meeting
  - b. attend all Management Committee meetings and general meetings of the Club, as well as other meetings and workshops as they are called from time to time. These may include but are not limited to:
    - i. club information sessions
    - ii. special general meetings
    - iii. business meetings
    - iv. planning sessions
  - c. attend all functions held by the Club as required
  - d. have the power to delegate appropriate duties to other volunteers
  - e. maintain all documents, books, papers, keys, records and goods belonging to the Club and pertaining to the office held and deliver them to the Club at the completion of their term of office
  - f. perform any such other duties as appropriate and as directed by the Management Committee
  - g. appoint sub-committees as required
  - h. sign a non-disclosure with the club



- i. hold a current Blue card
- j. undergo a criminal history check

#### 5.2.2. President:

- a. attend management committee meetings and general meetings of the club
- b. preside as chair at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the club's rules, bylaws and standing orders
- c. endeavour at all times to ensure the general wellbeing of the club and act as spokesperson for the club
- d. liaise as necessary with government departments, Councils, partners, sponsors and governing bodies where club representation is required
- e. be aware of all current and future club activities and act as spokesperson on and at these activities
- f. report to the management committee, operational positions and general members of the club as appropriate
- g. support all volunteers, including committee members, coaches, umpires and players;
- h. serve as an ex-officio member on all subcommittees of the club
- i. represent the club as the appointed delegate and attend all general meetings of RNA and Netball Queensland; including but not limited to annual general meetings and sport forums
- j. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting
- k. perform (having regard to the rules of the club) such other duties as the management committee may direct from time to time

#### 5.2.3. Vice president:

- a. act as president where required whenever current president is unavailable
- b. attend management committee meetings and general meetings of the club
- c. whenever the president is unavailable, preside as chair at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the club's rules, bylaws and standing orders
- d. endeavour at all times to ensure the general wellbeing of the club and act as spokesperson for the club
- e. be aware of all current and future club activities and act as spokesperson on and at these activities
- f. be aware of all grant funding opportunities and make applications as directed by the management committee
- g. oversee all sponsorship activities for the club including the generation of sponsorship packages, approaching potential sponsors and delivering on agreed outcomes to sponsors
- h. perform (having regard to the rules of the club) such other duties as the management committee may direct from time to time

#### 5.2.4. Secretary:

- a. attend management committee meetings and general meetings of the club
- b. issue notices of meetings in accordance with the club's rules, together with an agenda
- c. keep records containing copies of all the minutes and records of proceedings of all meetings of the club, in hard or electronic copy

- d. conduct all correspondence of the club as instructed by the management committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials
- e. receive and place before the management committee all applications for membership
- f. keep a record of all life members
- g. ensure that a current copy of the club's rules is available to each new member
- h. keep updated copies of the club's rules for advice of all members
- i. arrange for the carrying out of clerical work associated with the club's affairs
- j. inform the club of closing dates for registrations and nominations
- k. prepare the annual report for presentation at the annual general meeting
- l. perform such other duties as the management committee may direct

#### 5.2.5. Treasurer:

- a. attend management committee meetings and general meetings of the club
- b. keep all books and accounts of the club and prepare a statement of receipts and expenditure, profit and loss report and balance sheet for presentation to each management committee meeting and each general meeting
- c. coordinate the receipt of monies and issuing of receipts for payments, and ensure payment of such money into the bank
- d. produce bank statements at each management committee meeting and each general meeting
- e. pay fees due to RNA and Netball Queensland, when authorised by the management committee
- f. prepare an annual budget in consultation with the management committee, subcommittees and operational positions
- g. present accounts incurred by the club to be passed for payment by the management committee. In matters of urgent necessity, payment may be made, but must be ratified at the next management committee meeting
- h. following the end date of the club's financial year, close the club's books and prepare a set of financial statements as required by the club's auditor
- i. submit the club's financial statements and other relevant records to the auditor
- j. present audited financial statements to the annual general meeting, in accordance with the club's rules and the Act
- k. perform such other duties as the management committee may direct

#### 5.2.6. Operations manager:

- a. attend management committee meetings and general meetings of the club
- b. work closely with other management committee members to achieve the objects of the club and to ensure its general wellbeing
- c. perform such other duties as the management committee may direct
- d. be aware of all current and planned club activities
- e. serve as chair of subcommittees as appointed
- f. report to the management committee, operational positions and general members of the club as appropriate

### **5.3. Operational position duties**

#### **5.3.1. Registrar:**

- a. ensure all registration details related to financial transactions are recorded and actioned in accordance with the Treasurer's instructions
- b. keep a record of all playing and non-playing members of the club
- c. prepare and keep registration details for all registered players
- d. check that all members are registered with Netball Queensland through MyNetball
- e. maintain a record of past and present registered players of teams playing in club competitions
- f. prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- g. perform other related activities as determined in consultation with the management committee

#### **5.3.2. Moddies coordinator:**

- a. enlist and monitor coaches running the moddies 7-10 years program
- b. in conjunction with the coaching and umpiring convenors, facilitate a meeting with coaches and parents of moddies players outlining the rules and expectations to all groups
- c. arrange and preside over meetings of the moddies subcommittee and forward copies of minutes and recommendations within seven (7) days of each meeting to the secretary for submission to the management committee

#### **5.3.3. Coaching coordinator:**

- a. arrange and preside over meetings of the coaching subcommittee and forward copies of minutes and recommendations within seven (7) days of each meeting to the secretary for submission to the management committee
- b. foster the growth and raise the standard of coaching at the club
- c. organise coaching programs at the club
- d. keep a record regarding details of the level and standing of accredited coaches who are members of the club and forward to the club secretary on an ongoing basis to ensure up-to-date records are maintained
- e. be responsible for maintaining an up-to-date blue card register of all coaches and managers
- f. prepare an annual budget relating to anticipated coaching activities for the ensuing year and submit the budget to the management committee for consideration
- g. prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- h. perform other related activities as determined in consultation with the management committee

#### **5.3.4. Umpiring coordinator:**

- a. ensure all umpiring related financial transactions including umpiring payments are recorded and actioned in accordance with the treasurer's instructions
- b. arrange and preside over meetings of the umpire's subcommittee and forward copies of minutes and recommendations within seven (7) days of each meeting to the secretary for submission to the management committee
- c. foster the growth and raise the standard of umpiring at the club

- d. be responsible for organising practical assessments for candidates wishing to obtain club award or national badges and trainee program nominations
- e. keep a record of badged umpires who are members of the club and forward to the club secretary on an ongoing basis to ensure up-to-date records are maintained
- f. notify umpires of their RNA umpiring allocations
- g. prepare an annual budget relating to anticipated umpiring activities for the ensuing year and submit the budget to the management committee for consideration
- h. prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- i. perform other related activities as determined in consultation with the management committee

#### 5.3.5. Fundraising coordinator:

- a. arrange and preside over meetings of the fundraising subcommittee and forward copies of minutes and recommendations within seven (7) days of each meeting to the secretary for submission to the management committee
- b. plan and implement fundraising activities with the fundraising subcommittee
- c. develop a fundraising strategy for approval by the management committee
- d. liaise with local businesses regarding contributions for raffles and maintain an up-to-date database of contributing organisations and individuals for appropriate recognition at the end of each season
- e. organise fundraising activities and functions with the fundraising subcommittee and present to the management committee for approval
- f. oversee the preparation of rosters for volunteers assisting with fundraising activities
- g. ensure that material required for fundraising is ordered and available as necessary
- h. supervise the collection of all monies raised and reconcile with the treasurer upon the completion of fundraising activities
- i. maintain records of donations received and successful events for future reference
- j. maintain appropriate fundraising records as required by the treasurer and auditor
- k. keep the management committee informed of all fundraising matters

#### 5.3.6. Events coordinator:

- a. perform such duties as determined in consultation with the management committee
- b. arrange and preside over meetings of the events subcommittee and forward copies of minutes and recommendations within seven (7) days of each meeting to the secretary for submission to the management committee
- c. draw up club canteen/BBQ and carnivals duty day rosters
- d. perform other related activities as determined by the management committee

#### 5.3.7. Uniforms convenor:

- a. attend registration/grading days to take new uniform orders
- b. liaise with uniform supplier as required
- c. liaise with treasurer regarding uniform payments from members and to the supplier. Distribute orders once full payment received and issue receipts as proof of payment
- d. keep management committee up to date on all details
- e. attend all general and operational committee meetings
- f. review uniform costs and pricing, in consultation with the management committee on an annual basis

- g. complete annual stock take of uniforms

5.3.8. Equipment officer:

- a. prepare and maintain a register of club equipment
- b. recommend to management committee any equipment purchases that may be required to address existing shortfalls
- c. undertake regular inspections of equipment and notify the management committee of replacement purchases that may be required
- d. be responsible for the management, maintenance and the provision of storage for club training equipment

## **5.4. Subcommittees**

- 5.4.1. The management committee may create and dissolve subcommittees considered appropriate to help with the club's operations
- 5.4.2. Members are appointed to each subcommittee by the respective subcommittee chair, in consultation with the management committee.
- 5.4.3. A subcommittee has no decision-making power. A subcommittee is to provide the minutes and recommendations from any subcommittee meeting to the management committee within seven (7) days of the meeting being held. Subcommittee recommendations must be ratified by resolution by the management committee.
- 5.4.4. Subcommittees may be requested by the management committee to provide an annual report.

## **5.5. Other roles and responsibilities**

- 5.5.1. The club expects that all members fulfil the roles and responsibilities expected by RNA and defined in their policy manual. In some cases, particularly administrators, coaches and officials have additional roles and responsibilities that are also specified below.
- 5.5.2. Administrators must:
  - a. be fair, considerate and honest in all dealings with others
  - b. be professional in and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards
  - c. resolve conflicts fairly and promptly through established procedures
  - d. maintain strict impartiality
  - e. be aware of your legal responsibilities
  - f. develop a positive sport environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and by providing appropriate development and competitive experiences
  - g. involve players in the planning, leadership, evaluation and decision making relating to the activity
  - h. ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, lengths of games and training schedules should take into consideration the age, ability and maturity level of participating players
  - i. ensure that everyone (administrators, coaches, players, umpires, parents, spectators, sponsors and physicians) emphasise fair play in netball activities and games
  - j. where appropriate, distribute a code of behaviour sheet to coaches, players, umpires, parents, spectators and the media
- 5.5.3. Coaches will:
  - a. operate within the rules and spirit of netball promoting fair play over winning at any cost
  - b. encourage and support opportunities for people to learn appropriate behaviour and skills

- c. support opportunities for participation in all aspects of the sport
- d. treat each person as an individual
- e. display control and courtesy to all involved with the sport
- f. respect the rights and worth of every person regardless of gender, ability, cultural background or religion
- g. respect the decisions of umpires, officials, coaches and administrators in the conduct of the sport
- h. wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people less than the age of 18 years
- i. adopt appropriate and responsible behaviour in all interactions
- j. adopt responsible behaviour in relation to alcohol and other drugs
- k. act with integrity and objectivity, and accept responsibility for your decisions and actions
- l. ensure your decisions and actions contribute to a safe environment
- m. ensure your decisions and actions contribute to a harassment free environment
- n. do not tolerate harmful or abusive behaviour
- o. place the safety and welfare of all athletes above all else
- p. help each person (athlete, umpire etc.) reach their potential – respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback
- q. any physical contact with a person should be appropriate to the situation and necessary for the person's skill development
- r. be honest and do not allow your qualifications to be misrepresented

## **5.6. Disciplinary measures**

- 5.6.1. In line with disciplinary measures included within RNA's Member Protection Policy, disciplinary action will be taken if the management committee determines that an individual is found to be in breach of this member protection policy
- 5.6.2. Disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of abuse, discrimination or sexual harassment
- 5.6.3. In line with the Netball Queensland's Member Protection Policy the discipline will depend upon the severity of the case, and may involve:
  - a. an apology
  - b. counselling
  - c. suspension
  - d. dismissal
  - e. any other forms of action deemed appropriate
- 5.6.4. In most instances, child protection matters will have to be referred to the police or a family services authority.

## **6. Meetings**

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### **6.1. Standing orders:**

- 6.1.1. These standing orders shall be applicable to all general meetings and management committee meetings and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the rules of the club.

- 6.1.2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
- 6.1.3. In the event that a meeting lapses, all business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
- 6.1.4. Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
- 6.1.5. A motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
- 6.1.6. If required to do so by the chair, the proposer of any motion or amendment shall submit it in writing.
- 6.1.7. When an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.
- 6.1.8. The chair shall, as far as practical, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate.
- 6.1.9. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- 6.1.10. Any member disagreeing with the chair's ruling on a point of order may move dissent. The chair shall then vacate the chair and such motion shall be put forthwith without debate.
- 6.1.11. Subject to the provisions of the rules of the club, on an equality of voting, the chair shall declare the question resolved so as to maintain the status quo.
- 6.1.12. A general meeting may at any time during the discussion of a motion or an amendment resolve itself into a committee of the whole.
- 6.1.13. Standing orders (6.1.1) to (6.1.12), or any of them, may be suspended by a majority of those present. A motion to this effect shall be open to debate.
- 6.1.14. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a clause in the club's rules or a standing order, except on a motion (of which due notice was given) to amend or repeal such rule or order.
- 6.1.15. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision had been made.
- 6.1.16. Any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

## **7. Finance**

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### **7.1. Fees and levies**

- 7.1.1. As per rule 3.3. in the club's rules, the management committee shall be responsible for setting club fees.
- 7.1.2. Club fees shall be set in accordance with the club's annual budget and calculated to cover costs such as:
  - a. team entry fees
  - b. RNA and Netball Queensland fees (non-refundable)
  - c. venue hire
  - d. equipment
  - e. umpire costs
  - f. trophies and awards
  - g. coaching and umpire development
  - h. presentation day
  - i. administration costs
- 7.1.3. All players must pay the outstanding amount on their season fees in order to take the court. The reason for this is to ensure all our players are covered under our insurance policy if an injury was to occur.
- 7.1.4. Any member who conducts himself or herself in a way considered by the management committee to be injurious or prejudicial to the character or interests of the club may have their membership terminated in accordance with rule 3.5.3. in the club's rules. In this case, there will be no refund.

### **7.2. Refunds**

- 7.2.1. Fee refunds will not be considered once a player has taken the court for their first fixtures game.
- 7.2.2. Players unable to continue due to injury or illness will not receive a refund.
- 7.2.3. Players unable to continue due to irresolvable conflict with their team or the club may receive a partial playing fee refund, at the discretion of the management committee.

### **7.3. Reimbursement of approved out-of-pocket expenses**

- 7.4.1. Management committee members and other key volunteers shall be entitled to claim reimbursement for approved out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the club, with the exception of travel or fuel costs. Receipts must be supplied within one month of incurring expenses.
- 7.4.2. Reimbursement for travel or fuel costs for official duties may be determined by the management committee on a case-by-case basis.
- 7.4.3. Umpires will be paid a set fee per match, as determined by the RNA management committee. Payment terms are to be determined by the RNA management committee prior to the season.

### **7.4. Fundraising**

- 7.5.1. The management committee in conjunction with the fundraising convener shall determine club fundraising activities from time to time.
- 7.5.2. Individual teams must seek approval from the management committee for any individual fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided to the management committee before approval can be given.



## **8. Netball**

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### **8.1. Player registration**

- 8.1.1. The management committee shall nominate a player registration period each season that shall be at least one month prior to the start of the competition for which teams are to be selected.
- 8.1.2. Players wishing to be considered for selection into a team must:
  - a. visit the club website and follow the links to complete the online MyNetball registration;
  - b. pay fees in full.

### **8.2. Age requirements**

- 8.2.1. A participant's age is determined based on their age as at 31 December of that year. Each participant must produce their birth certificate as evidence of their date of birth.
- 8.2.2. The club abides by the age and gender requirements set by RNA and Netball Queensland Operations Manual.

### **8.3. Selection of teams**

- 8.3.1. Requests for a player to play in the same team as friends can be taken into consideration by the team selection subcommittee, however the team selection process is based on ability so the club makes no guarantee that such requests will be accommodated.
- 8.3.2. If selection trials are deemed necessary, the selection trials shall be conducted under the following procedure:
  - a. 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;
  - b. notice of selection trials must be given at least 14 days prior to the date of the trials;
  - c. the team selection subcommittee's decision is final.

### **8.4. Court time, positions and training**

- 8.4.1. All players in each team will receive 50% court time during matches throughout the fixture season. However, should a player be unavailable for matches and/or fail to attend training, this may impact on their court time.
- 8.4.2. Coaches will place players in those positions they feel are most appropriate for the team and align with each player's best interests.
- 8.4.3. During finals, coaches will decide how much court time each player receives, based on the best interests of the team. Availability for matches and training attendance may also impact on each player's court time during finals. Notwithstanding this, all players will receive a minimum of 25% court time during finals.
- 8.4.4. Players must attend training sessions and all matches. Should any player be unavailable to attend, they must advise their team coach with sufficient notice.

### **8.5. Team officials**

- 8.5.1. Coach:
  - a. a coach shall be appointed for each selected team
  - b. a call for applications for coaching positions shall be made prior to the commencement of the season
  - c. the club will support all coaches to maintain necessary levels of accreditation and to participate in skill development opportunities
- 8.5.2. Manager:
  - a. a manager shall be appointed for each selected team

- b. a call for applications for team manager positions shall be made prior to the commencement of the season
- c. team managers are responsible for scoring and timekeeping or appointing a scorer and timekeeper for each game

#### 8.5.3. Umpires:

- a. the club must provide at least one accredited umpire per team, to umpire at RNA
- b. applications for umpiring will be considered by the management committee and umpiring subcommittee
- c. all umpires must maintain relevant levels of accreditation

### 8.6. Representative teams

- 8.6.1. The club will support players who wish to try out for RNA representative teams and any other representative teams.

### 8.7. Carnivals

- 8.7.1. Individual teams must notify the management committee prior to entering carnivals.
- 8.7.2. All costs of entering a carnival are to be met by the participating team.

### 8.8. Volunteer contribution

- 8.8.1. Volunteers are fundamental to the netball community and the club. The club encourages people to take an active role in the development of their own community and make an impact through volunteering for the club.
- 8.8.2. Volunteers will be required from each team to complete a range of jobs for the club. Specific details of these tasks will be explained throughout the season by team managers, other volunteers, or management committee members.
- 8.8.3. The club welcomes any person who may be interested in volunteering for any role within the club.

### 8.9. Adverse weather policy

- 8.9.1. The club recognises that adverse weather conditions present some level of risk that can harm the performance and/or the health of participants. Activities that occur in adverse weather conditions can place participants at risk of injury, illness and in extreme circumstances, even death. The club adopts the adverse weather conditions policy of the RNA.

## 9. General Policies

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### 9.1. Alcohol

- 9.1.1. The club adopts the responsible service and consumption of alcohol policy included in the RNA Member Protection Policy.
- 9.1.2. This policy states that RNA will:
  - a. not allow individuals to participate in any sporting activities expressly sanctioned by RNA if they are consuming alcohol or under the influence of alcohol
  - b. not encourage the promotion or service of alcohol in and around competition areas at underage events expressly sanctioned by RNA
  - c. use its best endeavours to ensure that food and low alcohol and non-alcoholic drinks are available at any activity held or expressly sanctioned by RNA where alcohol will be served
  - d. encourage responsible alcohol practices as well as being mutually supportive individuals covered by this policy, including providing support for individuals seeking assistance on alcohol related matters

## **9.2. Anti-discrimination and harassment**

- 9.2.1. The club does not tolerate any form of discrimination or harassment.
- 9.2.2. The club adopts the anti-discrimination policy of RNA contained within their Member Protection Policy. This policy states the aim is to provide a sporting environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.
- 9.2.3. As detailed in Section 5.6 of these bylaws, complaints or suspicions of discrimination will be dealt with promptly and seriously, with a view to alleviating issues with care and concern for all involved.

## **9.3. Anti-doping**

- 9.3.1. The club recognises that the use of prohibited substances is contrary to the ethics of sport and potentially harmful to the health of athletes.
- 9.3.2. The club adopts Netball Queensland's Anti-Doping Policy which forms part of the member protection policy and follows the same guidelines and procedures, as detailed in this policy. The policy states a commitment to providing an inclusive sporting environment free from the use of prohibited substances.
- 9.3.3. This policy applies to:
  - a. members
  - b. athletes
  - c. athlete support personnel
  - d. employees and contractors of the club

## **9.4. Blood**

- 9.4.1. If any participant bleeds during club sporting activities, those activities must cease until all facilities and equipment, which have come into contact with blood, have been cleaned or replaced.

## **9.5. Dogs**

- 9.5.1. No dogs are permitted at the courts at any time, including training nights and game time in consideration of all young players. This policy will be strictly enforced.

## **9.6. Drugs**

- 9.6.1. The club is totally opposed to the use of any illicit drugs. The use of illicit drugs is prohibited within the club's boundaries and during any club related events or travel.
- 9.6.2. The club's own Code of Conduct requires players and members to maintain a high standard of personal behaviour at all times and not engage in practices that affect sporting performance including alcohol, tobacco and drug use.

## **9.7. First aid**

- 9.7.1. The club is committed to providing a safe and healthy sporting environment. The club will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness.
- 9.7.2. The club abides by the first aid policy of Netball Queensland which is contained within the Member Protection Policy; and is guided by the following legislation:
  - a. Work Health and Safety Act 2011;
  - b. Work Health and Safety Regulation 2011;
  - c. First Aid Code of Practice 2004.

## **9.8. Gender identity**

- 9.8.1. The club recognises the importance of treating people who identify as transgender or transsexual fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition.
- 9.8.2. The club will not tolerate any unlawful discrimination or harassment against a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual.
- 9.8.3. The club abides by the Netball Queensland Gender Identity Policy, which is contained within the Member Protection Policy. This policy states a commitment to providing an inclusive sporting environment where transgender or transsexual people involved in netball activities are able to contribute and participate.

## **9.9. Incidents and injuries**

- 9.9.1. All incidents and injuries occurring within the club's boundaries, or during events in which the club is involved, must be reported to the management committee by the completion of an RNA incident report form.

## **9.10. Inclusion**

- 9.10.1. The club recognises netball has the power to unite communities, empower individuals and break down barriers.
- 9.10.2. The club is committed to treating all individuals equally, with dignity and respect to ensure that all people experience a safe and inclusive netball environment.
- 9.10.3. The club abides by the RNA Inclusion Policy, contained within the RNA policy manual. This policy states a commitment to being an inclusive organisation, where everyone has the opportunity to participate at a level appropriate with their ability.
- 9.10.4. The club will endeavour to promote equality and diversity within all areas of the association. This will include but not be limited to the promotion of netball to communities such as:
  - a. culturally and linguistically diverse (CALD)
  - b. indigenous
  - c. individuals with a mental illness and/or disability

## **9.11. Jewellery**

- 9.11.1. Participants must not wear jewellery or any other object or article of clothing that poses a threat to themselves or any other player, with the exception of a medical bracelet or wedding ring (both of which must be taped).
- 9.11.2. All piercings are prohibited, even if taped.
- 9.11.3. Any players with piercings (taped or untaped) will not be allowed to take to the court.

## **9.12. Member protection**

- 9.12.1. The club adopts the Netball Queensland Member Protection Policy. The policy aims to provide the best possible environment in which its members, particularly those under 18 years of age can participate with minimum risk exposure.
- 9.12.2. The club recognises that as stated within the Netball Queensland Member Protection Policy that all Netball Queensland members particularly coaches, managers, umpires, officials, employees, volunteers and service providers have a responsibility to provide safeguards dedicated to the well-being of other members.

### **9.13. Photography of children and young people**

- 9.13.1. The club recognises the need to closely monitor photography of children and young people. Parents and guardians of junior players who wish to take photographs during a game should consult with their team manager. The team manager should communicate with the opposition team's manager to confirm that no parents or guardians have objections to the respective parents and guardians taking photographs during the game.
- 9.13.2. The club will monitor the use of cameras during club sporting activities and will address any suspicious behaviour in relation to the taking of photographs or video footage.
- 9.13.3. The club abides by the photography policy of Netball Queensland.

### **9.14. Pregnancy**

- 9.14.1. The club adopts the pregnancy policy of Netball Queensland contained within the Member Protection Policy. This policy states commitment to providing an inclusive sporting environment for pregnant women involved in netball.
- 9.14.2. The club expects everyone who is bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in netball that disadvantage them.
- 9.14.3. The club will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.

### **9.15. Smoke-free**

- 9.15.1. The club recognises the damage caused by tobacco use and exposure to environmental tobacco smoke (second-hand smoke) and aims to provide a tobacco-free environment for all netball participants and supporters.
- 9.15.2. The club adopts Netball Queensland's Smoke-free Policy contained within the member protection policy. This policy states:
  - a. smoking refers to tobacco and e-cigarettes
  - b. no smoking should occur at or near any sporting event or competition involving persons under the age of 18. This applies to all coaches, players, trainers, officials, employees, independent contractors, volunteers and other workplace participants
  - c. social events will be smoke free, with smoking permitted only at designated outdoor smoking areas
  - d. coaches, officials, employees, volunteers, independent contractors, players and other workplace participants should refrain from smoking and remain smoke free while involved in an official capacity for Netball Australia, state organisations and/or affiliates, both on and off the court
  - e. state and territory legislation should be adhered to concerning smoke-free environments and the sale of cigarettes

### **9.16. Trophies and awards**

- 9.17.1. Team awards
  - a. NetSetGo teams, a trophy will be awarded to each registered member of every team;
  - b. for teams in the Under 11 to Cadets age groups, a years of service plaque will be given to every new registered member. Existing players will return their plaque to have an additional engraved year plate added
  - c. for teams in the Under 11 to Cadets age groups, one Players Player Award per team, as voted by the players in each team will receive a trophy
  - d. all club teams, one individual Coaches award per team, as decided by the team's coach, will receive a trophy

- 9.17.2. A Service to the Club Award recipient will be chosen by the management committee
- a. A trophy shall be awarded to a volunteer who provides outstanding service where:
    - i. volunteer hours only are taken into consideration
    - ii. contributions over and above any elected position are considered
    - iii. contribution to club including coaching, umpiring, managing fundraising
    - iv. contribution to volunteering on club BBQ, canteen and duty days

## 10. Revisions

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Revision No.	Section	Revision Issued On (Date)	Revision Inserted On (Date)	Revision Inserted By (Name)	Comment