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# By-Laws of the Mount Eliza Netball Club

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These **By Laws** are in addition to and subordinate to the **Rules of the Association Mount Eliza Netball Club** (the Constitution).

## 1. Coaching Coordinator

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- a) A Coaching Coordinator shall be appointed by the committee.
- b) The Coaching Coordinator shall -
  - i) Assist the committee to -
    - (1) Identify and recruit potential coaches;
    - (2) Develop, train and support coaches.
  - ii) In conjunction with the Umpiring Coordinator develop a training schedule for teams. The schedule shall as far as possible allow members who both play and coach to attend training for both the teams they coach and the teams in which they play.

## 2. Coaches

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- a) The Executive Committee shall appoint a coach for each team and a Head Coach for each age category.
- b) Coaches shall -
  - i) Attend each scheduled training session for their team;
  - ii) Attend all coaches' meetings;
  - iii) Hold a Foundation coaching certificate or commence and complete the certificate in their first year of coaching;
  - iv) Work in conjunction with the Coaching Coordinator, the Head Coach for their age category, the Match Committee and the committee;
  - v) Be responsible for the care of the match ball and bibs;
  - vi) Ensure at the end of each game that the score sheet is checked, signed, and handed to the Supervisor on duty.
- c) The Club shall pay the course fees for the Foundation coaching certificate for those members who -
  - i) Undertake the course during their first year as a coach for the Club; or

- ii) With the prior agreement of the committee, commenced the course prior to their first season as a coach for the Club, in which case the member shall initially pay the fees on their own account, and the Club shall reimburse the fees after -
  - (1) The member commences as a coach; and
  - (2) Is awarded the certificate for successful completion of the course.
- d) All coaches must hold current registration with the Victorian Netball Association. The Club shall pay the costs of such registration for non playing coaches who would otherwise not have such registration.
- e) Head Coaches for each age category shall be responsible for the training balls and any other equipment issued for that age category.

### **3. Umpiring Coordinator**

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- a) An Umpiring Coordinator shall be appointed by the committee.
- b) The Umpiring coordinator shall -
  - i) Assist the committee to -
    - (1) Identify and recruit potential umpires;
    - (2) Develop, train and support umpires.
  - ii) Coordinate and arrange umpires whenever required for matches throughout the year;
  - iii) Help members obtain their Umpiring qualifications;
  - iv) Lodge umpire's entries to the Secretary.

### **4. Umpire's Theory Exam**

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- a) Any member aged 14 years or over may complete the Level 1 Umpire's course.
- b) On completion of twelve (12) month's service as an umpire for the club, members may seek reimbursement of the fees incurred to complete the Level 1 Umpire's course. Such claims must be lodged with the Treasurer within 15 months of course completion.

### **5. Match Committee**

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- a) A Match Committee shall be appointed by the Executive Committee.
- b) The Match Committee shall grade players and select playing teams.
- c) The Match Committee shall -
  - i) comprise a minimum of five (5) members; and
  - ii) be chaired by the Grading Coordinator.
- d) A Grading Coordinator shall be appointed by the Executive Committee.

- e) The Grading Coordinator may invite additional individuals, including non members of the club, to assist in the task of grading and team selection.

## **6. Grading Day**

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- a) Teams shall be selected on Grading Day.
- b) One or more Grading Day(s) shall be held prior to each playing season on a date(s) determined by the Executive Committee.
- c) Grading shall be held for all age categories in which the Club fielded teams the previous year and for which it anticipates it may field teams in the ensuing year.
- d) Grading Day shall run to a time schedule with specific times during which players in each age group shall be assessed. The Grading Day schedule shall –
  - i) Be developed by the Match Committee and proposed to the Executive Committee;
  - ii) Following approval by the Executive Committee, be;
    - (1) Displayed on the Club web site a minimum of 14 days prior to Registration Day; and
    - (2) Available at Registration Day.
- e) Players in each age category shall be assessed jointly by three (3) members of the Match Committee. To the extent possible, the members of the Match Committee shall be rotated into different combinations of three (3) for each group of players.
- f) To be eligible for grading and selection on Grading Day, players must –
  - i) Be registered and financial playing members as at the close of Registration Day; and
  - ii) Either attend Grading Day during the time allotted for grading of their age group or notify the Grading Coordinator prior to the allotted Grading time of their inability to attend.

## **7. Team Selection**

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- a) The Match Committee shall –
  - i) Select teams on Grading Day;
  - ii) Provide the Secretary
    - (1) a preliminary copy of the proposed teams within seven (7) days following Grading Day;
    - (2) a final copy of the proposed teams within fourteen (14) days following Grading Day.
- b) The Executive Committee shall, within twenty-one (21) days of Grading Day –
  - i) Accept or amend the teams selected by the Match Committee;
  - ii) Approve entry of teams for competition with the FDNA (or other competition body).
- c) Teams shall be posted on the Club web site immediately after the teams have been entered for competition with the FDNA (or other competition body).

- d) Members of the Match Committee and Executive Committee shall keep all selection decisions and deliberations confidential from all other parties until –
  - i) The Executive Committee has approved teams; and
  - ii) Approved teams have been entered for competition; and
  - iii) The entered teams have been posted on the Club web site.
- e) Players shall play for the teams to which they are selected or be liable to disciplinary action by the Executive Committee.
- f) Anyone wishing to play but who did not meet the eligibility requirements for grading and selection on Grading Day may subsequently request to be selected to a team.
  - i) Such requests shall be considered on the following conditions –
    - (1) All teams selected and approved following Grading Day have been posted on the Club web site; and
    - (2) A vacancy exists on an existing team of suitable age and grade; and
    - (3) All players in the same age group who did attend Grading Day and met eligibility requirements have first been placed in a team; and
    - (4) The player requesting selection, if and when selected, shall within seven (7) days, and in any event before joining the team in training or competition, meet all the requirements to become a Financial Playing Member of the Club.
  - ii) The Match Committee shall consider such requests and make a recommendation to the Executive Committee, which shall at its discretion decide the response.
- g) Individual players may be selected on merit to play in a higher age category.

## **8. Match Day Team Changes**

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In the event of any member chosen to play in a match being absent on a particular match day -

- a) The Coach and Captain may, after consultation with any members of the Match Committee present at the ground, select a qualified and registered player to fill the vacancy thus created;
- b) In the event of no member of the Match Committee being present, the Captain and the Coach may select a player to fill such vacancy.

## **9. Additional Coordinator Positions**

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- a) The Committee shall appoint individuals to coordinate the following elements of Club management –
  - i) Uniforms;
  - ii) Newsletter;
  - iii) Registrations;
  - iv) Web site;

- v) Property;
  - vi) Fund Raising.
- b) Such coordinators may be members of the Executive Committee or ordinary members of the Club.
  - c) Each coordinator so appointed shall -
    - i) Assist the committee to operate that aspect of Club activities.
    - ii) At all times act under the direction of the Committee;

## **10. Interaction with FDNA**

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- a) The Secretary shall represent the Club on all Club business with the FDNA, except as otherwise described below.
- b) Designated contacts points for specific topics required by FDNA shall be –
  - i) FDNA Delegate: an Officer of the Executive Committee;
  - ii) Wet Weather: the Secretary;
  - iii) Umpiring: the Umpiring Coordinator;
  - iv) Grading: the Grading Coordinator.
- c) The FDNA Delegate(s) shall –
  - i) Attend all Delegates meetings
- d) The Wet Weather contact shall –
  - i) Be contactable on all match days;
  - ii) Promptly pass to all coaches decisions about play on wet days.
- e) The Umpiring contact shall coordinate all scheduling and provision of club umpires with FDNA.
- f) The Grading contact shall lodge team entries as approved by committee.
- g) The Secretary shall -
  - i) Receive all correspondence from FDNA;
  - ii) Authorise all correspondence to FDNA;
  - iii) Coordinate any appeals, protests, or formal requests to the FDNA on behalf of the Club or any teams of the Club.
- h) All FDNA contacts shall act at all times under the direction of the committee when dealing with FDNA.
- i) The President and/or Vice President shall also attend the Annual General Meeting and any Special/Extraordinary General Meetings of the FDNA.
- j) Any of these tasks of the Secretary or other contacts in relation to the FDNA may be supported by, or delegated to, any of the following –

- i) The President;
- ii) The Vice President;
- iii) The Secretary.

## **11. Uniforms**

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- a) The Executive Committee shall select the uniform to be worn by players of the Club in competition.
- b) It is compulsory for all players to wear the prescribed uniform in competition.
- c) Players shall pay their own costs to acquire the prescribed uniform, which shall be available only through the Club to ensure uniformity of style and colour.
- d) Club uniforms may be worn only during training and matches organised as part of official club activities.
- e) Requests to use club uniforms for any purpose that is not an official club activity may be made in writing to the committee.
  - i) Approval is at the sole discretion of the committee.
  - ii) Such requests will generally be declined.
  - iii) To be considered, all individuals who would wear the uniform must be current financial members of the club, and remain so for the duration of the approval.

## **12. Teams**

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Where possible a team shall consist of nine (9) players.

## **13. Captains**

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- a) Each team shall have a Captain selected by the Coach.
- b) Captains shall –
  - i) Immediately following each game -
    - (1) Lead the team in cheering for and shaking hands with the opposing team;
    - (2) Sign the score sheet;
  - ii) Assist the coach as required to coordinate the team;
  - iii) Act as a role model and leader to team members; and
  - iv) Advise the coach of any grievances or particular personal concerns amongst team members.

## 14. Registration

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- a) Registration, for the purpose of these By-Laws, means an application for membership of the club as described in the Constitution.
- b) A Registration Day shall be held on a day (or days) to be decided by the Executive Committee.
- c) To be eligible to attend Grading Day and to be selected for a team, all players must be registered and financial by the close of proceedings on Registration Day.
- d) Registration may be completed -
  - i) Electronically via the Club website on or before Registration Day; or
  - ii) In person on Registration Day.
- e) Players shall be considered to be financial if -
  - i) All amounts due to the Club for the current season have been received by the Treasurer; and
  - ii) All amounts due to the Club for any earlier periods have been received by the Treasurer.
- f) In genuine cases of financial hardship members may request to register using a payment plan.
  - i) Payment Plan requirements are:
    - (1) 50% of all amounts due are to be received by the Treasurer by the close of proceedings on Registration Day; and
    - (2) 100% of all amounts due are to be received by the Treasurer by the day prior to Grading Day.
- g) All members shall provide to the club on registration -
  - i) Name;
  - ii) Address;
  - iii) Telephone contact;
  - iv) Email address;
  - v) Date of Birth.
- h) Parents/Guardians of playing members aged below eighteen (18) years shall provide to the club on registration –
  - i) Details of those guardians/parents/adults authorised from time to time to collect or represent the playing member;
  - ii) Full contact details for such guardians/parents/adults.
- i) The club shall be advised in writing of known medical conditions that might affect the member's play or safety, or potentially impact others, including –
  - i) Nature of the condition;
  - ii) Specific responses or support that might be required;
  - iii) Emergency and/or medical contact details if relevant.

- j) The club shall cover Membership Fee & VNA Registration for the following members; this is applicable to the member playing for Mt Eliza, or their child playing for Mt Eliza. Alternatively if the member is not playing & does not have a child playing they are eligible for a gift certificate of the equal amount. Note this is only applicable to 1 child per Coach or Committee member and to be paid at the beginning of the season.
- i) Head Coach of each team
  - ii) Committee Members

## **15.Subscriptions**

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- a) Membership subscription amounts shall be set with the aim of covering the operating costs of the club for the ensuing year.
- b) Subscriptions shall include -
  - i) Playing Fees, payable by all Playing Members;
  - ii) Victorian Netball Association Registration, payable by all Playing Members, excepting those with existing valid VNA registration; and
  - iii) Membership Fee, payable by all members excluding -
    - (1) Life Members for their personal membership only;
    - (2) Parent/Guardian members for their personal membership only.
- c) Playing Fees –
  - i) Shall be calculated with the aim of covering for the ensuing year–
    - (1) Team Entry Fees;
    - (2) Court Fees for all matches including finals;
    - (3) Umpires' Fees for all matches including finals.
  - ii) Shall vary by age group to the extent actual costs are expected to vary.
- d) The Membership Fee shall be calculated with the aim of covering for the ensuing year all other general operating costs of the Club, including;
  - i) Training and VNA registration for umpires and coaches;
  - ii) Audit;
  - iii) Bank fees and charges;
  - iv) Postage, printing and stationery and electronic communications;
  - v) Equipment;
  - vi) Venue hire;
  - vii) Trophies and presentation event costs;
  - viii) Fundraising expenditure;
  - ix) Sundries.



## 16. Codes of Behaviour

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- a) The Club aims to provide a safe, healthy, enjoyable and tolerant setting for all members.
- b) All members are expected at all times to comply with the Victorian Netball Association codes of behaviour for players, parents and supporters. (VNA Infonets: Risk Management RM12: Codes of Behaviour, located at [www.netballvic.com.au/ResourceLibrary.asp?Cat=456&OrgID=22](http://www.netballvic.com.au/ResourceLibrary.asp?Cat=456&OrgID=22))
- c) A selection of the codes is included as an appendix to these By-Laws.

## 17. Working With Children

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- a) The Club aims to provide a safe, healthy, enjoyable and tolerant setting for all members.
- b) To minimise risk to child safety and the reputation of the club and its members, the Club aims to meet or exceed the minimum requirements of Working with Children laws and regulations and the Member Protection Policy of the Victorian Netball Association.
- c) Children at all club events shall be supervised at all times by at least two adults. To achieve this -
  - i) Parents are encouraged to attend club activities, such as training, social nights and matches;
  - ii) At least two adults, of whom one must be a parent, shall be present at all Club events involving people under the age of 18 years;
  - iii) At the end of club activities (such as training sessions), a second adult must remain until all children have been collected.
- d) All club officials aged 18 and above must complete and lodge an application for a Working with Children Certificate, within four (4) weeks of appointment. Officials include committee members, coaches, umpires, match committee and all coordinators appointed by committee.
- e) The club does not expect the following 'high risk' situations to occur. But if the situation arises, any individuals considered for the following 'high risk' roles must first have received a Working with Children Certificate:
  - i) Coaches appointed or seeking appointment for reward (i.e. paid coaches).
  - ii) Volunteer personnel who will, or are likely to, travel away overnight with teams of players under 18 years of age.
  - iii) Persons appointed, or seeking appointment, to a role in which that person is likely to have direct and unsupervised contact with participants aged below 18 years.

## **18.Risk Management**

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- a) Where any differences occur between the various adopted policies or information guides of the Victorian Netball Association and other parts of the Club rules, the Executive Committee shall decide which takes precedence.
- b) Wet Weather: The Club shall generally follow the guidelines of the Victorian Netball Association Infonet RM5: Wet Weather.
- c) Extreme Heat: The Club shall generally follow the guidelines of the Victorian Netball Association Infonet RM3: Heat.

## **19.Discipline and Expulsion**

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- a) Any player, or players, disobeying any order of the Coach whilst on the court or training shall be dealt with as the Executive Committee may determine.
- b) The Executive Committee shall have the power to discipline or expel any member who shall be found guilty of such conduct as shall in the opinion of the Executive Committee, render such member of the Club unfit to continue as a member thereof, and the Executive Committee shall not be bound to give any reason for such expulsion.
- c) Any person so expelled may, within thirty (30) days from the date of notification of such expulsion appeal in writing to the Secretary against the decision of the Executive Committee.
- d) Such appeal shall be conducted as outlined under Disputes and Mediation in the Constitution of the Club.

## **20.Interpretation of Rules**

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In the event of any question not provided for by these rules arising, the Executive Committee shall have full power to act in the matter as it considers fit, within the bounds of the Act and Regulations.

## **21.Alterations to By Laws**

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- a) By Laws of the Mount Eliza Netball Club may be altered by a simple majority vote at any Committee Meeting.
- b) Such alterations become effective once the updated By-Laws have been posted on the Club web site and/or members have been otherwise advised.

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# Appendices to By-Laws

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## A. Spectator Code of Behaviour

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For the safety and enjoyment of players the Club encourages all spectators to follow Netball Victoria's Code of Conduct.

- a) When cheering you must stand on the sidelines not the base line. If parents stand on the base line points can be debited from the teams score.
- b) Parents are not to coach from the side lines as this can be confusing for players and frustrating for coaches.
- c) Most players (in particular children) participate in netball activities for fun. They are not participating for entertainment of spectators only.
- d) Applaud good performance and efforts by all players. When watching a game congratulate both teams upon their performance regardless of the game's outcome
- e) Respect the umpires and coaches decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach children to do likewise.
- f) Never ridicule or scold a player for making a mistake during a competition. Positive comments are motivational.
- g) Condemn the use of violence in any form, be it by administrators, coaches, players, umpires or parents/guardians.
- h) Show respect for your teams coach, the umpire and opponents. Without them there would be no game.
- i) Encourage players to play according to the rules and the official decisions, and develop your own knowledge of the rules.
- j) Demonstrate appropriate social behaviour by not using foul language, and not harassing administrators, coaches, players, or umpires.
- k) Support the use of age appropriate development activities and modified rules.

## B. Parent / Guardian Code of Behaviour

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The Club encourages positive sporting behaviour. During any activity involving the Club the behaviour of parents and guardians must meet the following:

- a) If your child is interested, encourage them to participate in the appropriate netball activity. However, if your child is not willing to participate, do not force him or her. Remember, children are involved in organised activity for their enjoyment, not yours.

- b) Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/ her ability by reducing the emphasis on winning.
- c) Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
- d) Encourage your child to play always according to the rules.
- e) Never ridicule or yell at a child for making a mistake or losing a game.
- f) Remember that children learn best from example. Applaud good play by all players.
- 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. They give up their time and resources to provide recreational activities for players and deserve your support.
- j) Be a model of good sports behaviour for children to copy.
- k) Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.
- l) Support the use of age appropriate development activities and modified rules.

### **C. Junior Player Code of Behaviour**

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The Club encourages positive sporting behaviour. During any activity involving the Club the behaviour of parents and guardians must meet the following:

- a) Participate because you enjoy it, not just to please parents and coaches.
- b) Play by the rules - Know the rules.
- c) Participate fairly and safely.
- d) Abide by decisions, without argument or bad temper.
  - i) Captains have the right to approach an umpire during an interval or after the game for clarification of any rule.
  - ii) Approach the umpire in a courteous and polite way.
- e) Co-operate with your coach, and other players.
  - i) Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing/ damaging equipment is not acceptable or permitted.
  - ii) Treat all players as you would like to be treated
  - iii) Ensure that at all times your behaviour is fair

- iv) Be a patient and enthusiastic supporter of fellow players.
- f) Applaud all good play, by your own team and opponents.
- g) Be a responsible team member
  - i) Always be on time
  - ii) Encourage and assist all players
  - iii) Attend all training sessions
  - iv) Ensure you always bring the appropriate uniform and equipment to training and/ or matches.
- h) Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use).
- i) Respect and acknowledge the contribution of those who create the opportunity for you to play (scorers, coaches, timekeepers, administrators and umpires).