

Kotahitanga Netball Melbourne

Bylaws

Last Updated: 1 May 2017

These Bylaws are the rules governing the internal affairs of the Kotahitanga Netball Melbourne. They are the operating procedures that determine the conduct and direction of the organisation as approved by the Club members.

DEFINITIONS:

“The Club” means Kotahitanga Netball Melbourne.

“Constitution” means the constitution of the Kotahitanga Netball Melbourne. 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.

REVISION REGISTER

REVISION	SECTION/CLAUSE	DESCRIPTION	DATE
1	All	Original	30/04/2017
2			
3			
4			

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1- THE CLUB

1.1 COMMITTEE POSITIONS

(a) The Executive Committee positions are as follows:

- (i) President
- (ii) Vice President
- (iii) Treasurer
- (iv) Secretary (KNM)

(b) General Committee positions.

1.2 CLUB UNIFORM

(a) Club colours are a combination of black and red.

(b) The uniform must be purchased through the Club, or an authorised agent, to maintain consistency of colour and style and must be worn at every game. Players will not be permitted to take to the court unless they are in full uniform.

1.2.1 Start of Season

(a) Black shorts and top may be worn by teams at the beginning of each season if there are insufficient uniforms available to outfit the team

1.3 AFFILIATION

(a) The Club shall be affiliated with Casey Netball Association and Dandenong Netball Association

(b) Changes to affiliation may occur at General Meetings if deemed advantageous by members.

1.4 COMMITTEE MEETINGS

(a) Committee Meetings will be held at regular intervals as required throughout the year.

(b) Dates may be altered at Committee discretion when deemed necessary.

1.5 CODES OF BEHAVIOUR

(a) The Club will adopt Codes of Behaviour for junior and senior members. This outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated and covers every person – spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport.

(b) The Codes of Behaviour will be reviewed annually and updated where necessary.

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1.6 COURSES, SEMINARS AND OTHER OPPORTUNITIES

- (a) The Club shall provide notification of opportunities for members to improve their skills by attending relevant training courses.
- (b) The Club shall encourage and support members who wish to attend appropriate courses.
- (c) The Club may reimburse registration costs of approved courses to members.
- (d) Reimbursement amount shall be at the Committee's discretion.

1.7 DRUG POLICY

The 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 Club will not tolerate the sales supply or use of illicit or illegal substances. This includes but is not limited to:

- Training
- Tournaments
- Club events
- Community events that the club is participating in

1.8 SMOKE FREE POLICY

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

1.9 SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

- (a) Where these Bylaws are silent, a decision can be made by the Committee that ensures the integrity of the Kotahitanga Netball Melbourne is maintained at all times.
- (b) The Committee may, in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in these Bylaws and has the power to make additional Bylaws as deemed necessary.

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2- MEMBERSHIP

2.1 EXECUTIVE COMMITTEE

- (a) The Executive Committee shall consist of the following voting members:
 - (i) President
 - (ii) Vice President
 - (iii) Treasurer
 - (iv) Secretary
 - (v) One other Committee Member as deemed by the Executive Committee on a yearly basis, voted on after the AGM.
- (b) The Executive Committee shall meet at least once per year and is authorised to settle any urgent or unforeseen business as may occur from time to time, subject to such ratification as may be necessary by the Committee at its next meeting.
- (c) The Executive Committee is responsible for considering all nominations for Life Membership and other Awards and recognition prior to the annual Presentations and its decisions shall be subject to ratification by the Committee at its next meeting.
- (d) Should a vacancy occur in the Executive Committee or Committee during the course of the year, the Executive shall appoint a suitable person to fill the vacancy and that person shall hold office until the next General or Special Meeting.

2.2 MEMBER PROTECTION REGULATION

- (a) The Club shall ensure that all Team Officials and any other volunteer personnel who may have individual and unsupervised contact with participants under 18 years of age, complete a Working With Children Check prior to commencing their position. This check is free for volunteers.
- (b) The Working with Children Check Application Guide and Form is available from Australia Post outlets or online at: <http://www.justice.vic.gov.au/workingwithchildren/>
- (c) The Club will keep a copy of the checks on file.

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3- FINANCIAL

3.1 FEES

- (a) Fees for the following year for each player shall be determined by the Executive Committee annually after considering the current financial of the Club and forecasted expenses, prior to the General Meeting.
- (b) At the General Meeting, the annual fees will be voted on and recommended.
- (c) Fees shall be calculated to cover the costs of:
 - (i) Association team entry expenses
 - (ii) Netball Victoria membership
 - (iii) Presentation expenses
 - (iv) Training venue hire
 - (v) Equipment
 - (vi) Umpiring expenses
 - (vii) Administration expenses
 - (viii) Annual Membership Fee
- (d) Fees must be paid upon Registration unless prior arrangement is made with the Treasurer.
- (e) After Round 4 of each season the Club has a 'No Pay, No Play' policy.
Procedure for this policy is as follows-
 - (i) Treasurer to send a list of non-financial players to the Coaches Co-ordinator after the completion of Round 4.
 - (ii) Coaches co-ordinator to contact the Coach of each non-financial player advising that until fees are finalised or a payment plan is organised with the Treasurer, the non-financial player will be unable to take the court in further matches.
- (f) The current Family and Committee discount rates are as follows –
 - (i) The 2nd and subsequent junior players in a family attract a discount of 10% on their season fees

3.2 UMPIRES RENUMERATION

- (a) Where an umpire is allocated a match by the Club's and Association's Umpire Co-ordinators, the umpire will be paid a fee by the Club.
- (b) Each match allocation will qualify for a match payment.
- (c) The umpire shall be paid according to their accreditation level as recommended by the Association, as a minimum.
- (d) Umpire's match payment will be reviewed annually by Committee.

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3.3 COACHES RENUMERATION

- (a) The Committee shall appoint Coaches and Assistant Coaches as is deemed necessary for the coaching of the players and shall be empowered in its discretion to pay an honorarium to such Coaches and Assistant Coaches as it sees fit by way of reimbursement for travelling, outlays and other services rendered to the Club.
- (b) Any such honorarium paid shall be at the discretion of the Committee and shall not be obligatory or in any way create any form of contract for services or employment.
- (c) Coaches payments will be reviewed annually by the Committee.

3.4 FEE ADJUSTMENT FOR INJURY/ILLNESS/ABSENCE

- (a) A player who is unable to play due to an injury or illness for a continuous period of 6 weeks or more, accompanied by a Dr's Certificate, shall be given a pro rata fee adjustment according to the period of absence.
- (b) A player who chooses not to participate or play prior to the commencement of the season and has paid fees in full, shall be given a full refund, less VNA subscription.
- (c) A player who chooses not to participate or play and has paid fees in full, will only be given a refund should Executive Committee deem so.

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4- PLAYERS

4.1 TEAM SELECTION CRITERIA

- (a) Players for all age groups and all teams shall be selected based on the following criteria:
 - (i) Positional balance
 - (ii) Keep top and bottom age teams together where possible
 - (iii) Parental requests
 - (iv) Player requests
 - (v) Skill, ability and potential
- (b) Organised Club team selection will take place in February each year if required as deemed by the Team Selection Committee.

4.2 PLAYING OUT OF AGE GROUP

- (a) In most cases, players will be selected in teams according to the age criteria set down by the Association and Netball Victoria.
- (b) Requests to play above their age group may be put in writing by a player/parent prior to the closing of Registration for each season.
- (c) The Team Selection Committee may also request a player to play above their age group.
- (d) Requests must be based on the following criteria :
 - (i) A player who has the physical ability, skill and potential to play in the section 1 team in the higher age group
 - (ii) A player who plays a position that is required in the higher age group in any section that cannot be filled to a reasonable level from within the age group
 - (iii) A player whose physical ability, skill and potential are deemed considerably higher than of those players within their age group/section for that season
 - (iv) Non physical aspects i.e. maturity will be considered as a high priority
 - (v) The best interests of both the player and the Club
 - (vi) Friend requests may be considered taking into account the Team Selection Criteria as per 4.1
- (e) For Autumn Team Selections, the player must try out for both age groups.

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- (f) For Spring season, players may be promoted above their age group to cover vacancies from players not returning for that season, by the Team Selection Committee. This decision will be made in consultation with the player/parent.
- (g) When a player has been selected and granted permission to play out of their age group for a nominated season, the decision will be reviewed by the Team Selection Committee for the following season. The decisions made will be final.

4.3 COURT TIME

- (a) Court time for all players in all age groups and sections shall be substantially equal in the minor rounds.
- (b) All players will be given a minimum of 2 quarters per match, except in the case of Injury/illness.

4.4 FINALS

- (a) The prime aim for all Club teams participating in finals is to win.
- (b) Coaches are advised to play their best team combination according to team balance and player performance at the time.
- (c) All players in all age groups must have a minimum of 2 quarters per finals match.

4.5 INJURY REPORTING

- (a) All players are responsible for reporting injuries to their Coach, supported by the appropriate Medical Certificate if unable to play or train.
- (b) All players are responsible for obtaining a Medical Clearance after injury or serious illness PRIOR to resuming training or match play.

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4.6 NIGHT COMPETITION

- (a) The purpose of the night competition is to provide an additional or alternative opportunity to play with the Club, whilst still maintaining our commitment to, and maximum participation in, the affiliated Saturday competition.
- (b) Membership fees are to be paid by the players to the Club.
- (c) All players must complete a Registration form, including signing Codes of Conduct.
- (d) All players will pay the night competition fees, umpires, finals and forfeit payments, if applicable.
- (e) Club patches and balls to be provided to participating teams.
- (f) Club uniform to be worn.
- (g) Minimum age to participate in a night competition team is 14 years.
- (h) Players aged under 17 years old must also be playing for the Club.

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5- TROPHIES AND AWARDS

5.1 PRESENTATIONS

- (a) Presentations shall be held at the conclusion of each Season.
- (b) The date/s 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 and recognition of achievement shall be made at Presentation.

5.2 AWARDS AND TROPHIES

- (a) The following player awards will be presented to each Club player at the annual Presentations –
 - (i) Under 9's/11's/13's/Under 15's/Under 17's –
 - Best and Fairest Award (one player per team)
 - Runners Up Best and Fairest Award (one player per team)
 - Coaches Award (one player per team)
- (b) Best and Fairest Awards and Runners Up Best and Fairest Awards shall be awarded based on most points received each week in a 3-2-1 player of the day system.
- (c) Coaches Awards shall be chosen by the Coach of each team and endorsed by the Committee.
- (d) The following other awards will be presented at the Spring End of Season Presentation –
 - (i) Club Person Award
- (e) Criteria for Awards will be determined by the Committee as deemed necessary.