



SOUTH COAST
netball assoc

Belief • Pride • Respect

SOUTH COAST NETBALL
ASSOCIATION INC

BY-LAWS



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BY-LAWS

1. DUTIES OF OFFICERS

Skill Sets and Attributes required by ALL Committee Members (Management & Sub-Committee), including paid administrative position(s):

- Strengths in written and oral communication;
- Strengths in organisation and record-keeping;
- Ability to function in a participative management team environment as a self-starter and at times, shared responsibilities or projects;
- Ability to create/source and implement Association's administration and management requirements;
- IT literacy and experience with Microsoft Office (or similar), Internet, email, social media and state/national competition /participation systems (Netball Connect & Netball Learning Centre);
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out professionally within the Association;
- Shall be an Associate Member of the Association;
- To acknowledge their requirement for separation of personal interests and Association matters and act in the best interest of the Association at all times whilst in an assigned Management Committee or sub-committee role.

Duties shared by ALL Committee Members (Management & Sub-Committee):

- Ensure the Association is efficiently organised to carry out the aims of the Constitution;
- Organise, conduct and participate in regular management committee meetings and general meetings as required, in accordance with the Association's Constitution;
- Fulfil respective duties under the Associations Incorporated Act 1981;
- Maintain a registered office where a document can be served personally;
- Undertake assignments allocated by the management committee or directives from the membership;
- Maintain and develop knowledge of the work of the Association, including previous policies and initiatives to ensure they are delivered as per policies and procedures, or updated in line with changes to legislation and associated policies and procedures;
- Ensure activities of the Association are planned and reviewed through consultation with the committee and membership;
- Provide members with adequate information about the committee's actions so that these actions can be understood;
- Attend Association functions;
- Hand over/provide access as appropriate to written/electronic records and written or oral reports to new committee members to ensure continuity of the Association business is maintained.

a) **MANAGEMENT COMMITTEE:**

a) **PRESIDENT:**

As the President of the Association, with support from the Sport & Business Development Manager, duties shall include:

- a) Preside at all meetings of the Association and conduct meetings in accordance with the rules of the Association;
- b) Ensure the legal and financial requirements of the Association are met;
- c) To act as the spokesperson for the Association when appropriate, having regard to the By-Laws, Constitution, and policies in place at the Association;
- d) Serve as ex-officio member on all committees and sub-committees of the Association and when in attendance preside at all Association meetings;
- e) Delegate to the Sport & Business Development Manager responsibility for liaising with Government Agencies, councils, partners, sponsors, and governing bodies where Association representation is required;
- f) Delegate to the Sport & Business Development Manager to be the initial contact with sponsors and partnerships and responsibility for the ongoing activities associated with servicing such arrangements;
- g) Oversee the implementation of and maintenance of governance, constitution and updated policies and procedures;



- h) In conjunction with the Treasurer and Sport & Business Development Manager, ensure appropriate insurance coverage is taken out as to mitigate against risk within the Association and protect the members;
- i) Represent the Association, or nominate a suitable representative, at a regional and State level – including but not limited to Planning Meetings, AGMs, General Meetings, NQ Sports Forums or similar forums;
- j) Be responsible for managing and disputes resolution for the Association with other Management Committee members of the Association;
- k) Provide leadership in a professional, positive and appropriate manner for each situation. Ensure a high standard of management practices are provided to volunteers and paid personnel;
- l) Support all volunteers and staff including committee members, coaches, umpires, players and officials;
- m) Provide direction to the Management Committee members in the execution of their duties to assist in understanding roles and meeting expectations;
- n) Provide direction re facilities management and the general running of the Association, including following up on insurance issues;
- o) Present a report at the Annual General Meeting on Association activities and achievements for the past year and events and projects planned for the following year;
- p) In conjunction with the Treasurer and Sport & Business Development Manager, be responsible for collating, submitting and acquitting grant applications on behalf of the Association;
- q) attend association fixtures as required.

b) **Vice President:**

As Vice President of the Association, with support from the Sport & Business Development Manager, duties shall include:

- a) Attend all meetings of the Association and, in the absence of the President, preside over meetings or represent the Association as may be directed;
- b) In the absence of the President, attend regional and State meetings;
- c) Assist with out-going correspondence for Sport & Business Development Manager and President of the Association;
- d) In conjunction with the Management Committee, responsible for managing and dispute resolution for the Association
- e) Support the President in running of the Association and perform such duties as may be directed;
- f) Attend Association fixtures as required.

c) **Secretary:**

As Secretary of the Association, in conjunction with the Sport & Business Development Manager, assist as required in the following duties:

- a) Assist or undertake the duties of the Association Representative Convenor, including uniform (club & rep) stock control; booking of accommodation arrangements for state champs, and budget planning & preparation for meals and other incidental expenditure;
- b) Attend meetings of the Association and carry out directions at such meetings;
- c) Assist as required in the preparation for General Meetings, ie.
 - a. Provide notice to all members at least 14 days prior to date set for AGM via Association website, social media and email; including.
 - b. Agenda;
 - c. Copy of minutes of previous General Meeting;
 - d. Copy of Record of Correspondence for presentation at GM.
- d) Provide support to the Sport & Business Development Manager to ensure all Management Committee members, Convenors and Sub-Committee Chairs have prepared reports for General Meetings;
- e) Maintain and ensure at each General Meeting and AGM that an updated list of all current Associate, Life, and other category of Members is available;



- f) Assist in the electronic record keeping for minutes of and proceedings of all meetings of the Association and its Committees/Sub-Committees. Produce as required;
- g) Manage the correspondence of the Association and retain appropriate electronic Association records and reports of Committees/Sub-Committees Officers, Delegates and Officials;
- h) In conjunction with the Sport & Business Development Manager, manage queries directed to the Association;
- i) Be responsible for the collection and distribution of mail from the Association's PO BOX on a weekly basis;
- g) Maintain a record of names and address of affiliated Clubs of the Association;
- j) Receive and advise the Management Committee of applications for membership;
- k) Be familiar with the By-Laws & Constitution of the Association as well as those of any governing body;
- l) Ensure all Management Committee, Convenors, officials and representative coaches and team managers hold a current QLD Working with Children (blue card). Provide electronic application, assistance and lodgement of new and renewal Blue Card applications as required;
- m) Serve as the point of contact for queries and concerns regarding child protection matters;
- n) In conjunction with the Sport & Business Development Manager, maintain a register of the colours and uniforms of the Association affiliated and social Clubs and teams;
- o) In conjunction with the Sport & Business Development Manager, maintain a register of members with First Aid certification, accreditation and medical qualification;
- p) In conjunction with the Competition Coordinator(s) and Sport & Business Development Manager, maintain a register of injuries sustained by registered Association players during competition and representative fixtures, and provide follow up assistance for insurance applications;
- q) All out-going correspondence to be copied to the President and Sport & Business Development Manager;
- r) Attend Association fixtures as required.

d) **Treasurer:**

As Treasurer of the Association, with support and administrative assistance from the Sport & Business & Development Manager, duties and responsibilities shall include:

- a) Attend relevant meetings of the Association and carry out delegated actions at such meetings;
- b) Keep all books and accounts of the Association and prepare a statement of expenditure for presentation to each Management Committee Meeting and each General Meeting;
- c) Provide effective financial management to ensure the future financial stability and growth of the Association;
- d) Prepare and manage the lodgement of the Association's quarterly BAS;
- e) Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of Association funds;
- f) Monitor income and expenditure to ensure all Management Committee members, their sub-committees and individuals maintain budgetary restraints and relevant processes;
- g) Provide financial reports and statements in accordance with the constitution and government regulations;
- h) Be responsible for the development and management of an annual budget – including maintenance and use of the Standard Chart of Accounts codes in Xero or similar systems;
- i) Be responsible for the fees, levies and payments of the Association – including the annual review of fees, and administration of new fees;
- j) Utilise state and national systems (Netball Connect) for reporting and management of registration, participation, competition payment, receipt and reporting processes;
- k) Keep a petty cash register;
- l) Prepare float for Canteen and/or Events as required and directed by the Management Committee:



- m) Collect all fees from members of the Association;
- n) Receive all monies and issue receipts/invoices for all payments, pay such money into the bank and produce the bank receipts, bank books and bank statements at each committee meeting and general meeting. On receiving money, payments will be documented and reconciled;
- o) Within prescribed payment limits present all accounts incurred to the Association for payment by the Sport & Business Development Manager;
- p) Close all books on the 30th September each year and prepare all financial records as may be required by the Association auditor within six (6) months of the close of the financial year for presentation at the AGM, or as stipulated by the Association's Constitution;
- q) Prepare audited balance sheet and financial report for the inspection and signature of Auditors and present the same at the Annual General Meeting;
- r) In conjunction with the Rep Convenor and Sport & Business Development Manager, co-ordinate inventory of all stock and property of the Association for the inclusion in the Annual Financial Report;
- s) In conjunction with the Management Committee, responsible for managing and dispute resolution for the Association;
- t) All out-going correspondence to be copied to the President, Sport & Business Development Manager and Secretary as required;
- u) Attend Association fixtures as required.

1.2 OTHER POSITIONS INCLUDING CONVENORS:

a) Sport and Business Development Manager (paid Permanent Part Time position)

As Sport & Business Development Manager, work closely with and provide administrative support to the President, Management Committee, Association Convenors and Sub Committee members to deliver the Association work program to meet its strategic goals and objectives. Duties and responsibilities include, but are not limited to:

- a) Manage and develop relationships with partners, sponsors and stakeholders;
- b) Seek and drive sponsorships of the Association;
- c) Drive partnership with local schools to increase junior participation.
- d) Governance and Risk;
- e) Manage special projects including preparation of grant applications and acquittal processes;
- f) Development and implementation of Association Strategic Plan;
- g) Manage and respond to GCCC lease, maintenance needs and RoU applications
- h) Plan and manage the operations of the Association's key events including carnivals, presentations and general events;
- i) Assist in the running of the Association representative program including rep team nominations to state events, premier league nominations, carnival entries, coach recruitment, team accommodation, transport, uniforms and communications;
- j) Manage competition processes including team nominations, player sign up and promotion across social media platforms, external media;
- k) Improve the Association general operations and procedures;
- l) Oversee Q Grant voucher procedures;
- m) Assist in the Association fundraising efforts;
- n) Manage the Association's social media platforms, website and email domain;
- o) Manage the Association's E-Newsletter.

b) Umpire Convenor:

As Umpire Convenor of the Association, in conjunction with the Sport & Business & Development Manager, duties shall include:

- a) Attend meetings of the Association and carry out directions given at such meetings;
- b) Liaise with Sport & Business Development Manager re responses to correspondence and



- communications;
- c) Provide assistance where required with disputes/disciplines for Umpiring issues to Management Committee members of the Association;
 - d) If required, serve as Chair of the Umpire sub-committee;
 - e) As per point d) above, provide records of minutes and reports from meetings of the Umpires subcommittee to the Sport & Business Development Manager for submission to the Management Committee;
 - f) As a required, prepare a Report of Activities to be presented at meetings and in relevant reporting documents;
 - g) Liaise with the Sport & Business Development Manager to ensure that all umpires are registered via Netball Connect as non-playing members of the Association;
 - h) Hold current National Badged Umpire accreditation;
 - i) In conjunction with the Sport & Business Development Manager, develop and promote the coaching of umpires;
 - j) Liaise with the Sport & Business Development Manager regarding competition umpire rosters and game allocations;
 - k) Arrange for the development and practical examination of umpires in accordance with NA accreditation standards;
 - l) Report and record all alterations and interpretations as given by NA;
 - m) Deal with all umpiring interpretations and business that may arise in the Association;
 - n) Foster the growth and raise the standard of umpires in the Association;
 - o) Whenever possible network to lift the profile of individual Association umpires within the region and State;
 - p) Liaise as required with the Sport & Business Development Management regarding provision of umpires during the selection process for all Junior Representative teams and Premier League Teams;
 - q) Arrange as required with the Sport & Business Development Management and Representative Convenor, to ensure umpires of suitable standard are provided to all representative teams for representative carnivals/games – including State Events and Premier League;
 - r) Liaise with Sport & Business Development Manager and Representative Convenor to arrange for nomination of badged umpires for the State Events as per NQ guidelines;
 - s) Attend selected representative carnivals to ensure standard and quality of umpires provided are maintained and to provide mentoring;
 - t) Attend regional meetings regarding umpiring development;
 - u) Liaise with the Sport & Business Development Manager and provide input to an annual budget for umpiring development activities for the ensuing year;
 - v) Attend Association fixtures as required.

e) **Coaching Convenor:**

As Coaching Convenor of the Association, in conjunction with the Sport & Business Development Manager, duties shall include:

- a) Attend relevant meetings of the Association and carry out directions given at such meetings;
- b) Liaise with the Sport & Business Development Manager re responses to correspondence and communications;
- c) If required, serve as Chair of the Coaching Sub-Committee;
- d) As per point c) above, provide records of minutes and reports from meetings of the Coaching subcommittee to the Sport & Business & Development Manager for submission to the Management Committee;
- e) As a required, prepare a report of activities to be presented at meetings and in relevant reporting documents;
- f) Ideally hold current Coaching accreditation at the Development level or above;
- g) Assist Clubs and Coaches whenever possible with coaching advice – plan and deliver Coaching courses and mentoring for new and experienced coaches;
- h) Foster the growth and development of Coaches in the Association;



- i) Liaise as required with the Sport & Business Development Manager, Representative Convenor and Representative Selection Committees, and assist as needed with the selection process for the Associations Junior, Senior and Premier League Representative Teams;
- j) Liaise with the Sport & Business Development Manager to ensure all Representative coaches hold the minimum NQ coaching level accreditation of Development for state championships and Intermediate for premier league competitions;
- k) Liaise with the Sport & Business Development Manager to ensure that coaches maintain and update the electronic system (Netball Learning Centre) with current coaching accreditation records;
- l) As required assist the Sport & Business Development Manager with recommended coaching appointments for the Representative teams for the approval of the Management Committee;
- m) Provide guidance to the Representative Coaches offering and arranging courses and development opportunities;
- n) Organise Coaching development programs and attendance of representative coaches at all coaching sessions arranged by the Association;
- o) Liaise with Sport & Business Development Manager and Treasurer, to ensure payments to Club, Rep and Specialist Coaches for coaching services and training, are paid in accordance with agreed rates and timeframes;
- p) In conjunction with the Sport & Business Development Manager, prepare coaching programs required for submissions to relevant authorities for grants, subsidies and funding assistance;
- q) Exercise supervisory control of all playing and training equipment property of the Association;
- r) When directed by the Treasurer, perform a stock take of all Association playing and training equipment;
- s) In conjunction with the Sport & Business Development Manager, and in consultation with the Representative Convenor, prepare annual budget bids, for coaching development activities and playing equipment for the ensuing year for submission to the Management Committee for approval;
- t) As required, liaise with regional coaches with regards to player representation and development programs/opportunities;
- u) As required, attend regional meetings regarding coaching development;
- v) Attend Association fixtures as required.

f) **Representative Convenor:**

As Representative Convenor of the Association,
in conjunction with the Sport & Business & Development Manager and Secretary, duties shall include:

- a) Attend relevant meetings of the Association and carry out directions given at such meetings;
- b) Liaise with the Sport & Business Development Manager re responses to correspondence and communications;
- c) In conjunction with the Sport & Business Development Manager, prior to representative selection trials, update Junior, Senior & Premier League Representative Player Handbooks;
- d) Assist the Sport & Business Development Manager with ensuring all representative related financial transactions including player invoicing and payments are recorded and actioned in accordance with the Treasurer's instructions;
- e) Liaise with the Sport & Business Development Manager and Treasurer regarding un-financial Representative players, and follow up action as required;
- f) As required assist the Sport & Business Development Manager with recommended coaching appointments for the Representative teams for the Management Committee's approval;
- g) Liaise as required with the Sport & Business Development Management, Representative Convenor and Selection Committee, and assist as required with the selection process for the Associations Junior and Premier League Representative Teams;
- h) Liaise as required with the Selection Committee, and assist as required with the preparation of the list of potential Representative player selections for the approval of the Management Committee prior to offers being sent out and public announcement via social platforms;
- i) Prepare and distribute electronic team lists with representative player contact details to relevant Representative Coaches, Managers, Treasurer and the Uniform Coordinator;
- j) IN conjunction with the Sport & Business Development Manager, ensure all Representative Coaches and Managers reports are lodged in a timely manner, correlate and report recommendations to the Management Committee for actioning;
- k) In conjunction with the Secretary and Sport & Business Development Manager, arrange appropriate transport, accommodation



and food as required for all players, coaches, managers, umpires, officials and support personnel representing the Association at State Representative events;

- l) In conjunction with the Sport & Development Manager and Secretary, assist with arrangements for the Junior and Premier League Representative presentation event;
- m) In conjunction with Sport & Business Development Manager, submit nomination forms for representative carnivals, including State Events. Consult as required with the Coaching Convenor and Team Coaches, regarding divisions and team competition standard;
- n) Assist as required, the Representative Uniform Coordinator with Uniform fitting and orders;
- o) Liaise with and the Coaching Convenor and co-ordinate representative team training sessions and times;
- p) Provide support and a liaison point for Coaches/Managers and if required, for Players to the Management Committee;
- q) Maintain confidentiality of all player details;
- r) Attend Association fixtures as required

2. SUB-COMMITTEE(S):

Other positions of the Association may include:

1. Competitions Coordinator(s):

- a) Attend relevant meetings of the Association;
- b) Liaise with the Sport & Business Development Manager re responses to correspondence and communications;
- c) Utilise state/national electronic systems (Netball Connect) to maintain and update records of registered players of teams playing in the Association competitions;
- d) Responsible for maintaining records of all competition match results, ladders and providing updates of competition updates utilising the Netball Connect system;
- e) Responsible for verifying each players participation in games corresponds with the team registration sheet;
- f) Act as Convenor of Grading and Fixtures;
- g) Allocate scoresheets for all fixture matches and maintain electronic and or hardcopy records of scoresheets for matches conducted by the Association;
- h) Record players playing in a higher grade at the completion of each round of fixtures and update the records for each team after the game;
- i) Record associated game scores and relevant statistics used to determine placings and finals outcomes;
- j) Maintain the confidentiality of members information;

2. Canteen Coordinator:

- a) Attend relevant meetings of the Association;
- b) As required, prepare and manage a canteen roster with members of the Canteen sub-committee or Management Committee;
- c) Check float at beginning of each shift and count monies at end of each shift, in presence of Treasurer;
- d) Perform and record stock take monthly;
- e) Prepare list of items to be purchased to restock canteen for approval by Sport & Business Development Manager or Secretary when required;
- f) Ensure perishables are cleaned out of fridge weekly;
- g) Ensure canteen is left in a clean order and cleaning issues are brought to the attention of the Sport & Business Development Manager for communication with the contracted cleaner;
- h) Ensure that Food License Health and Safety standards are strictly managed and displayed as per the Association Food License;



3. The Management Committee may appoint the following Sub-Committees from time to time as required, including but not limited to:
 - a) Umpiring Sub-Committee;
 - b) Rep Selectors Sub-Committee;
 - c) Grading Sub-Committee;
 - d) Events Sub-Committee;
 - e) Canteen Sub-Committee;
 - f) Coaching Sub-Committee;
 - g) Representative Sub-Committee.

Duties performed by the applicable Sub-committees to be determined by the Management Committee and are subject to clauses 1-6 listed below:

1. The Management Committee shall have the power to appoint Sub-Committees for the management of such affairs as necessary;
2. All full time members of Sub-committee shall be either financial members of an affiliated club, serving members of the current Management Committee or Associate members of the Association;
3. The Management Committee shall appoint a Chair for all Sub-committees;
4. The Chair shall arrange and preside over meetings of the Sub-Committee and shall forward copies of the Minutes, Reports and Recommendations to the Sport & Business Development Manager within seven (7) days of the meeting, or forty-eight (48) hours prior to any General Meeting, for the consideration and approval of the Management Committee, and or the General Meeting. The Chair is to notify the Sport & Business Development Manager and Secretary prior to the relevant meetings;
5. At any meeting of any Sub-Committee a quorum shall comprise of at least half plus one (1) of the members entitled to attend.

3. REPRESENTATIVE TEAMS

1. Where appropriate, the Association shall compete in events conducted by Netball Queensland, Association Representative Carnivals or other approved representative events;
2. A) Junior representative teams (12-14years)- ONLY Financially registered members who have played with South Coast Netball Association Full Member Clubs in the 12 months preceding selection trials shall be eligible for selection to play in teams representing the association. Full Member Clubs as outlined within the Constitution are – Club teams participating in the main Winter Junior Saturday competition conducted by South Coast Netball Association and are a financial member for a full 12 months paying the full member Club fee set by South Coast Netball Association.
 - b) The South Coast Management Committee can provide an exemption on a case-by-case basis. For example, the interstate move of a player Senior representative teams (15+ years)
 - c) All financial registered players of the association shall be eligible for selection to play in teams representing the Association.
3. The Management Committee to set Representative team trial dates and advise eligible players and Clubs with at least fourteen (14) days' notice of said trials;
4. Qualification for selection in a SCNA Representative team shall be:
 - a) Players must complete the Association electronic nomination form setting out the conditions of selection. In signing the nomination form the parent/player shall have accepted the nomination Terms & Conditions shown thereon; and
 - b) Players must submit their nomination form, together with any required nomination fee to the Association through electronic payment to the Association account, prior to selections;
 - c) As required the selected player must be available to attend the Junior or Senior State event in whichever location it has been scheduled, as well as any other Representative Carnivals the Association may nominate to attend in the leadup to the state events;
 - d) Selected Players must be available to attend set training dates and times;
 - e) Junior & Senior players may only nominate for their correct age group;



- f) Players shall be ineligible to stand for selection into SCNA Representative Teams if they have already been selected/offered, named or accepted a position with another Association;
- g) Selected SCNA representative players that subsequently stand for selection for another Association will forfeit their position (whether or not they have accepted the SCNA offer) in the SCNA team and may be subject to a sanction imposed by the Management Committee;
- h) Players with an outstanding debt from a previous season will be ineligible to nominate for SCNA representative selection until the original debt has been cleared;
- i) A player shall be ineligible to nominate to trial for a period of up to two (2) years or for a period as determined by the Management Committee if they have breached SCNA's code of conduct and received notice of a breach in writing.

5. Representative Team Selections

- a) All nominees must attend all specified trials, exception to the rule being that a player has recently moved into the area or played outside the region, or was injured at the date of trial and can provide a medical certificate;
- b) The Management Committee has the discretion to call additional trials as required;
- c) A Selection Committee will be established by the Management Committee prior to trials and may be made up, but not strictly limited to the Representative Convenor, Coaching Convenor, and external high-level coach, or another Association representative coach. The Selection Committee will seek approval from the Management Committee on all selection decisions. The Management Committee will then be advised of the outcomes of selections as soon as practicable following selection trials for the relevant age group teams;
- d) Upon selection all Representative players shall have accepted the conditions and requirements as set down in the Representative Booklet, failure to abide by the specified Codes of Behaviour for Players and Parents may result in a player being removed from the representative team immediately;
- e) The player must agree to pay all costs as set by SCNA in relation to participation in any SCNA Representative Team which includes carnival and state nomination fees, umpires, coaching programs, travel costs, accommodation, meal, and uniform costs by the specified due date(s) as set out by the Management Committee;
- f) Any player withdrawing from a Representative team after final selection, without valid or reasonable cause presented to the Management Committee, may be subject to sanction(s) imposed by the Management Committee. The reason for withdrawal must be disclosed and include, where appropriate, relevant documentary evidence. Where a selected player withdraws after selections any non-refundable nomination fee or deposit paid, will be forfeited.

6. Uniforms

- a) All players in SCNA Representative and Premier League Teams shall wear the registered uniform of the Association;
- b) Compulsory SCNA State Age & Premier League Team Uniforms shall be determined each year by the Management Committee;
- c) This uniform shall be registered with Netball Queensland and shall not be worn by any other teams affiliated with the Association participating in non sanctioned competitions or events;
- d) The SCNA uniform is to be worn by Players, Coaches, Managers, and officials selected by the Association and may be amended from time to time by sponsorship and/or uniform development, or inclusive clothing for religious, gender or other reasons;

7. Representative Officials

- a) Nominations for Representative Team Coach and/or Manager shall be submitted to the Sport & Business Development Manager by the specified closing date;
- b) The Management Committee shall ratify appointment recommendations from the Sport & Business Development Manager, Coaching and Representative Convenors for all Representative Team Officials;
- c) Upon appointment, the Coach and/or the Manager shall take up duties immediately and liaise with the Rep Convenor and as required, Coaching Convenor with regard to duties and timeframes. The Association shall be responsible for the payment of all travelling and accommodation expenses for Coaches, Managers, Umpires and Association Officials for State Events;
- d) Upon selection all Coach's and Manager's shall have accepted the conditions and requirements as set down in the Representative Booklet;
- e) Umpires participating in Netball Queensland State Events must hold a minimum current C badge and will be



appointed by the Sport & Business Development Manager Uin consultation with the Umpire Convenor and approved by the Management Committee;

- f) Maintain the confidentiality of members information;
- g) Duties may be altered in consultation with the Representative and Coaching Convenors;



8. Committee Representation at State Events/Competitions
 - a) The Representative Convenor and at least one member of the Management Committee shall attend all State Events/Competitions by Netball Queensland;
 - b) The Association will bear the costs of Association representatives to such events. Costs may include Travel, Accommodation and Meals;
9. Upon selection all Representative players shall be under the care and jurisdiction of the Manager, Coach, Representative Convenor, and Association Management Committee for the duration of all State Events;
10. No player, Coach, Manager or official shall book any expenses to the Association without written consent from the Management Committee;
11. The Representative Convenor in consultation with the Management Committee may replace at any time any selected player(s) who fails to fulfil their obligations or who becomes unfit (injured) to participate. The Manager or Coach shall report any such player or players to the Representative Convenor.
12. Disciplinary Action
Refer to Clause 18.2

4. FEES, LEVIES & SANCTIONS

The fees for each category of membership shall be determined by the Management Committee with consideration of NQ annual affiliation fees.

1. **NQ Affiliation Fees**
Payable with application of membership as determined by NQ annually;
2. **Registration Fees**
 - a) Payable by individuals or teams (in the event of carnivals) based on each player competing in Winter or Summer fixture competitions controlled by the Association and shall be payable at the time of registration via the Netball Connect system. Registration opening & closing dates for each competition will be set by the Management Committee; (and shall include NQ Affiliation/Insurance fees) as well as umpiring fees;
 - b) Fees for Non-Playing Volunteer from any club or is duly elected to the Management Committee, Sub-Committee, and/or appointed to act as a Coach, Manager, Umpire, or in any other capacity controlled by the Association, are set by NQ and reviewed annually by NQ;
3. **Administration Levies**
All Association administration levies are included in player registration fees;
4. **Sanctions and Loss of Points**
Imposed on any Club or player for breaches of regulations as set out hereunder, the amount to be decided by the Management Committee;

Sanctions, including loss of points or fines are determined by the Management Committee given due consideration to the nature of the infringement;
 - a) Unregistered players taking the court for a 2nd game after playing 1 games as a temporary fill-in;
 - b) The following Summary Schedule of Sanctions and Loss of Points is by no means a prescriptive list, as such further sanctions maybe determined from time to time by the Management Committee;



Summary Schedule of Sanctions and Loss of Points

<u>Action</u>	<u>Penalty</u>
Playing of an unregistered player more than once:	Loss of competition points in that game(s) and possible suspension of player participating in future games/competitions
Registration of a player with incorrect age/date of birth:	Disqualification of player/reporting of breach to NQ and other Gold Coast associations - Loss of competition points per game played
Playing a player from a higher division down to a lower division:	Loss of competition points in that game(s)
Late or No notification of forfeit prior to fixture game (after 1pm Wednesdays or after 6pm Fridays for Saturday games)	Possible loss of double competition points as determined by the Management Committee

5. REGISTRATION

1. It is the responsibility of each Team/Club to nominate with the Association by the designated date, including the number of teams participating in the requested competition together with the completed electronic team nomination forms in Netball Connect.
2. All Teams/Clubs shall submit player details as per the required team electronic nomination forms;
3. No team shall be registered with less than seven (7) players or more than ten (10) players without prior approval from the Management Committee;
4. It is the responsibility of each Team/Club to ensure that proof of birth is sighted prior to submitting players for registration to the Association. Incorrect registration of a player will result in loss of points and sanctions to the club as determined by the Management Committee;
5. All players must show proof of birth upon demand by the Management Committee;
6. A player's age as on 31 December in the year of the season commencing shall be used to determine the age group in which that player is permitted to play;
7. All players must complete an electronic Player Registration in Netball Connect prior to taking the court for their first fixture game. Players must sign the Scoresheet using the same signature for each game.
8. Players are not permitted to register in more than one team or Club within the same competition day eg Juniors, Cadets and Opens on Wednesday nights or NetSetGO and Juniors on Saturdays;
9. Teams may register members up until 3 rounds prior to the scheduling of semi-finals of competition. Such registrations are to be paid prior to taking the court. Fees payable to be determined by the Management Committee and shall include NQ Affiliation and Insurance.



6. UNFINANCIAL MEMBERS

1. Any individual who is reported to the Association as being un-financial shall be ineligible to affiliate with any other Team/Club until the original debt has been cleared;
2. Upon notification of un-financial members, the Association shall advise the offending members of the conditions of clause 6.1

7. UNIFORMS

1. Club Uniforms
 - a) Each club shall submit to the Secretary particulars of its uniform type(s) and colours for approval by the Management Committee. For example, these may include differing uniform styles to cater for inclusive needs eg shorts/bummers & singlets, or dresses, longer leggings/tracksuits etc. In the event that differing styles are worn by players in a team, team/club colours must remain consistent;
 - b) No team or club shall change its uniform without first obtaining written approval from the Management Committee;
 - c) Newly registered players may be out of uniform for up to three (3) fixtures games only;
 - d) Exemption may be sought in writing from the Secretary if the uniform is not available in the stated time;
 - e) Failure to play in correct uniform may result in a loss of competition points for the games involved;
 - f) It is the Team's/Club's responsibility to ensure that all its players are in registered uniform by the first fixture rounds. Prior approval should be sought from the Secretary if a player or team is not in uniform and has a valid reason.

8. PLAYING REGULATIONS

1. The Rules adopted by all Members shall be those of NA or covered under the by-laws of the Association;
2. No taped fingernails, piercings or jewellery is permitted to be worn, save from a medic alert bracelet or wedding band that cannot be removed, which needs to be taped to the satisfaction of the umpires. All facial, ear and body piercings are to be removed. In the event that piercings are unable to be removed, then a player may with the support of a Medical Certificate advising that the piercing cannot be removed, seek approval from the Management Committee to be allowed to play. All such instances need to be properly taped to the satisfaction of the umpire to prevent injury to opposing players. Players are permitted to wear official netball gloves;
3. Use of rolling substitutions rules for Juniors, Cadets and Opens may be approved for each competition by the Management Committee and will be advised prior to competition commencement;
4. Teams utilising rolling substitutions must observe the following conditions for playing being replaced during games;
 - a) Teams should ideally use two (2) sets of similar coloured bibs, however in the case that a team has only a single set, then replacements and bib exchanges should occur off court and should not interfere with the games, ie no time will be held for such replacements;
 - b) Players leaving and entering the court should do so from a single point allocated to that team, eg coaches/players area;
 - c) Players must leave the court prior to a replacement entering the court, observing the playing area of the respective positions so that there is no breach of the offside rules;
 - d) Players leaving and entering the court should not interfere with the umpires control and movement during games (or a player already on court);
 - e) Breaches of the above rules will be dealt with the umpire in accordance of the rules of NA and the Association;
 - f) Rules for Rolling substitutions may be varied from time to time at the discretion of the Management Committee;
5. Registration fees are not transferable or refundable without approval from the Management Committee;
6. The team Sign-on sheet must be completed by each team and is designed for ready reference to the registered team;



7. All players of all games must sign the scoresheet in the appropriate place prior to taking the court;
8. A team/player wishing to deregister a player must seek written approval from the Management Committee;
9. In the event of a team or club disbanding, its members must seek prior approval of the Management Committee before joining another team;
10. A player wishing to transfer from one Team/Club to another during the current season must first obtain written clearance from the Secretary/Contact of their previous Team/Club, prior to requesting approval from the Association. Only one transfer per player per season will be permitted, unless otherwise approved by the Management Committee;
11. Juniors turning fourteen (14) and over as at 31 December in the year the season commences are eligible to play in the Senior night competition. Written requests for exemptions must be submitted to the Management Committee for consideration prior to players taking the court in the Senior division;
12. Junior players are permitted to play up an age group not more than one (1) year above their own age group;
13. No player shall play in a lower age division/grade than that in which the player is registered. A player from a lower grade may play in a higher grade for a total of two (2) games in any higher grade, the player will return to their original team of registration. A third (3rd) game played in the higher division will see that player become a permanent member of that team and unable to play further games in the lower grade;
14. No interchanging within the same division is allowed. Players must play in the team that they are registered with;
15. Notification from teams of an intention to forfeit must be provided to the Competition Coordinator by 1pm of the day of the Wednesday fixture, with forfeits for Saturday games needing to be advised by 6pm the day prior. Three (3) points will be awarded to the non-forfeiting team and zero (0) points awarded the team who forfeits; failure to comply may result in an additional sanction as determined by the Management Committee, eg loss of additional points or goals scored;
16. A forfeit may be claimed if the opposition cannot field a minimum of five (5) players within two (2) minutes of the scheduled game time and umpires calling the teams to take the court. A player may not sign on to play more than one (1) game as fill in, without registering for the competition. Fill in/replacement players must be from one grade below or outside of the competition. Higher grade players are not permitted to play as fill ins or replacements in a lower grade;
17. If court and umpires are ready and the opposing team has five (5) players, then play must commence on time;
18. Teams claiming forfeit at the time of competition should complete and sign the scoresheet that is also signed by the umpires;
19. In the event of a team forfeiting more than two (2) consecutive games, the team must show cause to the Association for such forfeitures;
20. No one player other than the Team Captain may approach the Umpire's to clarify interpretations or decisions during intervals or post game. If it is felt the Umpire is not controlling the game or is showing bias, a team/club official should notify the Competitions Coordinator immediately and a Senior Umpire official will come to court to observe and take necessary action to address the concerns if required;
21. Anyone found guilty of disputing an umpire's decision on the netball court, or otherwise displaying misconduct, will be managed within the game management framework outlined in the Official Rules of Netball. Umpires may also report incidents to the Umpire Convenor and Competition Coordinator;
22. All players must sign the Scoresheet alongside listed names using the same signature for all matches. Failure to sign the Scoresheet correctly may result in a loss of Game Points;
23. Where doubt exists regarding the signature, the Competition Coordinator shall refer the Scoresheet concerned to the Management Committee for decision;



24. When playing a player from a lower grade, where applicable details of team name and division must be noted on the Scoresheet beside the replacement players' name;
25. Scoresheets and Scoreboards must be collected before each game from the Association Clubhouse and returned by the winning team at the conclusion of the game. Failure to hand in Scoresheet may result in no points being awarded to either team
26. All teams must supply a responsible scorer. Scorers should stand together on the sideline as close to as possible the centre of the court, and jointly carry out the responsibility of scoring. Where a team fails to supply a scorer, the score submitted by the opposing team will be accepted and no disputes will be entered into;
27. The Scoresheet must be signed by Team Players, Umpires, and Scorers before it is returned to the Clubhouse;
28. All protests must be lodged in writing by Teams/Clubs to the Management Committee within twenty-four (24) hours after the game to the Association Secretary or Sport & Business Development Manager for consideration and investigation by the Management Committee;
29. NetSetGo & Junior Winter competition matches will be played on Saturdays and Winter & Summer midweek competition matches will be played on Wednesdays unless due to unforeseen circumstances (Wet Weather). Make up games for wet weather may be rescheduled at the Management Committee's directive, see Clauses 15.4

9. GRADES AND AGE GROUPS

1. The competition is currently conducted in the following age groups, but may be subject to changes in line with NQ/NA directives regarding competition age group classifications, as well as the Association's own goals and objectives:
 - a) NetSetGo Non-Competitive 10 years and under
 - b) Juniors - Competitive 11 to 14 years
 - c) Cadets - Night Competition 12 to 17 Years
 - d) Opens - Night Competition 14+ Years
2. A player's age on the 31st December in the current year will determine their respective age group;
3. NetSetGo players must turn six (6) years in their first year of netball, however exemption may be sought from the Management Committee eg physical/athletic characteristics, and previous playing experience;
4. Junior players may be granted approval to play up an age group at the discretion of the Management Committee. Requests for exemption of an individual player to play up two (2) age groups must be submitted to the Management Committee for assessment;
5. Cadets players must be seventeen (17) years and under on the 31st December;
6. A player must be a minimum of fourteen (14) years to be eligible to play in the Opens Night Competition, however exemptions may be granted on a case by case basis by the Management Committee with due consideration to the safety of the player concerned as well as opposing players;
7. Males are actively encouraged to participate in NetSetGo and Junior competitions, with registration eligibility for Cadets and Opens competitions to be determined by the Management Committee and advised prior to registrations opening. In the event that participation for Cadets and Opens competitions is permitted then the following conditions will apply:
 - a) Up to 3 males may register to play in a team;
 - b) Only 2 males are permitted to be on court at any one time;
 - c) Only one (1) male is permitted to play in an area of the court, ie defence circle (GK/GD), shooting circle (GA/GS), or midcourt (C/WA/WD)
 - d) Rule breach will result in the umpiring ordering off the new player, awarding a penalty sanction (free pass) where the infringement occurred (was noted). Players may re-enter the court in line with the rules of NA or in the event that rolling substitutes are permitted, once the penalty has been taken by the opposing team.



10. POINTS

1. Unless otherwise stated, Association competition points are currently awarded as follows:

Win	3 points
Draw	2 points
Loss	1 point
Win by Forfeit	3 points
Loss by Forfeit (including double forfeit)	0 Zero
Abandoned Matches before Halftime	0 Zero
Abandoned Matches past Half Time (results as per scores at the time of the match being abandoned)	

11. GOAL PERCENTAGE

1. In the event of a tie on points or equal tally of points, goal percentage will be used to determine placings for all competitions, carnivals and events. The goal percentage will be calculated as follows, the team obtaining the higher percentage (to 2 decimal points) shall take the higher position. Percentages shall be calculated as Goals Scored/Goals Against. In the event that percentages are still tied, then the previous result between the two teams will be used to determine final placings, and in the further event that the match was drawn, then goal difference shall be used, ie Goals for minus Goals against:

12. FINALS REGULATIONS

1. Finals Format
 - a) **Semi-Finals**

Unless otherwise stated for respective competitions, finals formats will be conducted over 2 dates with the following format:

 - (i) 1st plays 4th (Winner goes into Grand Final, loser is out of the competition)
 - (ii) 2nd plays 3rd (Winner goes into Grand Final, loser is out the competition)
 - b) **Grand Final**

The following shall occur

 - (i) Winner of 1st vs. 4th and the Winner of 2nd v 3rd will play off;
2. Each round will be started by the Association's central control;
3. For players to be eligible to play in a Finals Series they must have played a minimum of three (3) fixture games with that team prior to the finals. The playing of ineligible players in the finals will result in the Team being duly penalised;
4. A Team/Club that does not have seven (7) registered team players available for the Finals Series due to injury may request in writing with an accompanying medical certificate for approval for replacement players from a lower division within their Club stating the reason for the request and name of the player(injured) and player for consideration by the Management Committee. Replacement players must have played a minimum of (3) games for their Team/Club during the current competition OR be a registered Netball QLD player.
5. Timing for regular Saturday and Wednesday fixtures for NetSetGo matches is currently 10 minute quarters with 2 minute breaks at the end of each quarter and half time. Timing for all other age group games is currently 12minute quarters with 2minutes break for quarter breaks and 3 minutes at the main break. Game duration as well as scheduling may be varied by the Management Committee;
6. No injury time will be played or added to games. In the event that a player cannot be moved from the court, the game may be relocated to a vacant court. All rules relating to injuries and replacements are as per NA Rules of Netball and the South Coast Association bylaws. All injuries must be reported on the back of the scoresheet and advised to the Association's Competition Coordinator;
7. In the case of a drawn finals game, a 2-minute break will be given and the drawn game must be advised to the Association's Competition Coordinator Control;



8. Teams will change ends with extra time to be played for 2 x 5 minute halves, changing ends at half time, with a 1 minute interval at the half time break;
9. At the conclusion of the regular extra time, and if the game is still drawn, a 2 minute interval is given, teams change ends and play will continue until one team achieves a lead by two (2) goals;
10. In Finals matches, where an action is made that in normal fixtures that would see a team penalised with a loss of game points, the game will be forfeited to the opposing team. The decision in this circumstance, will be made by the Management Committee.

13. UMPIRES

1. Umpires are to officiate in accordance to the NA Official Rules Book and Bylaws of the Association where these provide clarification on local rules, eg participation of males and rolling substitutes;
2. Umpires, Umpire Coaches, Umpire Convenor/Coordinator must complete and pass the online Rules of Netball Theory Examination every 3 years in line with NA requirements;
3. Umpires must be dressed in plain white uniform or the Associations official umpires' uniform. This may also include items such as a plain white jacket/jumpers, white shirts, white or Navy skirts/shorts/skorts. No other association uniform may be worn whilst umpiring the Associations club competitions or representing the Association at Rep carnivals/events or State Age. Exemptions may be provided on a case by case basis by the Umpire Convenor/Coordinator. Approval must be sought prior to games;
4. Umpires are to sign-on to the Competition's Umpire schedule preferably 15 minutes prior to the scheduled commencement of the game, unless otherwise directed by the Umpire Convenor/Coordinator.
5. After commencement of games, Umpires are not allowed to change games, except in the case of injury, illness or special circumstances, with the approval of the Umpire Convenor/Coordinator.
6. Umpires must sign the Scoresheet on completion of the game.
7. Umpires must report to the Umpire Convenor/Coordinator in charge immediately after a game where any player or players they have sent from the court for any length of time and reason. Following the game, the umpire must submit a written report to the Umpire Convenor/Coordinator within 48 hours of said match, which will be forwarded to the Management Committee to be reviewed for further investigation or action as required;
8. Umpires will implement 'Actions That May Be Taken By Umpires' [RULE 13.1] found in 'Game Management' [RULE 13] if they find that a player, team official, bench players or spectators is in breach of: (13.2)

Foul Play

(13.2.1) Unfair Play

(13.2.2) Dangerous Play

(13.2.3) Misconduct

(13.3) Discipline of Team Officials and Bench Players

9. If an umpire is inexperienced or unable to implement the above actions, the Umpire Coach/Umpire Convenor may act on their behalf and notify the Management Committee of said actions;

14. WET WEATHER

1. In the event of inclement weather, lightning or poor playing conditions such as air quality, the Association will decide where possible, at least one (1) hour prior to the first match as to whether the courts are safe for games to be played or continue;
2. Once play has commenced the Management Committee will decide on whether play will continue in the event of wet



weather or lightning. If wet weather causes the stoppage of a game before the end of the second quarter or half time then the result shall be declared "NO GAME" and no score shall be recorded, however if stoppage occurs after the half time interval, the score at the time of stoppage will be recorded as the official score and points awarded accordingly;

3. If games have been cancelled due to weather and are not replayed each team will be awarded zero (0) points as per abandoned games.
4. In the event of Lightning presence in the surrounding areas then regular monitoring of proximity of strikes should be undertaken by the Competition Coordinator using appropriate and reliable weather reporting technology. A safe zone of 12km radius to the courts is considered optimal for providing for quick decisions to halt play and take appropriate shelter;
5. The rescheduling of games cancelled due to weather will subject to the discretion of the Management Committee with due consideration of available playing days and the availability of teams;

15. FUNDRAISING

1. NO Raffles or Fundraising other than those approved by the Management Committee are to be run on the Association grounds during competitions, carnivals, or other events;
2. Fundraising BBQs are not permitted unless approved by the Management Committee.

16. CANTEEN

1. The canteen shall be operated by the Management Committee in conjunction with the Canteen Coordinator and where applicable, the Canteen Sub-Committee.
2. Club and Rep teams must provide volunteers to assist with canteen operations during carnivals and other events. Rosters will be allocated and coordinated by the Sport & Business Development Manager and Secretary to allow parents and supporters to support their children's games. The Association shall utilise funds raised to support the association's running costs as well as reduce representative player and club player costs, including investment in player/coach/umpire development programs as determined by the Management Committee;

17. DISCIPLINARY ACTION

1. Club Fixtures
 - a) Any person found to be abusing/intimidating umpires, players, officials or spectators verbally will be given an official warning. The Club/Team Contact of the offending Team/Club will also be informed of this warning/s in writing. Upon a second breach and subsequent warning, the person(s) and the player(s) associated with them will be suspended for a period determined by the Management Committee. Any subsequent instance will result in further disciplinary action and may include removal from the Association, and formal reporting to NQ;
 - b) Any physical abuse will not be tolerated. If any such act of physical abuse occurs the matter will be handed over to the authorities immediately. The offender and any associated player will be immediately expelled from the Association. The Management Committee will have the right to decide further and future involvement and exclusion from the Association.
2. Representative Teams
 - a) If any player, parent or spectator is found to be in breach of the NA/NQ Codes of Behaviour they will be requested in line with Association/NQ policy and processes to respond formally (either in writing/interview) to the Management Committee or nominated person selected to investigate the matter. The Management Committee will determine appropriate actions/sanctions, which may include future involvement in the team and/or representative fixtures;
 - b) Parents of Representative Players must abide by the Parent/Guardian NA/NQ Codes of Behaviour Any breach may result in their child being removed from any representative team.



- c) Should removal from a Representative Team due to the above occur, refund of Representative fees will not be provided. If a player leaves a representative team of their own free will, any refund of monies will be at the discretion of the Management Committee;
3. Meetings of the Association
- a) At any meeting called by the Management Committee, the Chairperson of that meeting reserves the right to remove any member who shows progressively hostile and disruptive behaviour during the meeting or towards another Association member or Management Committee member;
4. Social Media
- a) Any proven intercepted material that is damaging to the reputation of the Association/Management Committee, a player or member, will be considered as a breach of the relevant Code of Conduct resulting in disciplinary action. This breach may include removal of an individual as a member of the Association.

18. COURT AND EQUIPMENT USAGE

1. The Association holds the Right of Use for the Courts located at Mallawa Sports Complex, Melaleuca Drive, Palm Beach and holds a Duty of Care for the safe use of the courts during Association events. NO court shall be used without Post Pads during Association controlled training, games, activities, or events;
2. The Association also holds the lease through GCCC for the clubhouse. Applications and requests for Court and or Clubroom use must be forwarded to the Secretary or Sport & Business Development Manager;
3. All Teams/Clubs must check with the Association regarding court availability before setting training times. Association Clubs will be provided with details of nominated training days, times and court allocations;
4. No Club may turn up and use courts without prior consent from the Management Committee. A Nominated fee to cover costs of lighting use (if applicable) and administration will be set by the Management Committee and payable by the user (Team/Club etc.);
5. Clubs or Teams using Association equipment and lighting for training are responsible for the safe return of all equipment to the storage facilities and to ensure that court lighting is switched off and the storage and club access are all secured. Should equipment be damaged, lost, or lights left on after use, costs incurred will be passed onto the Club/Team responsible at the time;
6. Teams/Clubs must ensure that all equipment is packed away tidily in the storage facilities provided;
7. No equipment may be borrowed from the Association without the prior approval of the Management Committee and appropriate sign out for the equipment noting equipment, persons, date and date to be returned;
8. No Chairs/Benches/Prams/Strollers/Umbrella's/Bikes/Motorbikes/Skateboards/Scooters/Eskies/Dogs will be allowed between or on the courts at any time. Exemptions for wheelchairs/mobility aids will be considered upon request.

19. CORRESPONDENCE

1. All correspondence for the Association shall be forwarded to:
South Coast Netball Association
C/- The Secretary
PO Box 3751, Burleigh Town Centre, QLD 4220

Or via email: sportmanager@southcoastnetball.org.au
2. All correspondence from an Affiliated Club/Team, Individual or Business shall be recorded by the Secretary;
3. The Association may use all forms of communication to correspond with its members where it deems suitable, this includes, but not limited to email, phone, Website, Facebook, Instagram, SMS and postal mail.