



Kellyville Netball Club By-Laws

Club Name

The name of the Club is Kellyville Netball Club hereafter known as the Club.

Club Colours

The Club colours shall be Royal Blue, Sky Blue and White

Aims and Objectives

1. The Club exists primarily to provide the members with an opportunity to play netball for fun, friendly competition and individual fulfillment and a sense of camaraderie through teamwork.
2. Members are expected to conduct themselves in a fitting and respectful manner while at the game on the court and within its precincts, and while at training.
3. The Club operates within and affiliates itself with Baulkham Hills Netball (BHN) and is bounded by the Constitution and By-Laws of the Association.

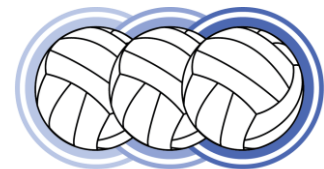
Terms

A Playing Member - is as an individual that has paid fees in full and is registered to play in the BHN winter competition representing the Club.

A Non Playing Member is a representative of the Club who is not registered to play in the BHN winter competition but holds a position of Coach, Umpire or Manager, or has been elected to the Club Committee.

Membership

1. Membership is open to any individual interested in the stated aims and objectives of the Club.
2. Individuals wishing to become either a Playing member or Non-playing member of the Club shall apply for membership in the format approved by the Club committee.
3. All members shall comply with the rules of membership as per the BHN Constitution and Policy's and the Club's By-Laws and Policy's.
4. The Club committee may review membership applications based on player history. The Club committee is not required to supply reasons for accepting or rejecting an application for membership.
5. Membership to the Club will cease for the any of the following reasons:
 - On resignation
 - Expulsion
 - Failure to pay outstanding membership/competition fees within the specified time period.



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6. The Club will keep an ongoing register of members, which include the member's personal details. All members shall give permission for the Club to distribute contact email and phone numbers at the time of Registration with the Club.
7. Individuals cannot be playing members of more than one (1) Club at any one point in time playing in the BHN Winter Competition.
8. All members (Playing and Non-playing) will hold Club voting rights for a period of twelve (12) months from Registration (January to December each year).

Membership Fees

1. Membership fees shall be determined at the Club's Annual General Meeting
2. A playing member must have paid all fees in full before being graded and/or playing in any competition game at BHN.
3. Should a player leave the Club, the decision to refund part or all of the fees, will be made by the Club Committee.

Club Committee

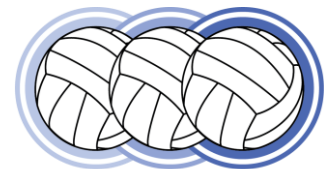
The Club committee is responsible for making all decisions regarding the Club

1. The Club committee shall consist of at least:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Registrar
 - Umpires Convenor
 - Coaching Coordinator
2. Additional positions and Assistants may be elected if deemed necessary by the Club committee.
3. The Club committee shall be elected and hold their position from one Annual General Meeting to the following Annual General Meeting and are eligible for re-election for consecutive terms.
4. A member appointed by the Club committee and ratified at the next meeting can fill any vacancy occurring on the Club committee.

Executive Club Committee

The Executive Club committee shall consist of the President, Vice President, Registrar and 1 Umpires Convenor

1. The Executive Club committee shall make decisions on behalf of the membership on any issue that arises and must be resolved immediately.
2. The Executive Committee must advise the Club committee of any decisions that have been made at the next Club committee meeting.



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3. Three of the Executive will form a quorum and if a decision cannot be made the Executive will pass the decision back to the Club Committee to resolve.

Club Committee Meetings

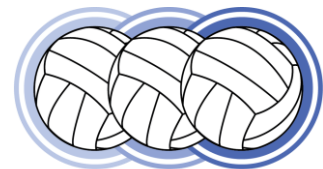
1. The Club committee shall meet as often as necessary to conduct the business of the Club.
2. The quorum for Club committee meetings shall be half the Club committee elected for that year plus one (1) person.
3. Any decisions made by and voted on by the Club committee shall be by a majority of those members present and eligible to vote.
4. Club committee members shall attend a minimum of 3 Club committee meetings during the course of their tenure. Failure to attend the minimum number of meetings without just cause may mean the position held by the member may be declared vacant.
5. Dates for each Club committee meeting will be confirmed at the meeting directly prior (dependent on the BHN Council meeting dates).
6. The date, time and venue for the Annual General Meeting will be set at a meeting prior to the end of the Netball season.
7. Life members shall have perpetual voting rights at Club Meetings and Annual General Meetings.

General Club Meetings

1. The Club committee will hold 1 general meeting during the course of the season, (not including the Annual General Meeting).
2. All teams are expected to provide one (1) member/representative to attend each general meeting.
3. All members will be given twenty one (21) days notice of the date of the Annual General meeting. Notice may be given on the Club's Social Media.

Annual General Meeting

1. An Annual General Meeting of the Club shall be held each year at the conclusion of the winter season on a date set by the Club Committee.
2. In the case of the Annual General Meeting the following business shall be transacted:
 - a. Confirmation of the minutes of the last Annual General Meeting and any recent special General Meetings;
 - b. Receipt of the Club Committee's report up on the activities of the Club in the last financial year;
 - c. Election of Club Committee positions and other committees;
 - d. Receipt and consideration of an audited statement from the Executive Committee which is not misleading and gives true and fair view for the last financial year of the Club's:
 - i. income and expenditure;
 - ii. assets and liabilities.
 - e. Any other business deemed necessary



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3. The quorum for the Annual General Meeting shall be half the Club committee elected for that year plus one (1) person.
4. Nominations for election as Club Committee positions or other committees may be made at the Annual General Meeting or in such other ways as may be determined by the Club at a general meeting.
5. Voting at General Meetings and Annual General Meetings shall be by a show of hands unless a secret ballot is required. Decisions shall be made by a simple majority vote.
6. All votes shall be given personally and there shall be no voting by proxy.

Club Assets

All equipment used by the Club (Kit bags, balls, bibs and patches etc.), the Gazebo and Perpetual trophies are considered Club assets and should be, where possible, returned to the Club committee at the end of each playing season.

The Committee shall ensure the Gazebo is maintained in a good state and arrange any maintenance work to be carried out as required.

Uniform

Club members are required to wear the Club uniform as registered with BHN. The majority of the Club uniform will consist of the approved Club colours. Umpires are required to wear Club uniform, Club tracksuit or White while umpiring.

Equipment

1. A kit bag containing balls (where possible two (2) training and one (1) game ball), one (1) set of positional bibs, one (1) set of Velcro patches and a first aid kit will be provided for each team.
2. The team should notify the Equipment Officer to replace used equipment.
3. This equipment should be kept in good condition and returned clean to the Equipment officer at the end of the Netball season.

Umpiring Requirements

Umpires shall be encouraged to progress through the Umpire Pathway as set down by BHN. The Club shall provide Mentors for all new umpires as needed

1. All playing members (over the age of 12) shall be encouraged to sit for the Umpires' Theory and Practical Examination online.
2. Senior teams are required to supply at least one qualified umpire for the duration of the season.
3. Any penalty forfeits or fine imposed by BHN will be passed onto the team.

BHN Council Meetings

Any two (2) Club committee members will attend the BHN council meetings.



Fines

Should a fine be imposed on the Club by BHN then these fines will be passed onto the team/teams responsible for incurring the fine.

Life Membership

A nomination for Life Membership can be submitted by any Club member in writing to the Secretary prior to the conclusion of the winter competition. The Club committee will accept all nominations for Life Member and selection of new Life Members will be made from these nominations.

Life Membership criteria

- Contribution to the Club by coaching, managing, umpiring or other roles within the Club for a minimum 10 years
- Willing to contribute to the Club without hesitation
- Continually working to improve and grow the Club

Life members shall have perpetual voting rights at Club General Meetings and Annual General Meetings.

Child Protection

- The N.S.W. Government requires that all adults associated with children under the age of 18 complete a Working with Children Check.
- The Club is required to keep a record of all Working with Children Checks completed.

Grading

1. Grading is carried out on nominated days prior to season commencement to provide Baulkham Hills Netball Association (BHN) an indication of the number of teams and prospective grades for the Winter Competition.
2. The aim of grading players is to set teams, which have a balanced group of players, both in ability levels and playing positions. Grading is influenced by the number and ages of players registered with the Club.
3. Grading will take place as per the Club Grading Policy which may be updated from time to time as necessary.
4. The BHN Grading Committee determines the final grading of a team in the BHN Winter competition

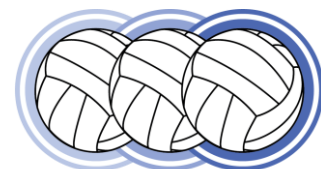
Discipline

There is a three-tiered system dealing with issues of discipline and/or unacceptable behaviour, and all such issues are dealt with in conjunction with the Netball NSW Members Protection Policy

Level one

- **Team level**

It is expected that the coach will address any issues of discipline and or unacceptable behaviour by any members of the team or team representative including parents. The



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coach has the support of the Club Committee with the first point of contact for any issues being the Coaching coordinator.

If unresolved the matter can be referred to level two.

Level two

- **Club level**

All general complaints will go directly to the President. All complainants are to be advised to contact the President with their concerns/complaints. The President will assess the concerns/complaint and deal with the matter. The first step will be to discuss the concerns/complaint with those involved and advise of action.

If unresolved, the President may then decide to take the concerns/complaint to the Judiciary Panel for review.

The Judiciary Panel after reviewing the facts can either make a decision based on these facts or request the relevant persons attend a Judiciary hearing.

Level three

- **Association level**

If a player is warned or sent off in a game by an umpire, or a report, whether written or verbal, is received from BHN due to umpiring, playing, official or spectator issues then the matter is dealt with directly by the Judiciary panel. The panel after reviewing the facts can make a decision based on these facts or request the relevant persons to attend the judiciary hearing.

Judiciary Panel

The judiciary panel shall consist of 3 people appointed by the Executive committee at the commencement of the winter season. One of which is a non-Executive member.

Process for Judiciary Hearing

1. Once a decision has been made to request relevant persons to attend a hearing, a letter will be sent to those involved.
2. Should those involved be under the age of 18 years at the time of the hearing then the letter will be addressed to the parent or guardian.
3. All persons called before the Judiciary panel will be entitled to have a support person of their choice present. In the cases of those under 18 years of age, at the time of the hearing, this is essential.
4. Should the person's involved decline to attend the hearing then the panel will come to a decision based on the facts available and advise their decision in writing to those concerned.
5. The President will be notified of the decision as soon as possible after the Panel has been convened. A copy of the documents and letters will also be forwarded to the Club secretary and tabled at the next Executive meeting.
6. The decision of the Judiciary panel is final.



Alteration to By-Laws

These By-Laws may be altered by resolution passed by a majority of at least two thirds (2/3) of the members present and voting at a general meeting of the Club.

Appendix One

Duties of the Executives

The lists below provide an example of duties that are completed by the committee but are in now way exhaustive.

President

Role – to ensure the efficient running of all operations of the club.

Duties

- Facilitate organisation of the Club.
- Act as Chairperson at Executive and General Meetings.
- Co-ordinate Club Committee.
- Ensure Club Committee fulfills commitments.
- Be available for discussions with members
- Manage any club or individual issues as they arise.
- Be a signatory on the Club bank account.

Vice President Duties

Role – To support and mentor all committee members in the efficient performance of their roles

Duties

- Preside at General Meetings in absence of President
- Assist President as required
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Provide support and guidance to all club members where issues may arise
- Other duties as nominated by the President and / or Committee

Secretary

Role – Administrator of the club providing coordination links between members, club executive and BHN

Duties

- Receive and process all inwards correspondence and forms.
- Respond to correspondence, after discussion with the Executive Committee, when necessary.
- Maintain a file of all relevant contact details (eg. Insurance, Website, etc.)
- Prepare the Agenda for all meetings.
- Ensure all correspondence is kept in a neat and organised manner.
- Coordinate all correspondence with BHN



- Ensure the By-Laws are kept current.
- Be a signatory on the Club bank account.

Club Administrator

Role – Ensure efficient running of the club providing coordination between committee members

Duties

- Take the minutes at all Meetings
- Prepare a typed copy of all minutes for the Secretary to keep on file and to be distributed at the next appropriate meeting.
- Maintain and regularly update the Club social media

Treasurer

Role – Responsible for the financial management of the club.

Duties

- Keep true and accurate account of Club's income and expenditure.
- Pay accounts promptly.
- Collect and bank any necessary monies.
- Issue receipts for incoming monies.
- Prepare reports for general meetings.
- Prepare Annual report for the Annual General Meeting.
- Be a signatory on the Club bank account.
- Ensure insurance is paid on the Gazebo

Registrar

Role – to ensure the club fulfils all its obligations regarding player registrations.

Duties

- Register Club members, keeping a database of members details on MyNetball or it's successor
- Register annual list of members with BHSNA for NSWNA Ltd. Affiliation.
- Prepare and register teams with BHSNA for the winter competition.
- Organise Annual Registration.
- Provide a list of all players to the grading committee.
- Formulate final team list with contact details for distribution
- Keep records compliant with current NSW Government Working with Children Check
- Liaise with BHSNA throughout the season regarding forfeits and borrowing
- Work to grow club membership through advertising



Umpire Convenor (Junior & Senior)

Role – to organise the weekly roster for umpire duty for all Kellyville games and to provide support and guidance to all umpires.

Duties

- Co-ordinate umpire schedule for the season
- Keep records of all umpires and their accreditation
- Assist, coach and encourage members to umpire.
- Mentor all umpires at games as needed
- Arrange for members to sit the Umpires' Theory and Practical Examinations.
- Represent the Club at the BHN Umpires Convenor Meetings.

Coaching Coordinator

Role – to provide support and guidance to all coaches over the season

Duties

- Organise the appointment of coaches for each team.
- Encourage coaches to attend coaching clinics.
- Provide access to coaching materials.
- Be able to provide advice to coaches when needed.
- Organise Club-coaching clinics.
- Coordinate coaches' final reports.
- Organise players for Representative selection.

Equipment Officer's Duties

Role – to maintain and acquire stock for netball season

Duties

- Order equipment as required.
- Provide all teams with a kit bag at the commencement of the season.
- Ensure kit bags are collected at the end of the season.
- Maintain relationships with equipment suppliers

Grading Coordinator

Role – To ensure a fair and impartial grading of players into teams at the start of the new season

Duties

- Responsible for grading of the Clubs Junior teams
- Coordinate Graders for pre-season trials
- Organise grading day
- Collate end of season coaching reports
- Organize/book grading venue
- Organise grading times and player matrix



- Run grading day ensuring players have warmed up, tried out in 2 of their 3 preferred positions
- Organise refreshments for graders
- Formulate teams in consultation with graders and contact publicity officer if players still required to complete team numbers
- Provide registrar with finalised team lists, requested team grading and grading justification comments for BHN team registration
- Send team lists to be uploaded to website
- Respond to any initial grading enquiries we may have

Social Convenor/s

Role – to ensure the social aspect of the club is welcoming of new members and supportive of existing members

Duties:

- Organise the Presentation Day at end of season
- Arrange for the Club Photos
- Co-ordinate end of season trophies, certificates and gifts
- Liaise with Team Managers to upload posts / photos and other information to the Club's Facebook page

IT & Website Co-ordinator

Role – to ensure that the website is a vital information hub for all club members

Duties:

Manage the website and all that that entails

- Keep up to date and keep as a useful resource for all club members
- Co-ordinate other users of the website ie. Umpire Convenor, Registrar
- Liaise with committee members to acquire information
- Liaise with Social Convenor regarding Facebook uploads if required

General Duties of Executives

- Appointment of Grading committee.
- Ratification of teams and grading.
- Organisation of Junior Presentation Day.
- Selection of recipients for perpetual trophies.
- Appointment of Life Membership.
- Appointment of Judiciary Panel.
- Find sponsors willing to advertise on the Website and other relevant avenues
- Organise any necessary fundraising.
- Organise annual team photos
- Assist in the purchasing of trophies and presentation items for presentation day.

