

MANLY WARRINGAH NETBALL ASSOCIATION
INCORPORATED



BY-LAWS

Revised 27 May 2020

TABLE OF CONTENTS

1. MEMBERSHIP- AFFILIATION OF CLUBS.....	3
2. REGISTRATIONS	3
3. PLAYERS.....	4
4. TRANSFERS.....	5
5. UNIFORM.....	5
6. DISTRICT REPRESENTATIVES	5
7. DUTIES OF OFFICE BEARERS	9
8. COUNCIL	13
9. SUB-COMMITTEES	14
10. CONVENORS OF SUB-COMMITTEES	15
11. DUTIES OF SUB-COMMITTEES	15
12. COMPETITION.....	21
13. MEMBER PROTECTION POLICY	25
14. CONFLICT OF INTEREST	25
15. PECUNIARY INTEREST	26

All By-Laws are subject to the Constitution of the Manly Warringah Netball Association Inc.

1. MEMBERSHIP- Affiliation of Clubs

(a) Affiliation

A club wishing to affiliate must:

- i. Apply in writing to the Secretary of the Association Inc. stating name and uniform colours.
 - ii. Forward the names and contact details, including email addresses and telephone/mobile phone numbers of its executive members and delegates to Council, to the Secretary of the Association Inc.
 - iii. Submit name and qualifications of Umpires' Convenor for approval.
 - iv. Pay affiliation fee after Council approval.
- (b) Affiliated Clubs must forward the names and contact details, including email addresses and telephone/mobile phone numbers of its executive members and delegates to Council, to the secretary of the Association Inc. each year
- (c) Affiliated clubs must register as members all players, coaches, umpires, officials and office bearers of the club.

2. REGISTRATIONS

(a) Team Registrations

- i. Registrations shall close on a date to be decided by Council each year and only accepted following confirmation of qualifications of club umpires' convenor.
- ii. Teams participating in competitions must comprise the following players:
Winter Competition Seven (7) to twelve (12) players
Night Comp. Seven (7) to twelve (12) players
- iii. Registrations must be made in the format set by the Association Inc. Clubs will be invoiced for registration fees which shall be resolved by council from year to year and must be paid by the due date
- iv. All registrations must consist of all fields of relevant data required including player's full name, address, birth date, telephone, mobile phone number, email address and the last club, grade and year played.

A player may be de-registered before the first paper grading is commenced and fees paid to the Association Inc. shall be refunded.
- vi. A de-registered player may request a refund through their club of the MWNA portion of the registration fee if, due to illness or injury the player is unable to participate in any games within the current season. A medical certificate indicating reason for inability to play for the duration of the current season must be supplied

- vii Information for MWNA Identification Cards for each competition player must be lodged by the date set by council to comply with current Association Inc regulations..

(b) Association Privacy Policy

Data and information collected by the Association Inc. from members shall be dealt with in accordance with Netball NSW's Privacy Policy which is available on the Netball New South Wales website.

(c) Late Registrations

- i. New players may be registered by club officials at any time during the competition. They must register with the Association Inc. Competition Secretary. Players must present an MWNA Identification Card, clearly filled in, by players ten-(10) years or over. Failure to do this shall result in a loss of two (2) points for each game played.
- ii. Clubs shall be responsible for obtaining Proof of Date of Birth, for all new NetSetGo and junior players ie under 18 years as soon as possible and paying the registration fees, when invoiced.
- iii. A player wishing to register after completion of Association Inc. grading must comply with the current Association Inc. recommendations for late registrations. Player may appeal to Executive Committee for a review of grade.

3. PLAYERS

(a) NetSetGo players i.e. eight (8) to ten (10) years, junior players i.e. eleven (11) to seventeen (17) years, as at 31st day of December of year of play, and seniors shall adhere to all local rules.

(b) Competition Players

- i. No player shall play in a lower grade to that in which player is registered. A player from a lower grade may play in a higher grade, provided the player only plays in one (1) game at any one (1) time slot and provided that, having played three (3) matches in any higher grade, player automatically becomes a registered member of the lowest higher team in which he/she has played.
- ii. MWNA Rep. team members when playing as a Rep team in a higher grade than their respective club team shall be allowed to remain in their club teams without By Law 3.i coming into effect.
- iii. When a club is fielding more than one (1) team in a grade, players may not interchange in that same grade, except prior to season commencement, when clubs may move a player up, by a date decided by council each year.
- iv. If a player has a pre-existing medical condition, particularly that which could constitute a health risk to either the player concerned or any other person, either now or in the future, for insurance purposes, should disclose such condition to the Association Inc. Should the player be pregnant, they should immediately refer to the policy issued by Netball NSW and accord with that policy. (Refer NNSW website).

- v. All players must produce Identification Cards or, if an emergency, official photocopy for inspection by opposing team before commencement of match. Failure to do this shall result in player not taking part in the game until Identification Card is sighted. If a whole team fails to produce such cards within one (1) minute of the commencement of the game, then that team shall forfeit that match but shall be eligible to play in future matches during the competition rounds and in the final if they forfeit the first semi-final. Clubs are to file a photocopy of their team Identification Cards at the headquarters of the Association Inc. for emergency use.
- vi. Teams must have five (5) registered members of their own team before they can take the court to play. A maximum of two (2) on court players only may be borrowed from a lower graded team from the same club. In the case of teams not being able to field a team, during school holidays only, this number will be reduced to four (4) registered members and a maximum of 3 (3) lower graded players from the same club.

4. TRANSFERS

- i. A player, registered and graded by the Association Inc. with one club, may not transfer to any other club until the following competition.

5. UNIFORM

- i. Clubs, upon affiliation with the Association Inc., shall register the uniform to be worn. Such uniform must have approval of Executive.
- ii. No player shall be allowed to compete in any Association Inc. fixture unless wearing registered club uniform. Teams must comply with the uniform requirements as set out in the Official Rules of Netball. For religious or cultural reasons application may be made by the respective club on behalf of the individual for a variation of uniform to the Association Inc. council for approval
- iii. All female players shall wear skirts and shirts or dress in the uniform colours of their club. All male players shall wear shorts and shirts in the uniform colours of their club. Clubs are to submit request for uniform change to Council for approval.
- v. Clubs, that remain unaffiliated for two (2) consecutive years, may have their colours re-allocated.
- vi. Sponsored clubs/teams may have identification as defined by the Executive Committee.

6. DISTRICT REPRESENTATIVES

(a) Representative Teams

The Association Inc. may select representative teams to compete in any competition or championship conducted by Netball NSW.

(b) Candidates for Selection (Junior)

- i. Shall be financial members of affiliated clubs.
- ii. Shall be nominated for selection by the club secretary who shall be responsible for:

- a. Nominating players of a high standard, preferably A or B grades.
 - b. Forwarding a list of player's names, contact details, including telephone/mobile numbers, email address and positions to the Association Inc. Secretary by the date set down by the Association Inc.
 - c. Checking Proof of Date of Birth when an age limit has been set.
 - d. Ensuring that players present themselves for selection suitably attired
- iii. The selectors, at their discretion, may invite players to stand for selection, provided they are financial members of Netball NSW on the day of selection.
- iv. Shall trial before the selection committee on the date set down by the Association Inc.
- vii. If unable to trial on the date set down by the Association Inc., must provide, in writing prior to selections, suitable reasons why they should still be considered for selection. Medical certificates/work rosters must be attached.

(c) Candidates for Selection (Senior)

- i. Shall include 17 years
- ii. Shall be financial members of Netball New South Wales.
- iii. Shall individually nominate on Association Inc. Nomination Form providing contact details, including telephone/mobile numbers, email address, proof of age when necessary, and positions to the Association Inc. Secretary by the date set down by the Association Inc.
- iv. The selectors, at their discretion, may invite players to stand for selection, provided they are financial members of Netball NSW on the day of selection.
- v. Shall trial before the selection committee on the date set down by the Association Inc. If unable to trial on the date set down by the Association Inc., must provide, in writing prior to selections, suitable reasons why they should still be considered for selection. Medical certificates/work rosters must be attached.

(d) Selected Players

- i. Players selected in the Association Inc. Representative Teams shall:
 - a. Sign appropriate forms, as drawn up by the Association Inc., setting out conditions of selection, and abide by same.
 - b. If under eighteen (18) years of age, obtain the written consent of parents or guardian.
 - c. Carry out all training set by the Coach and attend all coaching sessions arranged by the Coach.
 - d. Pay by the date set down any portion of expenses as may be decided by the Association Inc. from year to year.
 - e. Purchase any item of apparel as decided by The Association Inc.
 - f. Return to the Manager in good order and condition any Association Inc. property, within ten (10) days of the last competition match.
- ii. Selected Players shall be subject to replacement for:
 - a. Failure to follow instructions of the Coach in respect of training and fitness.

- b. For any other reason which the Executive Committee may decide is in the best interests of the player or the team.
 - c. Any breach of the Association Inc.'s player agreement form.
- iii. a. Replacement Players in the Association Inc. Representative Junior Teams shall:
- i. Be named, if suitable, from the unplaced nominees on the original day if selection provided such replacement has registered via an affiliated club.
 - ii. Should there be no suitable or available unplaced nominees, nominations to be called for by a closing date set down by the Association Inc. In the event no nominations are forthcoming the full selection committee may approach a graded, playing member of the Association Inc. of suitable ability, to fill the vacancy.
- b. Replacement Players for Association Inc. Representative Senior Teams shall:
- i. Be named, if suitable, from the unplaced nominees on the original day of selection provided such replacement is registered with Netball New South Wales.
 - ii. Should there be no suitable or available unplaced nominees, nominations to be called for by a closing date set down by the Association Inc. In the event no nominations are forthcoming the coach involved and the full selection committee may approach and invite a graded, playing member of *Netball New South Wales* of suitable ability, to fill the vacancy.
- c. Invited Players, whether originally selected or replacement players, already registered as playing members with another Association may be selected,

(e) Representative Officials

- i. Shall be financial members of Netball New South Wales.
- ii. Nominations for coaches, managers and umpires, close with the Association Secretary at 5pm by a date decided by council each year; with the Association Inc. Representative Coaches & Managers and Umpires Appointments Sub Committees to convene and place officials prior to the first selection date
- iii. Nominations for scorers, timekeepers and primary carers close with the Association Secretary at 5pm by a date decided by council each year and referred to the Representative Sub Committee to convene and place officials.
- iv. All applications for appointment as a Representative Official are to be submitted on application forms supplied by the Association Inc. and returned to the Association Inc.'s Secretary. Such applications are to be referred by the Association Inc. Secretary to the respective Appointment Sub-Committee for determination. Appointed officials shall hold office for a period of twelve (12) months, however, may be removed from office upon review and recommendation of Appointment Sub-Committee and ratification by the Association Inc. Council.
- v. Appointment of Coaches, Managers and Umpires shall be undertaken by the Association Inc.'s Coaches & Managers and Umpires' Appointment Sub-Committees shortly after the date set by council each year.

Coach

The Coach of an Association Inc. Representative Team shall:

- i. Hold at least a current Netball Australia Development Coaches' Accreditation.
- ii. Organise such training periods as he/she deems necessary with a minimum of one (1) session per week and liaise with the Umpires' Sub-Committee on umpiring requirements.
- iii. Accompany players to all carnivals as directed by the Association Inc. and be attired in the Association Inc. uniform.
- iv. Report to Representative Convenor any player who does not attend training.
- v. Be responsible for behaviour of players whilst on court.
- viii. In the event of dispute at carnivals or any representative games, when possible, contact an Executive Member before any action is taken.
- ix. Report any injuries immediately to Representative Convenor.
- viii. Forward all reports required by the Association Inc. to reach the Association Inc. Secretary no later than twenty-one (21) days after the completion of the competition or championship for which the team was selected. These reports to include a general report for publication in the Association Inc. Annual Report and a player/team report for presentation to the Selection Sub-Committee. The contents of the player/team report shall remain confidential, shall not be published or communicated at Council meetings or Executive Committee meetings and must only be used by the respective Selection Sub-Committee to analyse player performance.
- ix Complete and forward an expenses form to the Treasurer no later than twenty-one (21) days after the completion of the competition or championships for which the team was selected.
- x. Expenses will be paid only following submission of reports required by the Association Inc.

Manager

The Manager of an Association Inc. Representative Team shall:

- i. Assist the Coach in whatever way the Coach requires assistance.
- ii. Be responsible for the general appearance and behaviour of players in conjunction with the Coach
- iii. Accompany players to all Carnivals as directed by the Association Inc. and be attired in the Association Inc. uniform.
- iv. Be responsible for all equipment issued to the team. Such equipment is to be returned to Representative Convenor no later than twenty-one (21) days after the completion of the competition or championships for which the team was selected and prior to payment of expenses.

- v. Complete and forward an expenses form to the Treasurer no later than twenty-one (21) days after the completion of the competition or championships for which the team was selected

Umpire

The Association Inc. Representative Umpires shall:

- i. Hold a current national umpire's badge.
- ii. Attend training sessions when required by the Umpires' Sub-Committee.
- iii. Accompany team(s) to carnivals as directed by the Association Inc. Umpires' Sub Committee and be attired in the Association Inc. uniform.
- iv. Expenses are paid on submission by Association Inc's Umpires' Sub Committee.

Liaison Officer

The Liaison Officer selected for the Senior and Junior Representative Teams shall:

- i. Be the link between coaches/managers/umpires, parents and Executive and be invited to attend Executive meetings when need arises.
- ii. Liaise with coaches/managers/umpires whenever deemed necessary to clarify their duties and responsibilities.
- iii. Host a meeting with all rep. personnel and parents after final selection of junior teams to inform them of their duties, responsibilities and code of conduct.
- iv. Submit to the Executive Committee, during the representative season and prior to the executive meetings, a report having regard to privacy and confidentiality

The applicant shall:

- i. Have a minimum of three (3) years' experience working with a Representative team.
- ii. Not be Senior or Junior Representative personnel.
- iii. Not be a relative of a Senior or Junior Representative player.
- iv. Be elected by Council at the Annual General Meeting.

7. DUTIES OF OFFICE BEARERS

President

- i. To chair meetings of the Association Inc. and act as a delegate to Netball New South Wales and other relevant committees
- ii. To manage the discussion of all business tabled for consideration at such meetings.
- iii. To enforce the Rules of the Association Inc. and preserve good order among the members present at meetings.
- iv. To have an ordinary vote and a casting vote and have such other powers as are conferred by Standing Orders.

- v. To sign Minutes adopted at the meeting and approve payments forwarded by the treasurer.

Vice President

- i. To assist the President and perform such other duties as directed by Council.
- ii. To act as Convenor of the Vice President's sub-committee formed to deal with sponsorship, promotions and social functions for the Association Inc.
- iii. To promote and administer sponsorship for the Association Inc.
- iv. To collect information of interest and importance and prepare it for any media use or advertising and keep a record of same.
- v. To organise social functions held by the Association Inc.
- vi. To forward an invitation to all Life Members, sponsors, local Government Officials to attend any Association Inc. presentations or functions. Perform general protocol on these occasions and act as the Public Relations Officer of the Association Inc.
- vii. To present a report to each Council meeting.

Secretary

- i. To receive all correspondence/reports/invoices/payments on behalf of the Association Inc.
- ii. To conduct all correspondence and issue notices as directed including submitting all nominations for Association Inc. Representative teams.
- iii. To prepare Association Inc. forms
- iv. To prepare a report for presentation at the Annual General Meeting.
- v. To conduct such other business as directed by Council.
- vi. To act as a delegate to Netball New South Wales and other relevant committees
- vii. To present a report to each Council meeting.

Treasurer

- i. To act as Public Officer for the Association Inc.
- ii. To be responsible for all funds that may be established by the Association Inc.
- iii. To keep a record of all assets, liabilities and properties of the Association Inc.
- iv. To keep all necessary books of account and produce these on the instruction of the Council.
- v. To issue invoices and receive all moneys payable to the Association Inc. and issue receipts when required.

- v. To bank all moneys and pay all invoices.
- vi. To present an audited Financial Statement to the Annual General Meeting.
- viii. To oversee the management of the canteen
- ix. To maintain a register of Members of the Executive Committee.
- x. To present a financial report to each Council meeting.

Assistant Secretary

- i. To keep an attendance book of delegates to Association Inc. meetings.
- ii. To record the minutes of all meetings of the Association Inc.
- iii. To keep a record in Minute Book of all proceedings of each meeting
- iv. To keep a list of Life Members and Member Clubs, together with Register of members
- v. To keep a list of Council delegates' names and contact details
- vi. To forward a copy of minutes of all meetings to the President and Secretary within seven (7) days of such meetings.
- vii. To forward meeting notices to all Life Members, office-bearers of the Association Inc. and club secretaries within the specified time.
- viii. To forward copies of the minutes of all Council meetings and Executive Reports to all Life Members, office-bearers of the Association Inc. and club secretaries to reach them seven (7) days prior to the following Council meeting.
- ix. To prepare the Annual Report for publication.
- x. To keep a book with a record of all club uniforms.
- xi. To perform such other duties as directed by the Secretary or Council.
- xii. To present a report to each Council meeting.

Competition Secretary

- i. To act as convenor of the Competition sub-committee.
- ii. To prepare registration package(s) for distribution to club secretaries.
- iii. To accept club team registrations on the date set down by the Association Inc.
- iv. To prepare team listings for the Grading sub-committee.
- v. To prepare fixtures.
- vi. To prepare score sheets for all games.
- vii. To enter all results of games played and record participants.

- viii. To keep an annual record of results of competitions
- ix. To prepare for the Association Inc. Treasurer, registration details as required for payment to Netball New South Wales.
- x. To be an ex-officio member of the Grading sub-committee.
- xi. To present a report to each Council meeting.

Coaches' Convenor

- i. To be a Netball Australia Accredited Coach.
- ii. To act as Convenor of the Coaches' sub-committee.
- iii. To promote and advance coaching standards within the Association Inc.
- iv. In conjunction with the Coaching Development sub-committee to organise coaching lectures and practical demonstrations.
- v. To keep a list of graded Manly Warringah coaches and their qualifications.
- vi. To present a report to each Council meeting.

Umpires' Convenor

- i. To hold a national umpire's badge.
- ii. To act as Convenor of the Umpires' sub-committee.
- iii. To promote and advance umpiring standards within the Association Inc. and ensure that requirements for club umpires' convenors, as laid down, are met.
- iv. To keep a record of all badged umpires within the Association Inc.
- v. To keep a record of umpires' practical badges issued each year.
- vi. In conjunction with Umpires' sub-committee to organise coaching and practical tests for club umpires.
- vii. To allocate umpires, where necessary, as directed by Council.
- viii. To present a report to each Council meeting.

Representative Convenor

- i. To have experience as an official of a Representative Team.
- ii. To act as Convenor of the Representative sub-committee.
- iii. To be responsible for ordering, storage, dispensing and collection of all Representative Team equipment and uniforms.
- iv. To plan and organise carnival(s) of the Association Inc.

- v. To liaise with the Coaches Development CoOrdinator and Umpires Convenor regarding overlapping areas of interest
- vi. To attend to carnival correspondence
- vii. To be responsible for the distribution of all information relevant to Representative Team players, parents and officials.
- viii. To perform duties pertaining to Representative Team management as directed by Council.
- ix. To allocate training courts.
- x. To present a report to each Council meeting.

Delegates

- i. The President and Secretary shall be delegates to Netball New South Wales and other relevant committees.
- ii. Proxy delegates to Netball New South Wales and other relevant committees shall be members of the Executive Committee.

Duties of the Executive Committee

The Executive Committee shall:

- (a)
 - i. Act for and on behalf of Council between meetings of Council on any matters of urgency and confidentiality that need immediate attention. Such action shall be subject to ratification by the Council.
 - ii. Make recommendations to Council on matters of finance and policy.
 - iii. Not disclose any matters discussed until the Executive Report is circulated.
- (b) The first duty of an Executive Committee member shall be to Association Inc. meetings/functions as opposed to a club meeting/function. At no time shall more than two (2) members of the Executive Committee be members of any one (1) club including life members.
- (c) Business submitted by clubs, for consideration by Executive, must be forwarded by club secretaries in time to reach the Association Inc. Secretary by 5pm on the Friday prior to the Executive meeting at which the matter is to be considered.

8. COUNCIL

- i. Council shall meet on the fourth Monday of each month, if possible, and in November when the Council meeting shall be held after the Annual General Meeting.
- ii. Order of Business at Council meetings shall be:
 - (a) Apologies
 - (b) Confirmation of Minutes
 - (c) Business arising from Minutes

- (d) Notice of Motions
- (e) Elections
- (f) Correspondence
- (g) Business arising from correspondence
- (h) Reports:
 - Executive
 - Treasurer
 - Secretary
 - Assistant Secretary
 - Competition Secretary
 - Coaches' Convenor
 - Disciplinary Convenor
 - Grading Convenor
 - Governance
 - NetSetGo Convenor
 - Representative Coaches and Managers Appointments
 - Representative Convenor
 - Representative Umpires Appointments
 - Selection Convenor (Junior)
 - Selection Convenor (Senior)
 - Trophy Convenor
 - Umpires' Convenor
 - Umpires Development Co-Ordinator
 - Sponsorship, Communications and Promotions
- (i) General Business

iii. Formal Business submitted by clubs, for discussion by Council, must be forwarded by club secretaries in time to reach the Association Inc. Secretary by 5pm on the Friday prior to the Council meeting at which the matter is to be discussed.

iv All nominations for positions on Association Inc. Executive Committee and sub-committees are to be submitted on the nomination forms supplied by the Association Inc. and returned to the Association Inc. Secretary by 5pm on the Friday prior to the October Executive meeting. If a nomination is submitted in a sealed envelope marked "The Returning Officer of the Association Inc." that envelope is to remain sealed and opened only by the Returning Officer at the October Executive meeting.

9. SUB-COMMITTEES

i. With the exception of the Association Inc's Business Administrator, Competitions Co-Ordinator, Facilities Company, Umpires' Development Co-Ordinator, Disciplinary Committee and the Independent Member on the Representative Umpires Appointment sub-committee all members of sub-committees shall be members of the Association Inc.

ii. Members of sub-committees, not elected at the Annual General Meeting, shall be elected at subsequent meetings of Council each year.

- iii. The first meeting of each sub-committee shall, if possible, be held within twenty-eight (28) days of its appointment.
- iv. Each sub-committee, except the Disciplinary, Selection, Representative Coaches and Managers Appointment and Representative Umpires' Appointment sub-committees, shall consist of not less than three (3) persons. With the approval of Council, persons other than elected members may be co-opted to assist with special business of a particular sub-committee.
- v. Members of the Executive Committee are eligible to stand for election to sub-committees.
- vii. The Executive Committee may appoint any of its members to attend sub-committees as non-voting ex-officio members, with the exception of the Selection, Disciplinary, Representative Coaches and Managers Appointment and Representative Umpires' Appointment sub-committees.
- vii. Sub-Committees shall submit all recommendations to the Executive Committee for consideration and subsequent approval of Council.
- viii. Members of sub-committees shall not disclose any matters discussed at their meetings, until matters have been presented to Council.

10. CONVENORS OF SUB-COMMITTEES

Convenors of sub-committees shall:

- i. Be responsible for advising members, including ex-officio members, of all meetings at least seven (7) days prior to the meeting.
- ii. Be responsible for keeping accurate records of all meetings.
- iii. Forward copies of sub-committee minutes to their members, the Business Administrator, President, Secretary and any ex-officio member that attended, within ten (10) days of each meeting.
- iv. Submit reports in the prescribed manner for consideration by the Executive Committee and Council.
- v. The Convenor of the Sub-Committee will forward a report for inclusion in the Annual Report of the work of the sub-committee to the Association Inc

11. DUTIES OF SUB-COMMITTEES

(a) Disciplinary Committee

Shall consist of:

- i. The Association Inc.'s solicitor or a person holding legal qualification who will act as chair
 - One (1) member of the Executive Committee (who shall be Convenor)
 - One (1) member of Council who is not a member of the Executive Committee
 - One (1) reserve who shall be a member of the Executive Committee.
 - One (1) reserve who shall be a member of Council but not a member of the Executive Committee.

(b) Representative Coaches and Managers' Appointment Sub-Committee

Shall consist of:

- i. The Association Inc.'s Coaches Development CoOrdinator;
The Representative Convenor;
Three (3) members who hold current Development or higher Coaching Accreditation;
Two (2) reserves with a minimum qualification of Development Coaching Accreditation.

Convenor of Representative Coaches and Managers' Appointment Sub-Committee shall be appointed from members of the Representative Coaches and Managers' Appointment Sub-Committee at the meeting when the sub-committee is elected.

- ii. No more than two (2) members from any one affiliated club may be appointed to the Sub-Committee.

iii Any member who is a current Representative coach or manager (or is subsequently appointed) cannot be a member of the Representative Coaches and Managers' Appointments Sub-Committee. Conflict of Interest By Law clauses will apply.

iv Shall consider written applications of all applicants, including qualifications, experience and references of the respective applicants.

v Shall undertake interviews of applicants if required.

vi Shall undertake reference checks as required.

vii Shall appoint Coaches and Managers of the Association Inc. representative Teams.

viii Shall inform all candidates of the Appointments sub Committee decision.

ix Shall report the appointments to the Association Inc. Executive Committee via the Association Inc. Secretary.

(c) Representative Umpires' Appointment Sub-Committee

Shall consist of:

- i. The Association Inc.'s Umpires' Development Co-Ordinator who shall be the Sub-Committee's Convenor.
One (1) independent member appointed by the Executive Committee that must have experience in appointment and recruitment processes.
Three (3) members who hold a National Umpires' Badge;
One (1) independent member appointed by the Executive Committee that must have experience in appointment and recruitment processes.
Two (2) reserves with National Umpires badge;

ii Shall meet within seven (7) days of the closing date for receipt of applications.

- iii. Shall consider written applications of all applicants, including qualifications, experience and references of the respective applicants.
- iv. Shall undertake interviews of applicants if required.
- v. Shall undertake reference checks as required.
- vi. Shall appoint the Association Inc. representative Umpires.
- vii. Shall inform all candidates of the Appointments sub Committee decision.
- viii. Shall report the appointments to the Association Inc. Executive Committee via the Association Inc. Secretary.

(d) Selection Sub-Committee (Junior)

- i. Shall consist of three (3) elected members of the Association Inc, one of which will be elected by the Sub-Committee as its Convenor and two (2) elected reserves together with the coach of the team being selected who shall have an ordinary and a casting. If the coach is an elected selector a reserve selector shall act in that capacity for the selection of that team
- ii. Shall meet to receive the nominations of candidates for selection, on the set
- iii. form, as soon as practical after the closing date, and prior to first selections.
- iv. Shall select Junior Association Inc. Representative Teams, Development Teams and Talent Squads as decided by Council, from time to time.
- v. Shall consider reports of the Coaches and Managers of the previous year in making selections. These reports are to be treated as confidential and destroyed on completion of the selection process
- vi. Announce successful candidates on the Association website.
- vii. Selectors reserve the right, if standard of nominees is not of an acceptable level, not to select players.
- viii. Shall perform such duties, as shall be decided by Council, from time to time.
- ix. No more than one (1) member of each of the Junior Selection sub-committee shall be elected from any one (1) club.
- x. Shall attend at least one (1) day of State Age Championships and one (1) Carnival.

(e) Selection Sub-Committee (Seniors)

- i. Shall consist of three (3) elected Council member, one of which will be elected by the Sub-Committee as its Convenor and two (2) elected reserves together with the coach of the team being selected who shall have an ordinary and a casting vote. If the coach is an elected selector a reserve selector shall act in that capacity for the selection of that team.
- ii. Shall meet to receive the nominations of candidates for selection, on the set form, as soon as practical after the closing date, and prior to first selections.
- iii. Shall select all Association Inc. Senior Representative Teams as decided by Council, from time to time.

- iv. Shall consider reports of the Coaches and Managers of the previous year in making selections. These reports are to be treated as confidential and destroyed on completion of the selection process.
- v. Announce successful candidates on the Association website.
- vii. Selectors reserve the right, if standard of nominees is not of an acceptable level, not to select players.
- viii. Attend at least 3 matches during the State League season.
- ix. Shall attend at least one (1) day of State Championships.
- x. Shall perform such duties, as shall be decided by Council, from time to time.
- xi. No more than one (1) member of the Senior Selection sub-committee shall be elected from any one (1) club.

(f) Representative Sub-Committee

- i. Shall assist Representative Convenor to carry out his/her duties.
- ii. Shall liaise with the Coaches and Umpires Sub Committees regarding overlapping areas of interest.
- iii. Shall organise carnivals held by the Association Inc.
- iv. Shall perform such duties as directed by Council.

(g) Coaching Development Sub-Committee

- i. Shall consist of the Coaching Development Officer who shall act as Convenor the Sub Committee, Coaches Convenor, the Open's Representative Team Coach, Coach of the first Metropolitan League team, Coach of the eldest Junior Representative Team and (3) members of the Association Inc that hold a minimum Development Coaching Accreditation
- ii. Shall assist with the provision of Accreditation and coaching Courses and the development and mentoring of coaches
- iii. Shall perform such duties as directed by Council.

(h) Umpires' Development Sub-Committee

- i. Shall consist of Umpires Development Co-Ordinator who shall act as Convenor of the Sub Committee, Umpire Convenor and up to four (4) members of the Association Inc that hold a National Umpires' Badge
- ii. Shall assist with the provision of Accreditation and training courses, coaching and mentoring of umpires
- iii. Shall perform such duties as directed by Council.

(i) Grading Sub-Committee

- i. The Grading Committee will consist of the Competition Co-ordinator and at least seven (7) members of the Association Inc, with not more than one person being from the one club, and its Convenor will be elected from its membership by the Sub-Committee.

- ii. Shall assist the Grading' Convenor and Competition Co-Ordinator to carry out his/her duties.
- iii. Shall assist in grading of teams following liaison with Competition Secretary Co-Ordinator
- iv. Shall prepare lists for graders for practical grading sessions.
- v. Shall prepare a roster of graders.
- vi. Shall perform such duties as directed by Council.

(j) Sponsorship, Communications and Promotions Sub-Committee

- i. Shall consist of one member of the Vice President and up to four (4) members of the Association Inc who will desirably have qualifications and/or experience in sponsorship development, digital and written communications, marketing and promotions
- ii. Shall ensure that policies are created regarding sponsorship, communications, marketing and be responsible for the promotion of the sport of netball.
- iii. Shall assist and manage sponsorship, communication, marketing and promotions including the Association Inc's social media, communications and publicity.
- iv. Shall assist with any social functions of the Association Inc.
- v. Shall perform such duties as directed by Council

(k) Canteen Sub-Committee

- i. Shall consist of the Canteen Supervisor who shall be appointed by the Executive Committee and up to seven (7) members of the Association Inc.
- ii. Shall assist Canteen Supervisor to carry out his/her duties.
- iii. Shall be responsible for the stocking of the canteen for all competition, special and carnival days.
- iv. Shall be responsible for the staffing of the canteen on all competition, special and carnival days.

(l) Trophy Sub-Committee

- i. Shall consist of five members of the Association Inc and its Convenor shall be elected by its members.
- ii. Shall assist the Convenor to carry out his/her duties.
- iii. Obtain quotations for trophies for all Association Inc. competitions and carnivals and present to Council for ratification.
- iv. Shall perform such duties as directed by Council.

(m) NetSetGo Sub-Committee

- i. Convenor of NetSetGo sub-committee shall be appointed from members of that sub-committee by Council, at the meeting where the sub-committee is elected.
- ii. Shall assist the Convenor to carry out his/her duties.

- iii. Shall assist in the education of NetSetGo coaches.
- iii. Shall perform such duties as directed by Council.

(n) Competition Sub-Committee

Shall consist of:

- i. The Competition Co-ordinator who shall act as Convenor, five (5) members of the Association Inc, and three (3) members of the Grading Sub-Committee, appointed by the Grading Sub-Committee
- ii. Shall assist Competition Co-Ordinator to carry out his/her duties.
- ii. Shall print and verify MWNA Identification Cards.
- iii. Shall perform such duties as directed by Council.

(o) Governance Sub-Committee

- i. Shall consist of one Member of the Executive Committee appointed by the Executive Committee and four (4) members of the Association Inc one of which will be elected by the Sub-Committee as its Convenor.
- ii. Shall be responsible for monitoring all laws pertaining to Association Incorporated Bodies and Sports Associations as well as policies and procedures that the Association Inc should introduce and author such documents as required for consideration by Council.
- iii. Shall monitor the implementation and regularly update, as required and with the approval of Council the Association's Strategic Plan, Constitution and By Laws and policies.
- iv. Shall assist with the identification of grants and funding sources and assist with the writing of any applications in consultation with the Business Manager
- v. Shall write the Association's Risk Register, ensure its implementation, monitoring and updating.
- vi. Shall perform such other duties as directed by Council.

(p) Finance Sub-Committee

- i. Shall be convened by the Treasurer and consist of four (4) members of the Association Inc.
- ii. Shall be primarily responsible to provide financial oversight for the Association Inc, assist the Treasurer, ensure transparency and the efficient and effective managements of the Association Inc's finances and assets.
- iii. Shall assist the Treasurer with the creation of the Association Inc's annual budget for consideration by Council at the AGM each year.
- iv. Shall review and monitor the Association Inc's budget and financial operations during the year.
- v. Shall create and review investment guidelines and monitor the financial performance of any funds invested in Term Deposits and other investment accounts.

- vi. Shall review all fees, charges and pricing policies across the Association Inc's respective operations and make recommendations on same.
- vii. Shall review investment/divestment strategies (including financial implications of any contracts).
- viii. Shall ensure a property/asset register is maintained and a procurement strategy created, routinely reviewed and reported on.
- ix. Shall undertake periodic reviews of forecasts and the performance of any contracts.

12. COMPETITION

(a) Complaints

- i. Any complaint arising from a competition match is to be made in writing by the secretary of an affiliated club to the secretary of the Association Inc. in accordance with the constitution.
- ii. If the complaint does not represent a Disciplinary Matter, it shall be dealt with in accordance with the constitution.
- iii. If the complaint is of a nature that may involve disciplinary action, it shall be dealt with in accordance with the constitution.

(b) General

- i. Competition matches between registered teams shall be controlled by Council and shall be played in accordance with the Official Rule Book, and such regulations as Council shall approve.
- ii. Play may be stopped when blood is noticed or a player is injured or ill. The player concerned must leave the court within (30) thirty seconds. Only the Primary Carer is permitted on the court to assess the player's condition. No other Team Official is permitted on court. Except as detailed in (12d)viii. no extra time is added to the game.
- iii. Medical Emergency - A call for qualified medical assistance is covered by rule 9.3 in the Official Rule Book. Games stopped under this rule should be completed at the earliest mutually agreeable time, preferably the same day.
- iv. Grading shall be held at the beginning of each season on dates to be decided by Council.
- v. The winter competition shall consist of at least two rounds, plus semi-finals, finals and grand finals.
- v. The night competition is to be conducted as decided by Council.

(c) Players

- i. Registered junior players 13 years and over are eligible to play in Cadets (16, 17 & 18 year olds) or senior teams

- ii. Players must follow the Late Registration and Playing Up Guidelines.

Junior Players (10 – 15 year)

- i. An A grade player playing up one (1) age group, may only play in A or B grades.
An A grade playing up two (2) or more age groups may only play in A, B or C grades.
A B grade player playing up one (1) age group may only play in A, B or C grades.
A B grade player playing up two (2) or more age groups may only play in A, B, C or D grades.
All other grades to follow same pattern.
- ii. Players must follow the Late Registration and Playing Up Guidelines.

(d) Finals - Winter Competition

- i. A player must have played three (3) competition games with his/her club to be eligible to play in semi-finals, finals or grand finals. In extenuating circumstances, an appeal may be made to Executive Committee.
- ii. Once a player has participated in a semi final with any one team, he/she may not play with any other team in semi finals, finals or grand finals except for MWNA Rep team members playing as a Rep team.
- iii. If a Saturday set down for semi-finals, finals or grand finals is wet, the games which should have been played on that day shall be played the next day (Sunday). If both days of the semi-final weekend are wet the semi-final shall be played the next Saturday and the final on the Sunday of the same weekend. If both days of the final weekend are wet the final shall be played the next Saturday and the grand final on the Sunday of the same weekend.
- iv. A team not taking the court for semi-finals, finals or grand finals shall forfeit the match and a team not producing their Identification Cards or, if an emergency, official photocopy for inspection by the opposing team before the commencement of the game shall also forfeit the match. If a team forfeits in the first semi-final (1v2), it shall be eligible to play in the final against the winner of the second semi-final (3v4).
- v. Any team fielding a player or players in a semi-final, final or grand final, who are not eligible to play with such team, shall result in the disqualification of the team.
- vi. In the event of the winner of the first semi-final (1v2) being disqualified the loser automatically plays in the grand final, with the winner of the second semi-final (3v4). In the event of the winner of the second semi-final being disqualified, then the loser of the first semi-final shall play the winner of the first semi-final in a grand final. In the event of the loser of the first semi-final (1v2) being disqualified, then the winner will play the winner of the second semi-final (3v4) in the grand final.
- vii. In grand finals when score is even, seven (7) minutes extra time each way is to be played. If the score is still even after extra time has been played, the teams shall be declared joint premiers of that grade.
- viii. Only in semi-finals, finals or grand finals is extra time allowable for each stoppage for injury or illness. The amount of time allowable is up to 30 seconds for each stoppage. The extra time is to be added to the end of the quarter in which the stoppage occurs.

(e) Night Competition

Participation in night competition shall be determined by Council each year.

(f) Finals - Night Competition

As decided by Council each year.

(g) Score Sheets

- i. Competition players must sign alongside their printed name on the score sheets, prior to taking the court.

When any team fails to complete score sheet, as set down by the Association Inc., such team shall lose two (2) points and in semi-finals, finals and grand finals it shall mean the loss of the game.

- ii. Captains of winning teams are responsible for returning score sheet to Duty Official.

- iii. The score sheet must be signed by a team member or a responsible person connected with the team to acknowledge sighting the Identification Cards or, if an emergency the official photocopy of the opposing team. If a whole team fails to produce such cards or, if an emergency, the official photocopy then that team shall forfeit that match.

- iv. If a player does not sign against his/her printed name on the Score Sheet, then it will be taken that, that player did not play.

- v. All score sheets completed correctly must be handed to the Duty Official on the day of play.

- vi. Each team is responsible to supply a scorer for the match of day.

- vii. Teams, playing up a player from another grade, must indicate on score sheet the team and grade with which the player was originally registered.

(h) Points

- i. Points shall be awarded in competition matches as follows:

Three (3) points for a win
Two (2) points for a draw
One (1) point for a loss
Three (3) points for a forfeit win
Nil (0) points for a forfeit loss
Nil (0) points for a bye

- ii. In the event of a winning team playing an ineligible player, the three (3) competition points for that game shall be awarded to the other team. If the defeated team plays an ineligible player, that team shall be deducted two (2) competition points. An ineligible player is one that is not entitled to play in the relevant grade or has not supplied the relevant information.

- iii. Matches not commenced, because of wet weather, shall be played as a half game on the first day possible at Council's direction. If play is commenced and the match is stopped because of the weather the results shall be as follows:

- a. If play ceases before half time the game will be replayed as a half game.
 - b. If play ceases at, or after half time, the result of the match shall be taken on the score at the time the match ceased.
- iv. When two half games are played
- a. A team forfeiting that day's play shall be deemed to have incurred two (2) forfeits.
 - b. A player borrowed by a team for that day's play shall be deemed to have played two (2) games with that team.

(i) Forfeits

i. Forfeits before the day of play

Secretary of forfeiting club to contact secretary of opposing club and Association Competition Secretary, notifying a forfeit. Secretary of opposing club to verify with Competition Secretary. Above procedure to be completed on night prior to play.

ii. Forfeit on the day of play – advice of forfeit

A team member or club official is to contact the Association Competition Secretary or duty official. The Competition Secretary or duty official is to record name of caller and validate that caller is a team member and that forfeit details are correct. If a team member advises the forfeit, the Competition Secretary or duty official is to advise a club official of forfeit and to contact an official from the opposing team's club, if possible, to advise that their players do not need to attend, but will be awarded the forfeit win.

iii. Forfeit on day of play – no advice of forfeit

A team winning by forfeit shall return score sheet, signed by at least five (5) players, to duty official to claim forfeit.

iv. Teams, that withdraw from competition before the season is completed, shall notify the Association Inc. Secretary giving full details of same.

(j) Umpires

i. There shall be two (2) umpires to each match. Clubs are to provide umpires where rostered.

ii. Any necessary change of umpires during a match must have approval of an Umpires' Official before change can be made.

iii. Umpires must be suitably attired in white or cream or registered club playing uniform. In the event that an umpire-your-own system of umpiring exists, a distinctive colour bib must be worn whilst umpiring in club uniform.

(k) Carnivals

i. Clubs intending to enter teams in District Association Carnivals shall supply the following information to the Representative Convenor, thirty (30) days prior to the date of the carnival:

- a. Names and grades of players.
- b. Name of non-playing umpire for each team.

ii. A copy of the information forwarded shall be retained by the club.

iii. All entries to be signed by club secretary/carnival secretary.

Penalties

Any team, withdrawing from a Carnival after registrations have been accepted or forfeiting on the day of play, may be liable to a fine as fixed by Council. Clubs entering teams are to be responsible for the payment of these fines to Association Inc. who shall pay fines to District Association concerned, as required by the state body. Failure to pay such fines within fourteen (14) days of notification shall render the club unfinancial.

(I) Wet Weather

Decision regarding complete abandonment of play shall be made by Executive Committee. Decision, regarding play on individual playing areas, shall rest with the Officials and Executive on Duty. A decision regarding play on one particular court shall be made by the umpires after an appeal by one or both captains. Whenever possible, final decision shall be made by Executive on Duty.

13. MEMBER PROTECTION POLICY

MWNA operates under the Netball NSW Member Protection Policy

14. Conflict of Interest

- (a) This clause applies to a Member of the Executive Committee or any sub-committee who is, or potentially may be, in conflict of interest.
- (b) A conflict of interest shall be deemed to arise if the matter to be discussed or upon which a vote is to be taken involves the nomination, selection or appointment of the member or relative.
- (c) Relative means:-
 - parent, including step-parent
 - spouse or former spouse, including de facto partner
 - siblings
 - a child or step child
 - uncle
 - aunt
 - first cousin
 - grandparent/great grand parent
 - grandchild/great grand child
 - parent-in-law
 - son-in-law
 - daughter-in-law
 - sister-in-law
 - brother-in-law
 - step sister or half sister
 - step brother or half brother
 - foster child/foster parent
 - guardian
- (d) In the event of a conflict of interest, the member who is in conflict shall not participate in the meeting and shall not vote on the matter in respect of which the member is in conflict.

- (e) In the event that a reserve has been appointed for the Executive Committee or sub-committee as the case may be, the reserve may take the place of the member and shall be eligible to vote on the matter in respect of which the member is in conflict.

15. PECUNIARY INTEREST

- (a) This clause applies to a member of Council, the Executive Committee or any sub-committee if that member has, or potentially has, a pecuniary interest in a matter.
- (b) For the purpose of this clause, a member has a pecuniary interest in a matter if the pecuniary interest is the interest of:-
 - (i) the member;
 - (ii) a relative, as defined by By-Law 17(c), of the member;
 - (iii) a partner or employer of the member;
 - (iv) a company of which the member is a director or shareholder.
- (c) In the event that the member has a pecuniary interest in a matter, the member shall not participate in the meeting and shall not vote on the matter in respect of which the member has a pecuniary interest.
- (d) In the event that a reserve has been appointed the reserve may take the place of the member and shall be eligible to vote on the matter in respect of which the member has a pecuniary interest.