



*Currambine
Netball Club (INC)
By Laws*

October 2020

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“Constitution” means the Model Rules for an Incorporated Association as adopted by Currambine Netball Club Inc. at the Annual General Meeting. It may otherwise be referred to as the Rules of Incorporation.

“Bylaws” are additional rules which apply to members which generally deal with internal and administrative matters. The Bylaws are made under the Constitution. Accordingly, the Bylaws are subordinate to the Constitution and must not be inconsistent with the Constitution.

“The Club” means Currambine Netball Club (Inc) which exists to promote netball in the Northern suburbs. The Club is managed by a Management Committee which is made up of 100% voluntary members. All club members are encouraged to participate in the activities of the club.

“Logo” The use of Currambine Netball Club (INC) logo is prohibited, and may not be copied, imitated, or used in whole or in part, without Our prior written permission.

1. CORRESPONDENCE

(a) All correspondence both to and from the Club must be in writing (either by letter or email) and addressed to or from the Club Secretary or authorised person.

(b) All correspondence from the Club will be in writing and addressed to members by the Club Secretary or authorised person. If the correspondence is from an authorised person, this will be clearly stated.

2. INFORMATION TO MEMBERS

(a) The Club shall provide the following information in writing to all members prior to the start of the Winter and Spring seasons:

- i. Club contact details
- ii. Joondalup Netball Association (JNA) venue address, as appropriate
- iii. Fixtures
- iv. Team training details – date/time/venue
- v. Contact details for Team Officials

(b) The Club shall make available to all members, either on its website or by application to the Club Secretary (as required):

- i. JNA Rules of Competition, as appropriate
- ii. Club Model Rules and By-Laws
- iii. Email contact details for Club Official/s
- iv. Club calendar of Events, Closing Dates
- v. Details of Courses, Development Sessions etc

(c) The Club shall produce and distribute a Club Newsletter

- i. The newsletter shall be three times in the Winter Season.
- ii. The newsletter shall be distributed either electronically or to each team by the Team Manager and will be available on our website.

3. FINANCE

As noted previously, all individuals involved in the management and running of the club are volunteers, many of whom donate more than 200 hours per year. ALL monies received by the Club are used directly for Club activities and all finances are audited regularly.

3.1 Fees

(a) The Committee of Management shall set fees annually with the fees for each membership class being determined independently.

(b) The fees will be charged to members on a season by season basis, and may vary between seasons, as determined by the Committee of Management.

(c) The fees for all Net Set GO, Junior and Playing General Members shall be calculated to cover the costs of:

- i. Team Entry into the competition (Including external grading where appropriate)
- ii. Netball WA membership fee
- iii. Venue hire for training and games
- iv. All team equipment
- v. Coaching costs
- vi. Umpiring costs
- vii. Trophies & Awards
- viii. Presentation Event costs

(d) Fees must be paid in full before the first match of the season.

(e) Players will not be permitted to take the court until fees are paid.

(f) CNC is a Kidsport club. All fees must be paid prior to season starting. Families who access Kidsport are responsible for redeeming Kidsport codes with City of Joondalup and or City of Wanneroo. CNC will reimburse the Kidsport payment, when CNC has received payment from City of Joondalup and or City of Wanneroo.

(g) Fees (where they are levied) for non-playing Ordinary Members will entitle Members to attend and vote in any matters pertaining to Club management and direction.

3.2 Reimbursement/Payments

(a) Club committee members and Coaches shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied and duly authorized by the Club Treasurer and then retained for the purposes of financial audit.

4. PLAYER ONLINE REGISTRATION

(a) All registrations and payments will be completed by the member online, facilitated by MyNetball and Netball Australia. The Committee of Management shall nominate a registration deadline for each season prior to the start of the competition for which teams are to be selected.

(b) Code of Conduct will be accepted by all players at time of registration (Via MyNetball) and available to view anytime on the Club website.

(c) The Club will utilise the My Netball website for Winter and Spring Registrations.

(d) Players wishing to be considered for selection into a team must:

- (i) Complete the MyNetball registration; and
- (ii) Accept the Code of Conduct at time of registration; and
- (iii) Enclose the required fee for that season or enclose a transaction receipt as proof of electronic payment if registering electronically.

(e) Players failing to register online by the registration deadline together with the relevant fees cannot attend Club gradings (where appropriate) and may not be selected into a team of their choice. If all teams are full prior to late registration, this registration may be declined.

(f) As per Currambine Netball Club's Constitution, The committee must consider each application for membership of the Association (regardless of the membership category applied for) and decide whether to accept or reject the application.

(g) If the committee rejects the application, the committee is not required to give the applicant its reasons for doing so.

5. ANNUAL EVENTS/SOCIAL CALENDAR

The Club shall organise such Social events as is determined by the Committee of Management from time to time. All members are encouraged to attend these events, however some events may not be directed towards younger children and parental discretion is advised.

6. JOONDALUP NETBALL ASSOCIATION & NETBALL WA MEMBERSHIP

(a) JNA & NETBALL WA membership fee is set annually by these bodies and this figure forms the major portion of CNC Club Membership fees for all players.

(b) All players, coaches and umpires as members of the Club must be current Netball WA members.

7. AGE REQUIREMENTS

The age requirements for each level and team will be in accordance with the bylaws of JNA (as appropriate) and Netball WA. The JNA bylaws can be found on its website <http://joondalupnetballassociation.wa.netball.com.au/content>

8. UNIFORM

(a) The CNC Uniform colours are Royal Blue, Navy and Red

Team Uniform: Navy dress with Red, Royal Blue & Red swirls, Navy undershorts, white club socks (socks are recommended but not compulsory). Alternatively, there is a unisex uniform with a Navy Match Shirt with Red, Royal Blue and Red swirls, Navy sports shorts and white club socks (socks are recommended but not compulsory).

(b) Players will not be permitted to take to the court unless they are in full uniform. Please note that any player not in uniform will attract penalties as per current JNA Policy.

(c) CNC Training shirts or Royal Blue Playing Top must be worn by all players at training.

(d) Additional uniform items including caps, jumpers, scarves, beanies and CNC training 'Skins' are available but not compulsory

(e) The Club uniform is as determined by the Committee of Management from time to time. The cost to families of changes is carefully considered in these instances.

(f) All uniform items are available from Mecca Sports Joondalup. Please note that some less common sizes etc may take some time to order.

9. SELECTION OF TEAMS

(a) A Team Selection Sub-Committee shall be formed whose duties shall be to review all the player registrations and form teams based on age group, ability and any other criteria, which the Team Selection Sub-Committee deems appropriate.

(b) The Team Selection Sub-Committee shall consist of:

- (i) No less than three (3) members.
- (ii) At least one member of the Executive Committee.
- (iii) The CNC Development Officer/s

(c) The selection of all U8's – U11's teams shall be a paper selection unless the Team Selection Sub-Committee deems it necessary to conduct Selection Trials. While it is not always in the best interests of the players or teams, requests for players to remain together will be considered where possible.

(d) Selection Trials will be conducted under the following conditions:

- i. All players who have registered online shall be informed in writing of the date, time and place where Selection Trials are to be held.
- ii. Notice of Selection Trials must be received at least ten (10) days prior to the date of the Trials.
- iii. Selection trials are generally held over two sessions to allow for injuries / illnesses etc

(e) Team Selection Panels

- a. Independent Selectors from outside of the Club will be included to ensure an unbiased result.
- b. Selectors may be appointed to more than one panel.
- c. All selections are de-identified and each player will have a number written on their leg to allow Selectors to record their observations and make their deliberations.

(f) Players shall be notified of the team in which they have been selected. CNC Selection panel may amend the grading process to include match play to help determine final teams.

(g) The Team Selection Sub-Committee's decision, in consultation with the Committee, is final.

(h) Late registrations team allocation is based on evidence of players ability. Grading letter or letter from previous coach is preferred,

10. TEAM OFFICIALS

(a) The Team Officials are the Coach and Assistant Coach. Further Team Officials may be appointed from time to time, as determined by the Coach and the Committee of Management.

(b) Coaches

- i. A coach shall be appointed for each selected team.
- ii. A call for applications to Coach shall be made no later than one month prior to the season.
- iii. All coaches must either have their Level 1 or be working towards the Level 1 Coaching Accreditation

(c) Levels of Coaching Development

Currambine is known as a Club which develops its players into umpiring and coaching roles as well as playing. Generally, an apprentice coach will do 2 years with an adult – helping out with warm up, cool down etc, then he/she is elevated to assistant coach – able to take a session by herself if and when needed for one season. ALL coaches are required to complete the Foundation Coaching course. As a general guideline, the following age ranges are recommended:

- i. 13-15 year old apprentice coach
- ii. 16 years - assistant coach
- iii. 17+ years - Coach

(d) Assistant Coaches

- i. An assistant coach may or may not be appointed for each selected team.
- ii. The appointment of an assistant coach will be made in consultation with the Coach and the Team Selection Sub-Committee.
- iii. All Assistant Coaches are required to be working towards their Foundation Coaching Course completion.

(e) Apprentice Coaches

- i. An apprentice coach may or may not be appointed for each selected team.
- ii. The appointment of an apprentice coach will be made in consultation with the Coach and the Team Selection Sub-Committee. Junior apprentice coaches must be between 13-15 years of age.

10. FAIR PLAYING TIME

10.1 The guidelines laid down by Netball WA specify that all clubs should exercise 'fair play' for all players, regardless of ability. CNC follows the Netball Australia Junior Sport Policy with regards to Fair Playing Time.

11. AWARDS

(a) The Coach's award is chosen by the Coach independently and based upon his / her interactions

with the players over the whole season. The award will be presented at the Presentation Night.

(b) The Fairest & Best Award for each team is determined by voting during the season. One committee member will be responsible for tallying votes – all votes are confidential.

(c) The “Spirit of Netball” will be presented annually at the Presentation Night. The recipient of this Trophy will be determined by the Committee of Management.

(d) The “Junior Encouragement Award” will be presented annually at the Presentation Night. The recipient of this Trophy will be determined by the Committee of Management

(e) The “Club Champion Award” will be presented annually at the Presentation Night. The recipient of this Trophy will be determined by the Committee of Management. The “Club Champion Award” is awarded to a CNC athlete who has been a long-standing member of the club. The athlete must have given back her time to the club i.e.: coaching a team, a member of the committee, over a number of years.

(f) Life memberships and other forms of recognition will be awarded by the Committee of Management as deemed appropriate.

12. PRESENTATION EVENT

(a) At the conclusion of the Winter Season, a Presentation event shall be held to celebrate the season and to recognise players and teams who have excelled.

(b) The date and format shall be determined by the Committee of Management.

(c) The date, time, venue and format shall be provided in writing or by email to all members.

(d) Presentation of all awards shall be made at the Presentation Event.

(e) Additional recognition of achievements, if appropriate, shall be made on Presentation Event.

13. REPRESENTATIVE TEAMS/TOURNAMENTS

(a) All eligible players shall be encouraged to try out for Joondalup Netball Association Representative teams and any other representative teams, e.g. the West Coast Warriors teams.

(b) Individual teams may apply to the Committee of Management to enter carnivals. If teams are entering as a CNC team, they are required to wear their standard uniform and abide by the Club's Code of Conduct at all times.

(c) All costs of entering tournaments other than the JNA Saturday / Monday competition are to be met by the Team.

(d) JNA and other representative team commitments (not including carnivals) take precedence over Club team commitments.

14. FUNDRAISING

(a) The Club shall conduct such fundraising activities as deemed necessary and appropriate by the Committee of Management. This takes the form of one major fund-raising effort per year, plus smaller events such as a Bunnings sausage sizzle as they can be arranged.

(b) The Committee of Management shall determine the fundraising activities.

(c) All members are required to support the fundraising levy when applied, which is payable by one payment per family, prior to the season starting. Participation in any other fundraising efforts is strongly encouraged, as all monies go directly to the running of the club, including purchase of equipment, trophies, additional specialist training for coaches and players etc.

(d) Individual Teams must seek approval from the Committee of Management for any individual fundraising activities. Teams must apply in writing at least four weeks prior to the event, providing details of and rationale for the fundraising activity. Information as to how the activity will be organised, including risk management and safety measures if relevant must be provided.

15. COURSES, SEMINARS & OTHER OPPORTUNITIES

(a) The Club shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.

(b) The Club shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.

(c) The Club shall particularly support, and encourage all Coaches and future Coaches to participate in Coaching courses and seminars. Coaches may apply to the Committee of Management to have their course fees and expenses reimbursed by the Club. Such reimbursement is based on the coach agreeing to a 2 year coaching commitment to the Club. If the 2-year commitment is not met, the coach will refund all monies to the Club for courses paid for by the Club.

(d) All Umpires will be required to attend meetings & training sessions organised by JNA. Any costs incurred are to be paid by the umpire.

16. ACCREDITATION

(a) The Club shall ensure that all officials, including Coaches, have current appropriate minimum qualifications, in accordance with the guidelines set out by Netball WA.

(b) Where minimum qualifications/accreditation standards are not met, the Club shall encourage and

support the member/s to achieve the minimum standards.

(c) The Club will not appoint any person to an official position unless the person to be appointed has achieved the minimum standard qualification /accreditation.

17. RISK MANAGEMENT

17.1 Injury Reporting

(a) All Clubs are responsible for recording all injuries sustained during a game at the discretion of the injured player or players' guardian (player under 18) on the Injury Reporting Sheets provided by JNA as appropriate

(b) All players in the Currumbine Netball Club teams are responsible for recording all injuries sustained during a game at the discretion of the injured player or players' guardian (player under 18) on the Injury Reporting Sheets provided by JNA as appropriate.

(c) Club coaches may elect to sit any player out during a game if he/she feels that the player is too unwell or is carrying an unreported injury which may result in a potentially greater risk. While the parents or carer will be informed of this result, the decision rests with the Coach.

(d) A medical clearance may be required before an athlete can return to the court for training or games following illness and following all reported injuries.

(e) Possible refund of registration fees for netball related injuries only are at the discretion of the committee. An application for refund must be made in writing. No refunds will be approved after 5 games are played.

17.2 First Aid

(a) The Currambine Netball Club recognises that First Aid services are generally provided by JNA (as appropriate) at its Saturday/ Monday competition.

(b) The Currambine Netball Club will encourage its Coaches to ensure that a qualified first aider is present at all competition/training nights.

17.3 Emergency procedures Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police and an Emergency Procedure Plan are to be made available to each Coach.

17.4 Weather

In the case of extreme weather conditions, the Currambine Netball Club will follow Joondalup Netball Association's policies and procedure for completion. The over-riding consideration in all decisions made by the JNA is the safety of players, coaches and spectators.

17.5 Blood Policy and Infectious Diseases

The Currambine Netball Club will follow Joondalup Netball Association's policies and procedure for blood or injury/illness.

17.6 Smoke Free

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

17.7 Sun Protection

The Currambine Netball Club will adopt a SunSmart policy as prescribed by the Cancer Council WA.

17.8 Drug Policy

The Currambine Netball Club does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball WA drug policy, August 1993 as amended from time to time, is implemented and will apply for all Currambine Netball Club teams.

17.9 Alcohol Policy

Our club supports the responsible consumption of alcohol and takes seriously any inappropriate behavior that results from excessive drinking.

Alcohol free social events will be provided for young people and families.

We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

All members of the club including parents, sponsors, coaches, managers and committee members will comply with Currambine Netball Club's full alcohol policy, which is listed on the clubs website.

18. CODES OF CONDUCT

The Currambine Netball Club will adopt Codes of Conduct being for parents/carers, athletes, committee members and coaches. All parents/carers, athletes, umpires, managers and coaches are required to read (or have explained to them) and sign their acceptance of the Codes of Conduct when registering on myNetball with the Currambine Netball Club INC. These codes are binding and will form the basis of all dispute resolution procedures of the Club.

19. DISPUTE RESOLUTION

19.1 Duty of Care

The Club has a Duty of Care to ensure that all those engaging with and participating in activities that The Club is involved in are not put at risk. This includes but is not limited to both physical and verbal intimidation. The Club is within their rights to remove a person or people from an activity to ensure this Duty of Care is maintained. Following this, The Club may choose to take further action against the individual/s concerned. In doing this The Club will follow the Dispute Resolution Process.

A Dispute resolution flow chart available on the clubs website for full resolution process.

19.2 Dispute Resolution Process

In relation to a Breach of a Code of Conduct –

The Club Committee or a representative of the Committee will:

- i. either meet with the individual/s concerned to discuss the issue; and/or
- ii. commence disciplinary action for the breach of the relevant Code of Conduct in accordance with The Club Constitution **clause 4.1**.

In relation to a Grievance or Complaint –

- i. If the dispute is between members refer to **clause 4.2.1** of The Club Constitution.
- ii. If the dispute is between one or more members and The Club:
 - I. The individual/s lodging the Grievance/Complaint are required to submit a Grievance/Complaint form to The Club Member Protection Information Officer. Grievances/Complaints submitted by other means will not be accepted.
 - II. Unless notification is received in accordance with The Club Constitution **clause 4.2.2.5** the Grievance/Complaint will be determined by The Club Committee in accordance with The Club Constitution **clause 4.2.3**.

20. INDEMNITY

Except where provided or required by law and such cannot be excluded, the Currambine Netball Club and its respective directors, officers, members, servants or agents are absolved from all liability however arising from injury or damage, however caused, arising whilst participating as a member.

