



Warragamba Netball Club

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1. CLUB MEETINGS:

Club meetings shall be held on any weekday of the month in which called, except where this conflicts with public holidays, school holidays or any other special event.

2. ASSOCIATION AFFILIATION:

For the purpose of section four (4) of the Constitution "The Club" shall be affiliated with Penrith District Netball Association.

3. DELEGATES TO THE ASSOCIATION:

There shall be two (2) delegates who shall attend Association meetings to represent "The Club" and a report on Association activities shall be provided to the Executive Committee at the next club meeting.

4. CLUB UNIFORM:

The club uniform shall be

- a) A lycra dress, consisting of navy blue, sky blue and white colours with side panels with the words "Warragamba". Club bike pants with Warragamba design or navy or black bike pants to be worn. Socks must be worn.
- b) Appropriate sporting footwear must be worn at all times.
- c) All players must be in full club uniform while playing in competition games.

5. MEMBERSHIPS:

6. LIFE MEMBERS:

7. OFFICE BEARERS:

Any office bearer suspended by "The Club" shall, on demand by the President or any approved member of the executive committee, hand over all minutes, cash, bank receipt or any other books, papers or documents and any other property held in possession or custody which belongs to or relates to "The Club", but such rights shall be forfeited in the event of non-compliance.



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PRESIDENT:

- To occupy the chair at all meetings and to lead the club in matters of policy.
- Ensure all activities of the club are undertaken in a proper manner.
- To prepare and present the annual report at each Annual General Meeting (AGM).
- The president/vice president shall have a casting vote at all meetings.
- The president should be a delegate to association meetings.

VICE PRESIDENT:

- To assist the president in the proper conduct of meetings and to carry out the president's duties in the absence of the president.
- To undertake duties as may be delegated by the president from time to time.
- Arrange and manage the clubs' rosters, staffing and activities for canteen and tower duty for the association.
- To organise and control the clubs' social functions. To maintain and source new sponsors.

SECRETARY:

- To receive and manage all incoming and outgoing correspondence as directed.
- To maintain an accurate list and contact details of all club members.
- To maintain true and correct records of all meetings including minutes.
- To maintain liaison with the association.
- To prepare and issue notices of meetings and other notices that may be directed from time to time.
- To be responsible for the safe custody of all club property placed in possession.

TREASURER:

- To be responsible for the collection of all fees and other payments.
- To maintain a true and correct record of all receipts and transactions and submit a report to each committee meeting.
- *To pay all accounts more than \$20.00 by bank transfer which must be actioned by two (2) of the following office bearers, President, Vice President, Secretary, or treasurer.*
- To notify the executive committee *and registrars* of all instances of unfinancial members and any other outstanding monies *before the Association registration.*
- To compile and present a duly audited annual balance sheet at each annual general meeting (AGM).



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- To compile and present true financial records for auditing to an allocated person agreed upon by the (executive) committee within seven (7) days after 30th September each year.
- To pay all invoices by its due date.

UMPIRE CONVENOR/S:

- To appoint competition match umpires for all club matches.
- To attend lectures from the association, arrange books on umpiring and arrange lectures within the club before theory exams each year.
- Report to the association on numbers for the exams and liaise with the association's umpire's convener.
- To maintain a detailed record of all results of umpire exams.
- To maintain a detailed record of all competition matches umpired by the club
- To record and report on all alterations to rules and new interpretations that may occur.
- To nominate umpires for finals series to the association.
- To notify the secretary and treasurer at the halfway point of season and at the end of the season the details of all matches umpired and by whom. This also includes borrowed umpires.
- To provide the secretary and treasurer at the halfway point of season and at the end of the season an accurate list of monies owed to umpires indicating their individual charge.

SENIOR REGISTRAR:

- To maintain a register of senior players in all teams, in their respective grades.
- To provide the secretary with accurate listings of all teams and members to those teams.
- To ensure that all senior players are registered with the 'Association' in accordance with the associations by-laws.
- To ensure that photographs of senior players are updated in accordance with the 'Associations' requirements.
- To issue registered "player cards" for each team to the respective coach / team manager.
- To ensure the return of all "player cards" at the end of each competition season
- To advise the 'Association' and the club secretary of team forfeits.

JUNIOR REGISTRAR:



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- To maintain a register of junior players in all teams, in their respective age groupings and grading.
- To ensure that all junior players are registered with the 'Association' in accordance with the associations by-laws.
- To ensure that the birth dates and photographs meet the 'Association' requirements for registration purposes.
- To issue registered "player cards" for each team to the respective coach.
- To ensure the return of all "green cards" at the end of competition.
- To advise the 'Association' and the club secretary of team forfeits.
- To organise the graders for the purpose of grading in the under nine (9) to under seventeen (17) year old divisions

JUNIOR REGISTRAR SUB COMMITTEE:

- This will include the Junior Registrar, President and Vice President based on the information provided by the chosen graders.
- To assist the registrar with grading.
- This role is to assist the junior registrar with the team placements of the junior players.
- Graders will be chosen at the discretion of the Junior Registrar and Executive Committee. Consultation may be sought from the general committee.

COACHING CONVENOR:

- To publicise and hold coaching clinics within the club.
- To arrange for members to undertake level "O" and level "1" certificate courses.
- To liaise with all coaches throughout the competition season.
- To recommend the appointment of coaches and assistant coaches to all teams in the club.
- To report to the clubs Executive committee and club meetings on all issues associated with coaching.

UNIFORM CONVENOR:

- To provide the treasurer with a stock take of all assets on hand as at 30th September each year.
- To collate and place all uniform orders at the allocated cut-off date after registration.
- To communicate with members regarding progress and distribution/collection of uniforms.



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- To maintain as accurate record of all orders, payment methods and to be shared with the treasurer and secretary.

PUBLICITY OFFICER:

- To prepare publicity and newsletters for members on club events and items of interest.
- To update the internet web page.
- To update the 'clubs' social media pages that are agreed upon by the committee at the start of each committee term.

EQUIPMENT OFFICER:

- To maintain accurate list of all equipment that the club owns and who it's been allocated to. Coach details and team representative for the senior teams.
- Allocate fully maintained and stocked game and training bags to be issued at the beginning of the season.
- Ensure all equipment is returned and stored appropriately at the end of each season.
- Any major purchases to be approved by the committee.
- Provide a stock take of all equipment to the treasurer and secretary within seven (7) days after 30th September each year.

FUNDRAISING OFFICER:

- To liaise with the Vice President for sponsorship packages.
- To manage past and proposed sponsorship listings.
- To provide the treasurer accurate details of sponsors for invoicing.
- To liaise with the Vice President with all matters relating to fundraising for the club.
- Will be supported by all Office Bearers for the best interest of 'the clubs' success in fundraising.

8. PUBLIC OFFICER:

- The public officer shall be appointed by the Executive Committee who shall keep the corporate affairs Commission (Department Fair Trading) informed of any changes within the club including its financial arrangements.
- The public officer shall be at least 18 years of age.
- The public officer will normally be the secretary; however, the Executive Committee may appoint another person if it so desires at any time.



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9. REGISTRATIONS:

- a) Player registration shall close on a date to be fixed by the executive committee. Such registration should be on the appropriate form and shall be accompanied by the players registration fees and evidence of birthdate where required.
- b) Net-Set-Go registration fees are payable by players who shall be nine (9) years of age or under as at December 31st in the year of play.
- c) Junior registration fees are payable by players who shall be between ten (10) and seventeen (17) years of age as at December 31 in the year of play.
- d) Senior registration fees are payable by a player with the minimum age requirement of fifteen (15) years as at December 31st in the year of play, playing in the senior competition.
- e) Birth certificates or passports will only be accepted as proof of age to and including eighteen years.
- f) In addition to the above, new registrations to the club must provide two identical passport size photos of the player.
- g) Photos to be renewed every three (3) years for junior players and every five (5) years for senior players.

10. AGE GROUPS:

- a) A player's age on the 31st of December in the year of play will determine their age group. A player may at the discretion of the Executive Committee play in an age group, higher. For example, a player who turns eleven (11) on December 31st may play in the elevens (11's) competition, or, if "The Club" desires the twelves (12's) competition. A player who turns 10 on the January 1st may play in the tens (10's) competition or, if "The Club" desires the elevens (11's) competition.
- b) A *Net-Set-Go* player is one who is *ten (10) years* or under as at December 31st in the year of play.
- c) A junior player is one who is between the ages *eleven (11) to seventeen (17) years* of age as at December 31st in the year of play.
- d) A senior player is one with the minimum age requirement of fifteen (15) years as at December 31st in the year of play playing in a senior competition.

11. INJURIES:

Where a financial member of "The Club" is injured while participating in approved club or Association activities and incurs monetary loss, that person may lodge a claim to the Association with which "The club" is affiliated. The Association includes



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an insurance levy in the affiliation of player fees it charges to members of "The Club".

12. END OF YEAR AWARDS:

- a) End of year awards are only made in respect of the winter competition. No awards will be presented by "The Club" for Night Competition, Carnivals or gala days. The awards in terms of type, value and size will be determined by the Executive Committee each year. Notwithstanding the following, any additional awards, (including donated awards) may be included if agreed by the Executive Committee at any time. Any such additional awards should be ratified at the next general meeting of "The club". An ongoing record is to be maintained by "The Club" of all the awards made.
- b) An award will be made to each player participating in the age groups (7) to seventeen (17) years inclusive. The relative size of the award will reflect the achievement obtained by the team throughout the year, ie; Participation, semi-finalist, finalist, grand finalist, premiers.
- e) A 'Players Player' award will be given to one (1) member of each senior team at the end of the playing season.
- d) A participation gift will be made to all players and and coaches if the clubs funds permit.
- e) The Presidents Award will be awarded to a club member of the President's choosing. The perpetual trophy will be inscribed with the recipient's name and a small trophy given to the recipient.
- f) An Umpires Achievement award in the form of a whistle will be awarded to a member when they first receive their district C Badge. A gift will be made for each umpire Upgrade.
- g) Recognition awards those being: 'The Frances McGrath Award', a 'Junior Spirit of Sport Award' and a 'Senior Spirit of Sport Award'. Nominations for these awards will be open for all financial members to nominate recipients at the conclusion of the seasons grand final. All nominations received by the allocated deadline will be considered and voted upon by the clubs Office Bearers.
The 'Frances McGrath Award' is in the form of a recognition gift and is given to an individual that has dedicated their time as a volunteer whilst presenting as a positive role model with a positive attitude, working for the best interest for the club and members to the best of their abilities. The award may be presented to any person be that a spectator, Manager, Coach, volunteer or committee member.
The recipient does not have to be a member of "The Club"
The Junior and Senior 'Spirit of Sport Award' is awarded to a junior player and senior player who have dedicated their efforts through the season as a respectful player,



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positive role model relating to all aspects of the sport and has assisted where the club needed for the best interest of the club.

13.UMPIRING DUTIES:

- a) Persons who umpired competition matches for the club will be rewarded in the form of a Bank transfer Mid-season and after grand finals of that season. Twilight payments will be made within 14 days after the twilight season is complete in the form of a banks transfer.
- b) The scheduled fee will be determined by the Executive Committee in discussion with the Umpire Convenor at the first committee meeting after appointment from the Annual General Meeting.
- c) Umpires may wear white, a playing uniform, "The Club" or Association tracksuit. All umpires who wear white must wear white underwear. A club tracksuit top is permitted over the club uniform, track pants and team polo shirt is also permitted.
- d) A mixture of uniforms is not permitted, eg. Club dress with Association jacket.
- e) Fines.
 - i. Any fine levied by PDNA for dress code violations may be deducted from the amount earned by an umpire.
 - ii. Any find levied by PDNA for an umpire failing to sign the score sheet may be deducted from the amount earned by an umpire.
 - iii. Any fine levied by PDNA for failing to attend their game (without due notice to the umpire convenor) that amount may be deducted from the amount earned by an umpire.

All above decisions shall be at the discretion of the Executive Committee and Umpire Convenor.

14.CARNIVALS:

- a) Club teams may enter carnivals or gala days either by the Association or other associations.
- b) Carnival suggestions will be offered to 'The Clubs' coaches for consideration.
- c) Coaches will notify 'the clubs' Junior Registrar by a set cut-off date to have that team registered to the carnival.
- d) The clubs Junior Registrar will register all Warragamba Netball Club participating teams with the hosting Association.
- e) The Junior Registrar with liaise with the clubs Umpire Convenor to arrange suitable umpires for the carnival. This will be offered to 'the clubs' umpires first, then seek out of club umpires if required.



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- f) A per player fee will be established by the Executive Committee in conjunction with the Junior Registrar and Umpires Convenor.
- g) The umpire pay will be established by the executive Committee in conjunction with the Junior Registrar and Umpires Convenor.
- h) Warragamba Netball Club requires all junior participants to wear 'The Club' uniform and suitable footwear at all times.
- i) Umpires to wear appropriate sports wear and footwear at all times.

15.GRADING:

- a) Grading and team selection will be made by the Junior Registrar, President and Vice President.
- b) Grading may be done on a grading day or paper selection, or both, as the grading committee decides.
- c) Players may be selected in an age group higher than their own if required due to team numbers. Wherever possible, the grading committee will try to accommodate as many registered players as possible into teams.