

**Baxter Netball Club Bylaws** are in addition to and subordinate to the **Rules of Incorporation**. These Bylaws must not be inconsistent with the Rules of Association. They lay out the operating procedures of Baxter Netball Club as allowed under *Rule 42.3(c)* of the Rules of Incorporation.

Bylaws should be reviewed annually and may be amended at the Annual General Meeting, or by special resolution at any other time.

For additional procedural information (in addition to the Rules of Incorporation), please refer to the ***Secretary's Satchel (Vic): A guide to running Victorian incorporated associations***. Club secretary should use as a reference to assist them in their role and to further their understanding of any legal requirements. PDF copies available online at <https://nfplaw.org.au>

#### **Club Details**

Baxter Netball Club Inc.

Address: PO Box 65, Baxter 3911

Email: [baxternetballclub@outlook.com](mailto:baxternetballclub@outlook.com)

Website: [www.baxternetballclub.com](http://www.baxternetballclub.com)

Incorporation Number (A0037701E)

ABN: 88 885 641 379

#### **Purpose**

Baxter Netball Club aims to provide all players wishing to play domestic netball an opportunity to do so, and to learn and develop their netball skills in a fun, inclusive, friendly and supportive environment.

#### **Definitions**

<b>FDNA</b>	Frankston District Netball Association
<b>Club</b>	Baxter Netball Club Inc.
<b>Committee</b>	The committee of Baxter Netball Club as elected annually
<b>Registration</b>	Application for membership to the Club
<b>Registration fees</b>	Subscription fees to accompany registration as per Rules of Incorp.
<b>Rules</b>	Rules of Incorporation (also known as the constitution or model rules)
<b>Financial member</b>	A member that has paid their registration fees in full

## **1. GENERAL**

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- 1.1** All members are to abide by the Club's Constitution and Bylaws, together with the Rules and Bylaws of FDNA, or any Association that the Club may from time to time have association with.
- 1.2** All teams playing or intending to play under the Club's name, must apply for permission from the Club to enter in or withdraw from any competition within any Association.

## 2. MEMBERSHIP

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2.1 The Club must have at least 5 members per *Rule 7* of Rules of Incorporation.

2.2 Eligible members (as per *Rule 8* of Rules of Incorporation):

- All players over 18 years who have submitted their registration application and who have paid their registration fees in full.
- Minors who have submitted their registration application and have paid their registration fees are considered *associate members*. Associate members are unable to vote, however they are represented by their nominated parent/guardian, who vote on their behalf.
- Life Members
- Committee Members

## 3. UNIFORM

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3.1 Colours: Predominantly yellow with spectrum blue and white

3.2 Players are required to purchase a uniform of the current club design.

3.3 The uniform is comprised of:

- Playing dress in current club design (females)
- Playing top in current club design and black/navy shorts (males)
- White socks
- Club jacket or hoodie which are *non-compulsory*

3.4 For tournaments and the short Spring/Summer season, new players will not be required to purchase a club dress. A loan dress of current design (if available), or a loan dress of older club design will be provided.

3.5 In addition, and per current FDNA Uniform policy:

- NSG and 11/Under may wear an additional top under their uniform for warmth. Top must match uniform colours.
- All age groups, may wear plain, black, full-length black leggings.

3.6 Club uniform policy should be in line with current gender policies as set by Netball Victoria and the Association. Special uniform requests may be made on behalf of any member, where committee deems appropriate.

## 4. REGISTRATION REQUIREMENTS

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Registration, for the purpose of these Bylaws, means an application for membership to the Club as described in the *Rules of Incorporation*.

### 4.1 Member details

All members shall provide the following to the club

- Name
- Parent/Guardian name (if under 18)
- Telephone Contact
- Address
- Email address
- Date of Birth

### 4.2 Registration Fees

Registration fees must be paid by the date specified by the committee at the Annual General Meeting. Voting rights of members do not come into effect until fees are paid in full.

- **Payment Plans**

Members may opt to apply for a payment plan if needed. Payment plan must be approved by the treasurer, and payments must be made as outlined on signed agreement. As per *Rule 12 (4)* voting rights do not come into effect until fees are paid in full.

- **Late Registrants**

The Club may determine that any new player that begins after the beginning of the season, may pay pro rata registration fees based on the amount of season remaining (*Rule 12 (3) b*)

- **Discounts**

Club may offer discounts for registration fees from time to time. Discounts for early payment, extreme hardship and multi-member families may be considered. Discounts at the discretion of the executive committee and must be formally noted in minutes.

### 4.3 Codes of Conduct

All players, and parent/guardians, must read and agree to current Codes of Conduct as published on club website.

### 4.4 Netball Victoria Membership

All players must have their Netball Victoria Membership paid in full prior to playing in any match for the club.

### 4.5 Age Requirements

Age requirement for club players must align with current FDNA Bylaws and must be reviewed prior to team allocations. Generally, player age is determined as at 31

December of current playing year. Special requests can be made to FDNA on behalf of a member where the committee deems appropriate.

#### **4.6 Clearance**

For new members who are transferring from another club within the association, a clearance application must be completed by the secretary and approved before playing with the club. *New members who are transferring from another Association (or playing in addition to), do not need a clearance request.*

### **5. REGISTRATION FEES**

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As per *Rule 12*, the committee must decide at the Annual General Meeting, the amount of *annual subscription fees* for the following year and the date of payment. *For the purpose of these Bylaws, subscription fees will be referred to as registration fees.* Registration fees are calculated at the annual general meeting and are calculated for the *Winter Season*. Registration fees are divided into administration fees and playing fees.

#### **5.1 Administration fees**

- Calculated to cover the basic administrative costs of running the Club for the financial year. These include, but are not limited to: annual webpage fees, annual Consumer Affairs financial statement lodgement, annual PO Box fee, stationary costs and bank fees.
- Administration fee is non-refundable in any reimbursement calculations once player has been entered officially on a team with FDNA.

#### **5.2 Playing fees**

- Shall be calculated with the aim of covering for the ensuing season:
  - association team entry fee
  - association weekly playing fees
  - Coach VNA
  - Foundation Coaching certificate
  - court training fee
- Fee calculations are based on seven players (minimum number required to enter a team).
- Fees are also calculated to cover entire season length, including finals.  
*Note: NetSetGo and 11/U age groups do not participate in finals, but do play games during finals.*
- Any additional fees collected are to be used to offset fundraising efforts required to cover the costs of end of year awards and presentation

**5.3** Tournaments and Spring season playing fee are to be calculated to cover entry fees and weekly/tournament fees. Administration fees may be waived as they are calculated to cover the entire calendar year when setting Winter Season fees.

## 5.4 Refund Requests

**5.4.1** If a player withdraws prior to Round 1 (ie. prior to or during grading matches), they may request a partial refund. Refund will be calculated as follows:

- Full season fees
- *less* non-refundable administration fee
- *less* fixtured grading matches (to be charged at the casual playing rate as determined at yearly AGM)

**5.4.2** If a player withdraws from Round 1 and prior to Round 6 they may request a partial refund for extenuating circumstances only. Extenuating circumstances may include, but are not limited to, injury and mental health reasons. Reason for withdrawal and refund request need to be brought to the committee in writing at next scheduled committee meeting. *Changes of mind or movement to another FDNA Club are not eligible for refund.* If approved, credit will be calculated as follows:

- Full season fees
- *less* non-refundable administration fee
- *less* fixtured grading matches and rounds (to be charged at the casual playing rate as determined at yearly AGM)
- Refunds during this period, will be in the form of a family credit only (unless extreme financial hardship demonstrated).

**5.4.3** Partial refunds from, and including Round 6 are nil (except in cases of financial hardship)

Please refer to FDNA match calendar for specific Round dates, as these vary each season. These are posted each year under Season Information on the club website

<https://www.baxternetballclub.com/season-info>

## 6. TEAM ALLOCATIONS

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**6.1** Team allocations are to be compiled by the executive committee, or by at least 2 members of the executive, if the remaining members approve. The coach coordinator (if one has been appointed) should be included in the decision making process.

**6.2** Although team allocations should attempt to place members with friends, other factors such as age, team balance, and the growth of all individuals needs to be considered

**6.3** Where possible, teams will be capped at 9. However, if number of registered players is higher, teams may include greater numbers provided consultation is made with coaches.

- 6.4 Objections from coaches, players or parents to the placement of any player must be lodged in writing stating reasons, prior to submission of teams to association.

## 7. COACHES

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- 7.1 Executive committee will allocate a suitable coach for each team.
- 7.2 Senior teams may operate without a coach if one cannot be allocated. However, the committee will assist senior teams with the provision of a team manager, and/or weekly support at games to assist with scoring or any other assistance required.
- 7.3 Junior coaches will have the assistance of a senior coach their first year. After year one, junior coaches may coach alone if the executive committee has determined that they are competent. Ongoing assistance/monitoring to be provided where deemed appropriate.
- 7.4 All coaches over 18 years of age, must have a current working with children check (Volunteer WWC or equivalent eg. VIT)
- 7.5 All coaches must attend coach orientation meeting, and any other coach meetings as requested.
- 7.6 Coaches are to prepare for their weekly training sessions. Committee will supply coaches with adequate coaching materials to allow them to perform this duty. These are to include, but not limited to: weekly training sessions, and additional skills drills.
- 7.7 Coaches are expected to arrive at matches before players and provide an adequate warm up to assist in injury prevention.
- 7.8 Coaches shall be responsible for training balls, match balls, coaching materials and bibs.
- 7.9 Club will pay for Foundation coaching certificate (which is highly recommended) for those who undertake the course during their role as coach.
- 7.10 Club will pay for Netball Victoria Membership (VNA) for the senior coach of each team.
- 7.11 Coaches will be provided with a coach top and/or hoodie/jacket on loan for the coaching season.
- 7.12 Where possible, coaches are to rotate all players as recommended for their development by Netball Victoria.
- **Net Set Go and 11/Under**

Players in these age groups do not have ladders or finals. This allows for the development of the skills necessary to the game of netball. It also allows the players to experience the range of positions on court as a means to understand the rules the game and how the game flows.

Coaches will determine the most effective way to rotate players on their team. They may take into account the individual players ability to handle rotations. Some will find it more difficult to rotate every quarter.

Coaches will keep a record of the positions played by each player to ensure they all have an opportunity to try different positions throughout the season.

- **13/Under:**

Although 13/U teams may experience finals for the first time, coaches should avoid “pigeon holing” players as it is still important to give all players the opportunity to continue with their skill development and experience different positions.

The coach should attempt to determine the best mix of skills and rotations to keep the team balanced and competitive, but offer players the opportunity to play in different positions. This is also important to develop team depth, so that player absences or rotating players on and off court won't affect the overall balance of the team.

- **15/U, 17/U and Seniors**

Throughout preseason training and grading matches, coaches will determine positioning of players with skill level and team balance in mind. Coaches will still encourage a wide range of skills across the team so that player absences and rotations do not impact balance of the team.

## **8. TEAM MANAGERS**

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- 8.1** Executive committee shall ensure a team manager is provided for each team.
- 8.2** Executive committee shall provide team managers a current list of players and/or parent/guardian contacts prior to season commencement.
- 8.3** Executive committee shall facilitate a communication group for team. For example, using a common platform such as Messenger or What's App or similar.
- 8.4** All team managers, must have a current working with children check (Volunteer WWC or equivalent eg. VIT)

- 8.5 Team managers shall familiarise themselves with the current correct procedures of scoring including pick up, return and signing of scoresheets.
- 8.6 Shall ensure that a scorer is allocated for each game and that scorers understand scoring procedures.
- 8.7 Shall assist in the collection of any team monies (fundraising, photos etc) and ensure they are returned to the appropriate committee member.
- 8.8 Shall assist the coach to ensure that weekly votes are completed

## 9. UMPIRE DEVELOPMENT

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- 9.1 FDNA are responsible for training and umpire development, however, it is the Club's responsibility to foster an interest and desire to pursue umpiring with our players/members.
- 9.2 The Club must provide a representative to act as umpire liaison with FDNA. This representative should be familiar with FDNA umpiring protocols and be able to facilitate a player's interest in this area.
- 9.3 The Club shall:
  - Encourage junior players to join the FDNA Umpire Development Program each season
  - Promote details of the program and training opportunities (from FDNA)
  - Give trainee umpires the opportunity to practice umpiring at training sessions
  - If possible, facilitate introduction to a senior/badged umpire as a mentor to build confidence and have a friendly face on game days

## 10. COMMITTEE

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- 10.1 **Positions** As per *Rules 52 and 53*, Committee must elect and consist of:
  - *Executive Committee*: President, Vice-President, Secretary and Treasurer
  - *General Committee (Ordinary Committee)*: Number of committee members required to operate efficiently, must be determined at the Annual General Meeting and consider the factors below:
    - In determining *General Committee* numbers, the quorum for regular meetings must be considered, and therefore a workable cap considered. Quorum for regular/ordinary meetings is 50% of Committee membership.
    - *General Committee* may be assigned specific roles. Although not legally required, the committee should aim to elect for the following specific roles.



- *Coaches Coordinator*
- *Uniform Coordinator*
- *Website/IT Administrator*
- *Fundraising Coordinator*

- See *Appendix* for job descriptions.

#### **10.2 Working with children check**

All committee members must have a current working with children check (volunteer WWC or equivalent eg. VIT)

#### **10.3 Committee Meetings**

- As per *Rule 58* the committee must meet at least 4 times per year.
- As per *Rule 59* committee members must be given notice at least 7 days before date of committee meeting.
- No business may be conducted without a quorum (being a majority of committee members).

#### **10.4 Annual General Meeting**

- As per *Rule 30* Annual General Meeting must be held within 5 months after the end of each financial year (financial year Oct 1 – Sept 30)
- As per *Rule 33*, at least fourteen days' notice must be given for annual general meeting, or 21 days if a special resolution is to be proposed.
- Quorum for annual general meeting is 10% of members eligible to vote
- Nominations for committee positions should be submitted in writing at least 7 days prior to annual general meeting.
- All committee positions become vacant at the Annual General Meeting, and a new committee is elected.
- As per *Rule 52*, separate elections must be held for the following positions: President, Vice-President, Secretary and Treasurer (the Executive Committee)
- As per *Rule 53*, if only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to that position. If more than one member is nominated for a position, a ballot must be taken.

- As per *Rule 53*, the annual general meeting must decide the number of ordinary members (general) of the committee it wishes to hold office for the next year. A single election may be held for those positions.

## 10.5 Job Descriptions

- Executive committee will provide job descriptions for all committee positions prior to the annual general meeting.
- All committee members must sign their job description and submit to the club secretary within 14 days for accepting their position.

## 11. PRESENTATIONS AND AWARDS

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### 11.1 Presentation

- Committee shall organise a suitable function for the presentation of awards
- The committee shall fundraise to cover the cost of a presentation
- If adequate fundraising has not been raised to cover costs of a suitable presentation, then a presentation cost may be charged.

### 11.2 Awards

- Only financial members can qualify for award trophies and medallions
- **Nettas and 11/Under:** each player to receive a suitable participation award
- **13/Under, 15/Under, 17/Under and Senior:**  
At a minimum, each team will be awarded a **Best & Fairest, Runners-Up Best & Fairest and a Coaches Award** . *If adequate funds are available, committee may also award participation awards for each player in these age groups.*

#### Procedure for Best/Fairest Voting

- (1) **Coach** to do one set of votes (2 Votes plus 1 Vote)
  - Coach may choose to delegate their coach vote to the Team Manager/Scorer
- (2) **Parent** to also do one set of votes (2 Votes plus 1 Vote)
  - Roster to be set up and distributed at the start of the season with votes handed out each week by Coach/Team Manager. If parent not present – vote is not to be redistributed to someone else. Note of parent's absence should be made on the envelope.
  - If the Coach is also a Parent, they are not entitled to be rostered for a parent vote

- For Seniors, rostered vote can be given to a parent/partner/spectator of rostered player. Additionally, if no parent/partner/spectator present, the player may vote.

#### **Procedure for tied Best/Fairest Vote Counts**

- If vote produces multiple equal Best and Fairest recipients, all will be awarded “Equal Best and Fairest”, with NO Runner-Up B&F awarded.
  - If vote produces ONE Best and Fairest recipient, but multiple equal Runner-Up recipients, all Runner-Ups will be awarded “Equal Runner Up B&F”
- A **service award** after 5 years continuous service to the Club is to be given.
  - A **player award** after 5 and 10 years continuous seasons playing for the Club is to be given.
  - A **Life Membership** is to be awarded on “merit” for at least 10 years continuous service given to the club. Service can include coaching and/or serving on the committee. A player may also be considered for life membership if they have also served the club in roles as a coach and/or committee member throughout their playing career.
  - **Margaret Osborne Memorial Award** is to be awarded to one junior player who fit the criteria as outlined in appendix.

## **12. PARENTS/GUARDIANS**

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- 12.1** May attend and vote at committee meetings as the parent of a junior “associate member”
- 12.2** Must read, sign and abide by Parent/Spectator Codes of Conduct
- 12.3** Are expected to adhere to all current Covid protocols as set by Netball Victoria, FDNA and the Club.
- 12.4** Are to voice any concerns to their coach at an appropriate time. *Not at training and not at matches when a coaches’ attention is focused on players.*
- 12.5** If a suitable resolution to concerns is not met by the coach, concerns must be addressed in writing to the Club.

## **13. INJURIES**

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- 13.1** No responsibility will be taken for any injuries incurred through practice or matches played for the Club.

- 13.2** For bleeding players, training must be stopped and player attended to before he/she can resume training.
- 13.3** Coaches will notify parents of any injuries occurring at training.
- 13.4** In the event of a player sustaining an injury during a game, coach or team manager, must make note of the injury on scoresheet. If injury requires first-aid, the coach or team manager, must ensure that the injury is reported to the Club for recording. Must also be recorded on official injury records at the Association.



## **Appendix**

### **Margaret Osborne Memorial Trophy Criteria**

- One player per season who demonstrates the true meaning of sportsperson.
- Each coach will select one player from their team to be nominated for the award.
  - Each coach will record their nomination weekly to ensure it is not a “recollection” of recent weeks.
- Nominations will be submitted to the Executive Committee prior to finals for determination.
- Criteria includes a combination of:
  - Regular, on-time attendance on training and match days.
  - Makes the biggest impact in a game.
  - Shows a keen interest in advancing their netball skills
  - Considerate and thoughtful team-mate towards other players
  - Epitomises integrity and sporting behaviour by accepting umpires decisions and coaches decisions
  - Decision is not based solely on match day performance but overall conduct as a member of the team and their level of commitment each week.
- Ideally, BNC will obtain financial sponsorship from a local Baxter trader to sponsor the winning recipient in the following year's Club registration fees.

