



# **TIBRO'S NETBALL CLUB INCORPORATED**

## **BY-LAWS**

Approved 2020 AGM

## CONTENTS

Contents .....	1
1 Objectives .....	2
2 Affiliations.....	2
3 Procedures Governing Membership – Junior .....	2
4 Procedures Governing Play - Juniors .....	3
5 Procedures Governing Behaviour .....	4
6 Procedures Governing Complaints .....	4
7 Procedures Governing Social Events and Wind-Up.....	5
8 Procedures Governing the Award of Trophies.....	5
9 Procedures Governing Seniors Competition.....	6
10 Management Committee .....	7
11 Meetings .....	11
12 Standing Orders .....	12
Appendix 1 – Working with Children Policy .....	14
Appendix 2 – Privacy Statement .....	15

## 1 OBJECTIVES

The objectives of Tibro's Netball Club shall be:

- a) To conduct, promote, encourage, and administer netball in the local area
- b) To act on behalf of, and in the interest of, the Club members and netball in the local area
- c) To affiliate and liaise with Caloundra District Netball Association ("CDNA") on behalf of the club members, and
- d) To undertake what is necessary to advance these objects.

## 2 AFFILIATIONS

- a) The club shall affiliate with CDNA and Netball Queensland ("NQ") on matters pertaining to netball.
- b) The club shall affiliate with Glass House Mountains Sports Club on matters pertaining to the Management of property and grounds at Glass House Mountains.
- c) The club shall nominate for the use of netball courts at Glass House Mountains Sports Club.
- d) The club shall pay fees and adhere to the rules and regulations set out by the parties with which the club affiliates.

## 3 PROCEDURES GOVERNING MEMBERSHIP – JUNIOR

- a) Tibro's Netball Committee shall decide upon fees at a General Meeting each year after affiliate (NQ and CDNA) fees are confirmed.
- b) Any netball player in Queensland shall be free to play with Tibro's Netball Club providing the Player qualifies by age, and that a position on a suitable team is available.
- c) A Player may only be registered with Tibro's Netball Club during any particular season of competition.
- d) A person who has applied to become a member in any particular season only becomes a member once their registration is completed through MyNetball and their fees are paid in full.

### 3.1 Club Registration

- a) To register as a Junior member for a season, a player must complete the online Registration Form in MyNetball by the registration closing date. Parent or Guardian consent is required for all players under 18 years of age.
- b) Fees must be paid upon registration or by special arrangement with the Executive Committee.
- c) Get Started Vouchers are available for use and must be notified on the Registration Form and submitted by email to the club for registration.
- d) Players who register after the registration closing date set by the Management Committee cannot be guaranteed a place in a team.
- e) New applications for registration and late registrations shall be placed on a waiting list and places allocated when they become available in the appropriate age/divisional category.
- f) A Player transferring from another club must satisfy all financial obligations to said club prior to transferring. Said club must also provide approval of clearance through MyNetball. No player after four (4) competition games will be released within our affiliated Association during the playing season.
- g) Unsuccessful late applications for membership will be notified in writing and any fees paid refunded.

### 3.2 Withdrawals

- a) A Player may withdraw from the Club prior to the commencement of the playing season by giving notice in writing to the Registrar.

- b) Monies may be refunded at the discretion of the Executive Committee.
  - c) Any Player who withdraws after commencement of the season will be deemed ineligible to play with another club without written consent from Tibro's Netball Club and only after written application and payment of any monies owing is received. Partial refunds may be given at the discretion of the Executive Committee.
- 3.3 Un-Financial Members
- a) In the event of any member in any competition failing to pay the necessary fees by the date set by the Management Committee, the member concerned shall not play in any game until such time as the amount owing is paid.

## 4 PROCEDURES GOVERNING PLAY - JUNIORS

### 4.1 Selections and Grading

- a) Team selection decisions shall be made by the Sub-Committee with assistance from the Coach Convenor
- b) Teams are nominated into age and/or divisional grade as per CDNA requirement.
- c) Players shall be selected by criteria such as age, ability, on court position and attitude with regards to other team members, coach/manager, and the game.
- d) Mixed age group teams may be formed where numbers are insufficient in any grade.
- e) Players and parents are expected to respect and accept all selection decisions as final.
- f) Any queries with regards to selection should be issued in writing to the Committee and will be dealt with at the next General Meeting.
- g) The Selection Sub-Committee will make recommendations with regards to a team's grading based on their observations during selection trials and the general guidelines set out be CDNA.

### 4.2 Uniforms

- a) The club's uniform is netball dress, with a combination of the clubs colours; green, black, and white and of a design approved by the Management Committee and which may be changed by the Management Committee from time-to-time.
- b) Club or plain black bike shorts must be worn
- c) White or black socks only
- d) Other uniform options include, but not limited to; club visor, club scrunchie
- e) No jewelry may be worn during match play or training, including body jewelry.
- f) The Club encourages the use of appropriate footwear to be selected by the Player for training as well as match play.
- g) The Player shall be required to wear the club uniform appropriately and present themselves in accordance with the Rules of Netball.

### 4.3 Team Management

- a) Each team shall appoint a Team Manager who shall be responsible for:
  - i. Organising/Supervising team roster for scoring and any other duties required during training or competition play.
  - ii. Assisting Coaches and the Club in all team affairs and acting as a liaison between Players, parents, and the Coach.

### 4.4 Team Registrations

- a) Each team, including the player list shall be lodged by a stipulated date with CDNA.
- b) Team cards will be signed by each team member of the team, thus helping CDNA track players each week on the score card.
- c) Alterations to teams may be made within the rules governing play with CDNA and in liaison with the Management Committee and the Registrar.

### 4.5 Competition

- a) If the coach has seven (7) original players available it is the requirement that those seven (7) play the duration of the game, a substitute may be used only in the event of an injury or inability to continue.
- b) All players in a team must be given equal court time during the season.

- c) Each player during finals shall play a minimum of two (2) quarters of the game, subject to injury or inability to continue.
- d) It is the Coaches discretion which players are chosen to take the court.
- e) Tibro's junior competition must follow all guidelines and rules set out by our governing associations.

## 5 PROCEDURES GOVERNING BEHAVIOUR

Tibro's Netball Club and its members shall adopt the Member Protection Policy Part A – Code of Behavior as set out by Netball Queensland. The full policy is available on Netball Queensland's webpage, as well as our own.

### 5.1 Players

- a) Play by the rules set out in the Rules of Netball
- b) Cooperate with your Coach, Manager and your teammates and work equally hard for yourself, your team, and your club.
- c) Never argue with an official or engage in verbal abuse of players, officials, or spectators.
- d) Do not engage in behaviour that may harass, intimidate, upset, or bully players, parents/guardians, other spectators, coaches, officials, or our club and association either in person or via any social media platform.
- e) Give sufficient notice to your Coach/Manager if you are not able to attend training or a competition game.
- f) The Coach has the sole right over which Player plays in any given position at any time and to refuse a player court time if the behavior code is not adhered to.

### 5.2 Parents, Guardians and Spectators

- a) Encourage Players to always participate according to the rules, support coaching decisions and encourage all Players to do likewise.
- b) Show appreciation and support to all Officials and our volunteer Coaches and Administrators. They make participation possible.
- c) Do not engage in behaviour that may harass, intimidate, upset, or bully players, parents/guardians, other spectators, coaches, officials, or our club and association either in person or via any social media platform.
- d) No Parent/Guardian or Spectator should approach the Coach regarding coaching decisions during a game or training session.
- e) Should Parents have any queries they should direct them to the Coach Convenor or follow the Procedures Governing Complaints outlined in Section 6.

### 5.3 Coaches

- a) The role of the Coach is to foster team spirit, enhance skills and encourage fair play.
- b) Each player in the team must be allocated equal court time across the regular season if they have adhered to the behavior code and the rules above.
- c) At finals, each player in the team must be allocated court time if they have adhered to the behavior code and the rules above.
- d) If a Player has not observed the rules the Coach is bound to notify the Player (where possible) during the practice prior to the game of any action the Coach intends to take.

### 5.4 Umpires

- a) All Umpires are required to be knowledgeable in the current Rules of Netball and conduct themselves in a responsible manner whilst fulfilling their duties.
- b) Treat all players, coaches, match officials and other umpires with respect.

## 6 PROCEDURES GOVERNING COMPLAINTS

In the event a member has a grievance with procedures within the club or any persona acting on behalf of the club, the following procedure should be adhered to:

- 6.1 Advise your Team Manager of your concern and try to resolve matters.

- 6.2 Discuss your concern with a Committee Member
- 6.3 Present your grievances in writing to the Management Committee
- 6.4 The Management Committee will adhere to Netball Queensland's Complaints Handling Policy.
- 6.5 The Member will be advised in writing of the decision of the Management Committee and this decision is final.

## 7 PROCEDURES GOVERNING SOCIAL EVENTS AND WIND-UP

- 7.1 The club may require members to participate in fundraising activities as deemed necessary i.e. Host CDNA BBQ Day, Fundraising Night etc
- 7.2 The club may encourage social events within certain age groups and to prompt club and team spirit as it deems necessary
- 7.3 The club will arrange an end of season celebration for Junior Teams, where players will be presented with awards, and acknowledgements can be given to Coaches and other members as deemed appropriate.

## 8 PROCEDURES GOVERNING THE AWARD OF TROPHIES

### 8.1 Annual Trophies

- a) Participation awards in the form of a medallion or trophy will be given to each player in NETSETGO grades by CDNA.
- b) Coaches are to select one (1) player to receive the Coaches Award:
  - i. Coaches Award – Player to be selected by the Coach for individual merit
- c) Coaches are to select one (1) player to receive a Merit Trophy from the follow categories:
  - i. Most Improved – Player who has developed their game and gamesmanship above and beyond Coaches expectation.
  - ii. Most Determined – A player who shows week in week out grit and determination for their team and club
  - iii. Most Consistent – A player that shows consistency in their performance and attitude (training and match day) throughout the season
  - iv. Best & Fairest– A player that shows good sportsmanship, attitude, cooperation and active participation.

### 8.2 10 Year Service Award

- a) Junior Playing
  - i. A junior Player is awarded a 10 Year Trophy for 10 years of play with the club. It recognises the time and commitment they have made to the club.
- b) Coaching Excellence Award
  - i. This award has been created to recognise the long serving commitment to the club by a coach.
  - ii. It is awarded to a coach who is committed, mentors' other coaches, promotes and cultivate the game of netball. More importantly encourages all members in the game of Netball, showing all members can have the opportunity to reveal their maximum potential.
  - iii. To earn this award, the recipients must commit themselves not only to Tibro's Netball Club but to their own coaching development and contribute to the development of the club.

### 8.3 Club Spirit Award

- a) This Award is not given out every year and is awarded to a club member who has shown outstanding commitment and service to Tibro's Netball Club and whose contribution has been of great benefit to the club,
- b) To earn this award, a member must demonstrate outstanding volunteer service, support the club at functions, is a good role model for other members, shows enthusiasm for the club and goes over and above the call of duty.

- c) Only the Executive Committee will deem if any member is considered a worthy recipient.

#### 8.4 Life Membership Badges

- a) A Life Membership Badge will be awarded to members who have been nominated and approved by resolution in accordance with the Constitution rule 10.5, after considering all factors relevant to the nomination.

## 9 PROCEDURES GOVERNING SENIORS COMPETITION

9.1 The Tibro's Netball Club shall conduct a senior's competition in the grade/divisions designated as follows:

- a) Ladies
- b) Mixed

9.2 Players must have turned fourteen (14) years of age to be permitted to play night season competition

#### 9.3 Nominations and Fees

- a) The Committee shall decide upon fees at a General Meeting each year, Season Fee and Yearly Fee.
- b) It is the responsibility of each Team to nominate with the Ladies Competition/Mixed Competition Convenor by the designated date by completing the team nomination sheet; this shall include team name, participant list and team colour (shirt and bib).
- c) After this date, no team can be accepted unless there is a 'Bye' that can be taken up in the corresponding position.
- d) Player nomination form and season registration fee is due to the convenor by no later than the 2<sup>nd</sup> game. Fees can be paid by cash or direct deposit. After this, the player will be considered non-financial and will not be able to take the court until such time that fees are paid.
- e) The game fee is to be paid to the convenor prior to the team taking the court.

#### 9.4 Rules of Play

- a) The rules adopted by the Club shall be those of all Australian Netball Associations.

#### 9.5 General Rules Relating to Seniors Competition

- a) Players must be registered in accordance with the condition prescribed by the By-Law Section 9 Clause 3 *Nominations and Fees*
- b) Fingernails shall be cut short; not taped. Wearing of gloves in competition may be permitted.
- c) No jewelry may be worn during match play, including body jewelry.
- d) Players must be present at the courts on time. Games will commence at the stated times. If a team has less than five (5) players after a period of five (5) minutes after commencement time, the game will be awarded to the opposing team (exception being if a late player is umpiring at another match).
- e) The first named team must supply a scorer. If a scorer cannot be found, a player from that team will be required to leave the game to score (exception made if only five (5) players).
- f) A forfeit fee will be imposed if the forfeiting team does not advise the Convenor of its intention to forfeit by 2:00pm that day.
- g) No player is to approach an umpire during the course of the game. Querying the umpire's decision on court will not be accepted. The Captain of the team may approach the umpire at an interval or after the game to clarify a rule.
- h) All players are expected to play in the true spirit of the game. Players can be taken off the court if any unduly rough play, bad language, or backchat is detected.
- i) Failure to wear team colours may result in the loss of one (1) competition point.
- j) All participants must adhere to the Clubs Codes of Behaviour

## 10 MANAGEMENT COMMITTEE

### 10.1 Committee of Management

- a) The affairs of the club shall, subject to the general overriding authority of the Annual General Meeting, be under the control and management of The Committee which shall consist of:

President	Vice President	Secretary
Treasurer	Ladies Convenor	Junior Registrar
Coaching Convenor	Umpiring Convenor	Uniform Convenor
Mixed Convenor	Events/ Fundraising Officer	Publicity Officer
General Committee Member (3)		

- b) An Executive Committee comprising of President, Vice President, Secretary, Treasurer and Ladies Convenor shall have the power to act on urgent matters at moment's notice and will report their action at the next committee meeting.

- c) A member of the club may hold more than one position

### 10.2 Nominations and Appointments

- a) Nominations for all positions shall be made with the consent of the nominee, signed by the proposer and seconder, and bin the hands of the secretary of Tibro's Netball Club seven (7) days before the Annual General Meeting.

- b) All consented elections shall be by vote and all club member eighteen (18) years and over will be eligible to vote.

### 10.3 Terms of Office – Executive Committee

- a) At the first Annual General Meeting after the adoption of these Rules, all positions elected under the old Rules will be declared vacant.

- b) The two (2) year rotation policy will be implemented and managed in accordance with the following table:

Odd Year Position	Even Year Position
President	Vice President
Secretary	Treasurer
	Ladies Convenor

- c) The first Annual General Meeting will be in an odd year, so these positions will be elected for a two (2) year term and the Even Year Positions will be elected for a one (1) year team only.

- d) At subsequent Annual General Meetings under these Rules:

- i. In odd years, all Executives in Odd Year Positions shall retire from office and elections will be held for a two (2) year term
- ii. In even years, all Executives in Even Year Positions shall retire from office and elections will be held for a two (2) year term
- iii. An Executive can only hold the same position for two (2) consecutive terms or a maximum of a four (4) year period.
- iv. Once an Executive has completed two (2) consecutive terms on the Executive Committee, they may not hold another Executive position for a twelve (12) month period. They can however hold a General Committee Position.

### 10.4 Terms of Office – General Committee

- a) General Members shall assume office at the conclusion of the Annual General Meeting and shall hold office until the conclusion of the Annual General Meeting in the following year.

### 10.5 Resignations

- a) Resignations of committee members shall be submitted to the Secretary or President in writing.

- b) Should any member resign before the expiry of the term of office, a substitute will be elected at the next Committee Meeting, if required by the Constitution to hold office until the term of office expires

### 10.6 Duties:



As listed, but limited to:

- a) President
  - i. Preside at all meetings of the Club and represent the club wherever possible or delegate such duties to other members.
  - ii. Provide leadership, direction, and guidance to committee members in their roles.
  - iii. Provide direction and assist in the general running of the club and the facilities.
  - iv. Be approachable and available for players and parents to communicate with.
  - v. Liaise with players/parents and committee in relation to any complaints received to the club.
  - vi. Present a report at the Annual General Meeting on club activities and achievements of the past year including events and projects planned for the following year.
  - vii. Represent the club as the Netball delegate at Glass House Mountains Sports Club
  - viii. Authorise banking payments set up by the Treasurer from our nominated bank account.
  - ix. Prepare Grant submissions for club improvements and equipment
- b) Vice President
  - i. Attend all club and executive meetings and chair in the absence of the president
  - ii. Prepare the Green Book ready for the commencement of the new season
  - iii. Assist the Registrar with the organisation of Individual Participation Plaques and Team Awards
  - iv. Assist the Events/Fundraising Officer with end of year Presentation
  - v. Assist Registrar and Events/Fundraising Officer find sponsorship for Trophies/Awards
  - vi. Keep a register of all club officials and their blue card details; committee, coaches, team managers and umpires etc
  - vii. Represent Tibro's on behalf of the President when unavailable
  - viii. Assist the registrar with any outstanding fees owing
- c) Secretary
  - i. Attend all the meetings of the club and management committee and record minutes of all meetings
  - ii. Consult with the President regarding the business to be conducted at each Committee Meeting and the Annual General Meeting
  - iii. Prepare the notices required for committee meetings and for the business to be conducted at meetings
  - iv. Maintaining full and accurate minutes of the Committee meeting and Annual General Meetings
  - v. Circulate minutes of meetings to the Committee and on request to Life Members and other interested parties
  - vi. Receive, dispatch and deal with all correspondence of the Club.
  - vii. Transact business and other duties as directed by the Committee
  - viii. Issue any correspondence to club members, i.e. newsletters
  - ix. Prepare notice of Annual General Meeting for advertisement in the local paper.
  - x. Prepare and receive committee nomination form for the club AGM
- d) Treasurer
  - i. Attend club and executive meetings
  - ii. Receive all monies and issue receipts for all payments and pay such monies into the bank
  - iii. Pay accounts incurred by the club as directed by the committee
  - iv. Keep all the books and accounts of the club and prepare monthly statements of receipt and expenditure for presentation to meetings.

- v. Allocate approved petty cash and receive expenditure records of the same as directed by the Committee
  - vi. In conjunction with the Committee prepare an Annual Budget for the club.
  - vii. Submit end of year financials to club auditor
  - viii. Prepare a balance sheet for the inspection and signature of the Auditor and present the same to the Annual General Meeting.
  - ix. Submit to the Annual General Meeting an audited financial statement of the last financial year.
- e) Ladies Convenor
- i. Attend club and executive meetings
  - ii. Responsible for the registration of each team and their players
  - iii. Keep a register of teams and their registered players, record all matches played by a team and points obtained from each match.
  - iv. Prepare and publicise fixtures for the season
  - v. Allocate score sheets prior to play for signing
  - vi. Collect monies for registration and weekly fee and deposit monies with Treasurer for banking.
  - vii. Liaise with Umpire Convenor for match umpires and arrange their payment
  - viii. Allocate points for each match played; 2 point for any win or win by forfeit; 1 point for draw and 0 points for any loss.
  - ix. Keep a record of all completion match results and issue/publicise regular points progress report
  - x. Winning Teams plaque to be arrange for attachment to club plaque
- f) Junior Registrar
- i. Attend club meetings
  - ii. Prepare MyNetball sign on forms for online registration use, players and non-playing member.
  - iii. Assist parents/guardians with MyNetball sign-on and follow up any required information needed for registrations.
  - iv. Provided player registration list to Selection Sub-Committee
  - v. Provide team contact list to Coach Convenor
  - vi. Register 'Fair Play' vouchers online
  - vii. Maintain Junior Registration List
  - viii. Liaise with Treasurer regarding payments of membership
  - ix. Receive and file all team registration forms with CDNA
  - x. Responsible for CDNA Team Identity Cards
  - xi. Notify coaches of upcoming carnivals and register interested teams
  - xii. Organise Individual Participation Plaques and Team Awards with supplier (VP to Assist)
  - xiii. Work with Events/Fundraising Officer regarding sponsorship for trophies
- g) Coach Convenor
- i. Attend club meetings
  - ii. Be an accredited Coach
  - iii. Attend Club Open Day and Sign On days to find prospective volunteer coaches and team managers.
  - iv. Assist Selection Sub-Committee with player lists and the coordination of selection trials.
  - v. Liaise with Junior Registrar regarding team submissions and grade nominations to CDNA
  - vi. Liaise with President and Committee regarding the purchase of equipment for training and kit bags.
  - vii. Prepare and distribute coaches kit bags
  - viii. Provide team list, including Coach and Team Manager to the committee
  - ix. Keep a record of coaching qualifications held by club coaches.

- x. Coordinate coaching workshops during the year.
  - xi. Supervise, mentor, and evaluate coaches.
  - xii. Liaise with Coaches and represent any coaching concerns at Committee Meetings.
  - xiii. Provide support to coaches and teams with additional advice when needed.
  - xiv. Act as liaison officer between the club, CDNA and NQ on all coaching matters.
- h) Umpires Convenor
- i. Attend club meetings.
  - ii. To be a badged umpire – where possible.
  - iii. Maintain an up to date list of Umpires with the Club, including qualifications.
  - iv. Organise Umpires of a competent standard for all Club junior fixtures, Social Competition, and carnivals
  - v. Supervise, mentor, and assist with evaluations of Club Umpires
  - vi. Act as liaison officer between club, CDNA and NQ on all umpiring matters
  - vii. Assist the club and its coaches with any umpiring advice
  - viii. Keep the club up to date with any new rules or rule changes
- i) Uniform Convenor
- i. Attend club meetings
  - ii. Responsible for the purchase, maintenance and sale of club uniforms and accessories in liaison with the Committee
  - iii. Be available at Open Day and Sign On for sales and ordering
  - iv. Process orders, collect monies and issue receipts for purchases by members and deposit monies with Treasurer for banking
  - v. Prepare stock take for submission to club's financial audit
  - vi. Keep records of available stock and present all prices and invoices to the Committee for authorization
  - vii. Maintain relationships with third party providers
- j) Mixed Convenor
- i. Attend club meetings
  - ii. Responsible for the registration of each team and their players
  - iii. Keep a register of teams and their registered players, record all matches played by a team and points obtained from each match.
  - iv. Prepare and publicise fixtures for the season
  - v. Allocate score sheets prior to play for signing
  - vi. Collect monies for registration and weekly fee and deposit monies with Treasurer for banking.
  - vii. Liaise with Umpire Convenor for match umpires and arrange their payment
  - viii. Allocate points for each match played; 2 point for any win or win by forfeit; 1 point for draw and 0 points for any loss.
  - ix. Keep a record of all completion match results and issue/publicise regular points progress report
  - x. Winning Teams plaque to be arrange for attachment to club plaque
- k) Events and Fundraising Officer
- i. Attend club meetings
  - ii. Coordinate Club Open Day and Sign-On Day in liaison with the Committee
  - iii. Coordinate team photos and the ordering of.
  - iv. Organise CDNA BBQ, fundraising events/drives and end of season Junior Presentation event in liaison with the Committee
  - v. Obtain sponsorship for Trophies/Awards, issue Certificates of Appreciation and sponsorship plaques (Junior Registrar to assist)
  - vi. Responsible for the ordering and obtaining of supplies for events
  - vii. Liaise with Treasurer for payment of supplies and takings from events to be banked with Treasurer.
  - viii. Assist President in submission of Grants for funding of projects

- l) Publicity Officer
  - i. Attend club meetings
  - ii. Manage social media pages; Facebook and MyNetball Club Page
  - iii. Coordinate and design flyers for sign-on, fundraising and other events
  - iv. Liaise with local newspaper for submission and inclusion of sign on details and other articles that are deemed appropriate through the year
  - v. Prepare and publicise monthly/quarterly newsletter
  - vi. Assist the Vice President with the yearly print of the Tibro's Handbook
- m) General Committee
  - i. Attend Committee Meetings
  - ii. Partake in discussions concerning the running of the club
  - iii. Be proactive and supportive of the committee
  - iv. Assist in the organisation of club events and any other direction requested by the Committee

## 11 MEETINGS

### 11.1 Conduct

- a) All meetings shall be conducted in accordance with the Standing Orders set out in section 12.

### 11.2 Annual General Meetings (AGM)

- a) Notice of AGM to be advertised in the local paper, no less than 14 days prior to meeting.
- b) The regular business of the AGM which shall take precedence over the other business shall be:
  - i. Opening of Meeting
  - ii. Recording of attendees and Acknowledgement of Apologies
  - iii. Presidents address and welcome
  - iv. Reading of minutes from previous AGM and passing of these.
  - v. Treasurers report including submission of yearly Audit
  - vi. Correspondence
  - vii. Receiving and adopting amendments and additions to the Constitution and By-Laws
  - viii. Appointment of Auditor
  - ix. Election of Life members
  - x. Election of Office Bearers (Management Committee)
  - xi. General Business

### 11.3 Management Committee Meetings

- a) The committee shall meet once a month during the netball season and as arranged between seasons
- b) The chairperson or Honorary Secretary shall have the power to convene meetings of the committee
- c) The President shall preside at all meetings of the Committee and shall have a deliberative as well as casting vote.
- d) All members of the committee shall be entitled to one vote only on any particular item of business, but the chairperson shall vote as prescribed in rule 11.3.c).
- e) If any member of the committee were absent from three (3) consecutive meetings without satisfactory explanation to the committee, that position can be declared vacant and the position can be filled at the next meeting of the committee.
- f) At any meeting of the committee, six (6) shall form a quorum
- g) When any committee meeting lapses for want of a quorum, the Honorary Secretary shall convene a second meeting within a period of fourteen (14) days. Whereat the business may be transacted providing the members present, number not less than four (4) and such business transacted shall be considered legal and binding.

- h) Business of the Management Committee Meetings shall be:
  - i. Opening of meeting
  - ii. Acknowledgment of apologies
  - iii. Confirmation of minutes of previous meeting
  - iv. Business arising from previous minutes
  - v. Correspondence in and out
  - vi. Financial Statement
  - vii. Reports from Office Bearers
  - viii. General Business
  - ix. Confirmation of next meeting
  - x. Closure of meeting
- i) No opposed business shall be brought forward for discussion after the hour of 10.30pm except with the consent of majority of the members present and voting.

## 12 STANDING ORDERS

### 12.1 The Chairperson

The Chairperson will:

- a) Make sure that a quorum of six (6) is present at all times.
- b) Conduct the meeting in accordance with standing orders, club constitution and policies.
- c) Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
- d) Terminate any discussion which is not, at that time, relevant to the business before that meeting.
- e) Decide who is entitled to the floor when two or more speakers wish to speak at the same time.
- f) If desired, request a motion or amendment, to be submitted in writing.

### 12.2 Conduct of Speaker

- a) A speaker wishing to speak or move a motion shall raise their hand to address the committee.
- b) If a point of order is raised the person raising that point of order shall have their say and the Chairperson shall rule thereon.

### 12.3 Chairperson's Ruling

- a) The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved and seconded and carried: "that the Chairperson's ruling is disagreed with".

### 12.4 Motions

- a) A motion shall be seconded before it is debated and shall not then be withdrawn without the consent of the Secunder and the unanimous consent of the meeting.
- b) No speaker shall speak more than once to any motion or amendment, except in personal explanation, unless the speaker is the mover of the original motion exercising the right of reply.
- c) No more than two (2) speakers shall speak successively on the same side of the motion.

### 12.5 Amendments to Motions

- a) An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon.
- b) No second or subsequent amendment shall be received until the first amendment has been voted upon.
- c) An amendment which is carried becomes the motion and is open for further amendment.
- d) The mover and Secunder of a motion under discussion are not entitled to move or second an amendment to it.

- e) The mover and Secunder of a motion or amendment may speak to subsequent amendments. If the mover is in agreement with any proposed amendment, they can accept it and may seek leave to alter the motion accordingly.
- f) An amendment which is a direct negative of the motion shall not be allowed.

12.6 Rescinding Resolutions

- a) Upon evidence of a mistake in facts that have been presented to the meeting a resolution may be rescinded, provided that all persons who voted on the motion are present and agree to the rescission.
- b) A resolution may be rescinded on notice of motion at a subsequent meeting.

12.7 Closure

- a) Any person may at any time; move “that the question be now put” which motion if accepted by the Chairperson, shall be put without debate. If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not prevent the mover of the original motion exercising the right of reply.

12.8 Voting

- a) Voting shall be by voice or show of hands except where a ballot is specified in the Constitution.
- b) In the event of voting being equal, the question shall be declared on the vote of the President.

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I hereby certify that this is a true and correct copy of the rules adopted by the members of the Tibro’s Netball Club Incorporated.

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Tibro’s Netball Club – Secretary

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Dated

## APPENDIX 1 – WORKING WITH CHILDREN POLICY

Tibro's Netball Club is committed to providing an environment that is safe for children. The Club has an obligation to implement Working with Children checks as required by the Working with Children (Criminal Record Checking) Act 2004.

The following procedure describes how we implement Working With Children (WWC) checks.

### WWC Procedure Aim:

To implement WWC checks and keep records as required under the WWC Act 2004.

### Definitions:

- Volunteer – Member of the Committee, Coach, Team Manager
- Staff – Paid worker (Umpire)
- WWC – Working with children
- Child Member – A Club member who is under 18 years old and plays in a team.
- Class 1 offence - serious sexual offences against young children
- Class 2 offence - other serious offences mostly of a sexual or violent nature

### Accountabilities:

- The President of the Club shall implement the WWC procedure.
- The Vice President shall keep a record of all WWC Cards
- Coach Convenor shall provide details on all Team Managers and Coaches.
- Umpiring Convenor shall provide details on all Umpires.

### Procedure:

At the start of each season identify and record all volunteers and staff by name, position, age, and whether they have a Child Member of the Club (name of child to be recorded).

Apply the WWC flowsheet to each volunteer and complete a WWC check

Record where WWC check cards have been sighted. Record against each name the card number, expiry date, date when sighted.

Do not allow the volunteer or staff person to continue in a role in the Club where:

- There is knowledge of an Interim Negative Notice or a Negative Notice issued.
- WWC check is required but the person does not hold a current WWC Card and has not submitted an application for a WWC check.
- There is knowledge of a conviction or a pending charge for a Class 1 or Class 2 offence.
- Maintain the records and apply the procedure during the season as positions change.

### References

Working with Children Check, Doc. No. 013540, Working with Children Screening Unit.

## APPENDIX 2 – PRIVACY STATEMENT

At Tibro's Netball Club, we recognise that our members and volunteers may have concerns about their privacy and confidentiality whilst dealing with us. We have prepared this Privacy Statement to explain how we collect and use personal information.

### Information we collect

Information is collected through your registration at MyNetball. The type of personal information we may collect from you generally comprises name, address, age, gender, injury & medical information, contact details (including phone, fax and email) and other information collected primarily for the following purposes, in the course of operating Tibro's Netball Club Inc.

- Personal information of members, to effectively operate as a netball club and for insurance purposes.
- Personal information of our committee members, coaches, umpires and team managers and volunteers to effectively operate netball training, competitions, and other club related events.
- Personal information of those persons nominated by members as their emergency contact person.
- Personal information provided by affiliated clubs, associations, and the like.
- Other personal information collected from time to time for the purpose of carrying out netball club related activities.

### Use and disclosure of personal information

During the course of operating the netball club, we will disclose personal information to various parties. Typical standard information disclosure includes:

- Member registration details are disclosed to Committee Members for the purpose of selecting and grading teams.
- Member information is stored on MyNetball operated and owned by Netball Queensland, including but not limited to: ID number, name, address, age, date of birth, club history.
- Names, grades, and contact details are distributed amongst team coaches, and team managers for the purpose of managing and coordinating teams
- Name, grade, netball qualifications, volunteer position, and contact details are available to Committee Members for the purpose of contacting members with regards to netball club issues and activities.
- Medical information and emergency contact details are given to Team managers and Coaches.
- However personal information shall not be provided to another party for benefit, service, or advantage.

We may disclose personal information if we are required to do so by law or we in good faith believe that such action is necessary to

1. comply with the law or with legal process.
2. protect and defend our rights and property.
3. protect the personal safety or property of our users or the public (among other things, this means that if you provide false information or attempt to pose as someone else, information about you may be disclosed as part of any investigation into your actions).

### Access to personal information

You are required to update and maintain your current details within MyNetball.

### Emails and Email Addresses

- Emails we receive from you will only be used for the purposes given and are subject to the conditions set out in this privacy statement. Due to the nature of the Internet, sending personal information in an email remains entirely at your own risk.



- We may from time to time use your email address to contact you regarding Tibro's Netball Club activities, events or for the distribution of newsletters and the like.
- By providing any information, you agree to the collection, use and disclosure of that information.
- We reserve the right to change this privacy statement at any time.