



GENERAL POLICIES

Adopted 6 December 2023

ST. GEORGE DISTRICT NETBALL ASSOCIATION INC.

GENERAL POLICIES

CONTENTS

1.	ALTERATION TO CONSTITUTION AND POLICIES.....	1
2.	LIFE MEMBERSHIP	2
3.	MEETING PROCEDURES AND RELATED MATTERS.....	3
4.	DIRECTIONS TO THE EXECUTIVE COMMITTEE	6
5.	DUTIES OF EXECUTIVE COMMITTEE	7
6.	OTHER POSITIONS.....	13
7.	SUB-COMMITTEES, TRIBUNALS, PANELS	16
8.	FINANCE.....	23
9.	MINUTES.....	25
10.	COMPLAINTS	26
11.	MEMBERSHIP AND AFFILIATION.....	27
12.	AWARDS.....	29
13.	NON-PERPETUAL AWARDS.....	34
	APPENDIX	36
1.	TIMEFRAME	36

ST. GEORGE DISTRICT NETBALL ASSOCIATION INC.

GENERAL POLICIES

(Words imparting any gender shall include every other gender)

INTRODUCTION

The Policies set out in this document shall be considered the General Policies of the St. George District Netball Association Inc. These shall have the same force as the Constitution and shall not be in conflict with the Constitution of the Association. These Policies are designed to interpret and define the duties to be carried out.

For definitions, please refer to the Constitution.

1. ALTERATION TO CONSTITUTION AND POLICIES

To change the Constitution and Policies of the Association the following procedure shall be followed:

- 1.1 Notice shall be given to the Secretary, in writing, setting out the proposed motion and shall be signed by the mover and seconder of the motion. This notice is to be in time to allow the necessary notification to be sent to members of Council:
- 1.2 Constitution 21 days
- 1.3 Policies 14 days
- 1.4 The notice of motion must be received by the Secretary at least 48 hours before the time set for the notice to be circulated.
- 1.5 Alterations to the Constitution and Policies shall be made by Council by resolution passed by the majority of members present and eligible to vote as follows:
 - 1.6 Constitution 75%
 - 1.7 Policies simple majority
- 1.8 The Policies for the next season are made at the annual Policy Meeting each year. Unless there is an urgent need to change these Policies during the season, they should be left intact until the next Policy Meeting.

2. LIFE MEMBERSHIP

- 2.1 Life Membership may be awarded in recognition of outstanding service to the Association.
- 2.2 Candidates for Life Membership must have served the Association for a period of at least ten (10) years and must have rendered outstanding service during this period.
- 2.3 Each nomination for Life Membership must be in writing incorporating the name of the mover and seconder who must be Senior Members of the Association.
- 2.4 The Executive Committee shall meet prior to the Annual General Meeting and shall consider the records and services of each nominee for Life Membership.
- 2.5 Any nominee for Life Membership shall not be permitted to be present when the Executive Committee considers nominees.
- 2.6 The Executive Committee shall submit a recommendation to the Annual General Meeting of not more than but not necessarily two members in any one year.
- 2.7 The records and service rendered of each of the nominees recommended by the Executive Committee shall be presented to the Annual General Meeting.
- 2.8 Life Members shall be offered registration with Netball NSW as a non-player and will have voting rights if registered.

3. MEETING PROCEDURES AND RELATED MATTERS

3.1 MEETING PROCEDURES

3.1.1 The Chairperson shall:

- i) ensure a quorum is present at all times throughout the meeting.
- ii) conduct the meeting in accordance with the Constitution.
- iii) ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
- iv) terminate any discussions which is not, at that time, relevant to the business before the meeting.
- v) seek permission of the Council should an Observer at the meeting seek permission to speak. If permission to speak is granted, then normal process will ensue. Senior Members who are not a Club Delegate may attend any meeting as an Observer. An Observer cannot move or second a motion or vote thereon.

3.2 POINTS OF ORDER

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

3.2.2 The mover may speak briefly in support of their motion, and the Chairperson explains why their ruling was given. The Chairperson takes the vote.

3.2.3 All members of Council shall raise their hand to address the Chairperson and wait for acknowledgement.

3.3 MEETING PROTOCOL

3.3.1 No speaker shall speak for or against a motion more than once.

3.3.2 There shall be no limit to the number of speakers for or against a motion, provided the debate is still active, but if there is no speaker in opposition to the previous two speakers, the debate shall be closed.

- 3.3.3 The mover of the motion shall have the right of reply before the vote is taken.
- 3.3.4 Any Council member may move without debate that the motion “now be put” and if the motion is seconded and carried by a majority vote the motion or amendment before the meeting shall be put at once.
- 3.3.5 Any Council member may move that the meeting “now proceed to the next item of business.” This requires a seconder and shall be voted upon without discussion. If carried, the original motion shall not be revived at the same meeting. If lost, the original motion shall be put without further discussion, except that the mover shall have the right of reply.
- 3.3.6 Any Council member may move that the motion before the Chairperson be deferred.
- 3.3.7 A motion or amendment which is not passed at the Meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.
- 3.3.8 Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission.
- 3.3.9 A resolution may be rescinded on notice of motion at a subsequent meeting.
- 3.3.10 An amendment which is a direct negative of the motion shall not be allowed.
- 3.3.11 An amendment moved and seconded is voted upon before the motion.
- 3.3.12 The mover of the original motion may exercise their right of reply before the amendment is voted upon.
- 3.3.13 No second or subsequent amendment shall be received until the first amendment has been voted upon.
- 3.3.14 An amendment which is carried becomes the motion and is open for further amendment.
- 3.3.15 The mover and seconder of the amendment under discussion are not entitled to move or second amendments to it.

- 3.3.16 If the mover is in agreement with any proposed amendment, they can accept it and may seek leave to alter the motion accordingly.
- 3.3.17 No motion or amendment may be withdrawn without consent of the mover and seconder and the consent of voting members.

3.4 **VOTING**

- 3.4.1 Voting on motions before the Chairperson shall be by voice or show of hands except where a secret ballot is requested to be taken by any one member.
- 3.4.2 The voting on any motion shall be recorded at the request of any one (1) member.
- 3.4.3 Voting on all positions, other than casual Sub-Committees, shall be by secret ballot and distributed by the Association as decided.
- 3.4.4 For positions to which one person is elected, members shall vote for one (1) candidate only. The candidate shall be declared elected when the vote exceeds a simple majority.
- 3.4.5 For Sub-Committee or any position to which more than one person is to be elected:
 - i) one (1) ballot shall be taken, and members shall vote for the number of candidates required to fill the position or Sub-Committee. The candidates with the greatest number of votes elected be declared elected.
- 3.4.6 In the event of tied vote for any position a second ballot shall be held;
 - i) if the vote is still tied, a further ballot shall be held excluding Life Members.
 - ii) If the vote is still tied, a subsequent ballot shall be held whereby only Clubs Delegates are eligible to vote.
 - iii) Failing that, the Council shall determine the method of resolution of that election.

4. DIRECTIONS TO THE EXECUTIVE COMMITTEE

- 4.1 All Executive Members shall remain impartial.
- 4.2 The first obligation of Executive members shall be to an Association Meeting/Function as opposed to a Club Meeting/Function.
- 4.3 All Executive Members shall submit a written report to the Secretary eight (8) days prior to the Council Meeting and speak to their report at the relevant Meeting.
- 4.4 A member of the Executive Committee shall not be an elected member of more than two (2) standing Sub-Committees as set out in Policies. This shall not include a Sub-Committee set out as part of a portfolio and shall exclude Tribunals.
- 4.5 A member of the Executive Committee shall not be co-opted to more than two (2) standing Sub-Committee; this is in addition to any Sub-Committee to which a member of the Executive Committee may be elected. Co-opted members shall be ineligible to vote.
- 4.6 The Executive Committee shall ratify all teams selected to represent the Association (this is done when the squads are selected). Such ratification only refers to any detrimental report and the financial position of the player with the Association.
- 4.7 The Executive Committee shall approve all sponsorships for the Association Representative Teams and Affiliated Clubs to ensure no conflict occurs.
- 4.8 An Executive Member, upon relinquishing a position shall hand over all records pertaining to that position to their successor within 14 days.
- 4.9 An Executive Member shall carry out such other duties that Council shall direct.

5. DUTIES OF EXECUTIVE COMMITTEE

5.1 PRESIDENT shall:

- 5.1.1 preside at all meetings of the Association and direct where necessary.
- 5.1.2 present an annual report in the form of a Chairperson's address to the Annual General Meeting.
- 5.1.3 be impartial, advise and direct as required.
- 5.1.4 be the Convenor of the Appointments Panel.
- 5.1.5 be the Convenor of the Appeals Panel.
- 5.1.6 not be an elected member of a Sub-Committee. This would not preclude the President from having an advisory role on any Sub-Committee.
- 5.1.7 carry out such other duties as Council shall direct.

5.2 VICE PRESIDENT shall:

- 5.2.1 in the absence of the President act as President.
- 5.2.2 be the Convenor of the Hearing Tribunal.
- 5.2.3 be a member of the Finance Committee.
- 5.2.4 source and carry out necessary activities regarding funding and sponsorship for the Association.
- 5.2.5 co-ordinate the promotion of netball within the local community.
- 5.2.6 be the liaison with local Council.
- 5.2.7 be the liaison for paid positions.
- 5.2.8 co-ordinate all social duties of the Association.
- 5.2.9 co-ordinate the Association trophies and return of Perpetual trophies each year.
- 5.2.10 carry out such other duties as Executive shall direct.

5.3 SECRETARY shall:

- 5.3.1 be the Public Officer as per the Constitution.
- 5.3.2 be the Member Protection Information Officer unless otherwise designated.
- 5.3.3 prepare and maintain a yearly planner of activities including the

Association, Netball NSW and other organisation's activities.

- 5.3.4 maintain a record of all proceedings of each meeting.
- 5.3.5 include the minutes of Council Meetings with each Notice of Meeting sent to each Affiliated Club Secretary, Executive Committee and registered Life Members as follows:
 - i) Council Meetings – the minutes of the previous Council Meeting
 - ii) Annual General Meeting – the minutes of the previous Annual General Meeting and any Special General Meeting (if applicable).
- 5.3.6 keep a master file of all meetings of the Association including Sub-Committees.
- 5.3.7 keep a register of Affiliated Clubs, Club Delegates and Life Members.
- 5.3.8 conduct all correspondence and general business of the Association unless otherwise directed.
- 5.3.9 be responsible for the writing and posting of all notices.
- 5.3.10 prepare a report for presentation at the Annual General Meeting.
- 5.3.11 receive and circulate the applications for the positions of Selector, Representative Coach and Representative Manager to members of the Appointments Panel who will determine these positions.
- 5.3.12 be responsible for the entering of Association teams in State Titles and other State events advised by the respective Representative Coordinator.
- 5.3.13 record the history of the Association which shall include notable events, details of Executive Committee, Sub-Committees, Representative Teams and items of historical interest.
- 5.3.14 carry out such other duties as Council shall direct.

5.4 **TREASURER** shall:

- 5.4.1 be the Convenor of the Finance Committee which shall meet at least three (3) times per year.
- 5.4.2 receive monies, issue receipts and bank all monies within seven (7) days of receipt.
- 5.4.3 issue accounts for all monies due including fines as authorised by

other approved Executive Members.

- i) record all monies received on behalf of the Association immediately.
- ii) manage the accounts of the Association.
- iii) keep records showing the financial position of each Club in relation to the Association.

5.4.4 submit a financial statement to each meeting of Council.

5.4.5 be responsible for recording and controlling all funds that may be established by the Association.

5.4.6 be responsible for the forwarding of all fees due to Netball NSW by the dates set down each year.

5.4.7 present the audited balance sheet of the Association to the Annual General Meeting.

5.4.8 utilise accounting software to record all financial statements and records.

5.4.9 carry out such other duties that Council shall direct.

5.5 COMPETITION CO-ORDINATOR shall:

5.5.1 be the Convenor of the Grading Committee.

5.5.2 be the Convenor of the Competition Committee.

5.5.3 keep a register of all teams and their players as decided by Council.

5.5.4 ensure a copy of score sheets are filed weekly upon completion.

5.5.5 be responsible for recording late registrations and transfers.

5.5.6 advise the Treasurer to issues fines for matters pertaining to the competition.

5.5.7 keep an annual record of all premierships winners to be included in the Annual Report.

5.5.8 carry out such other duties as Executive shall direct.

5.6 UMPIRES CO-ORDINATOR shall:

5.6.1 be the holder of a National Badge.

5.6.2 be the Convenor of the Umpires Committee and meetings of umpires.

5.6.3 co-ordinate all activities pertaining to umpiring within the Association.

5.6.4 arrange accreditation courses and testing panels as required.

- 5.6.5 appoint umpires to represent the Association as required.
- 5.6.6 maintain the following registers:
 - i) Badged umpires and date the badge was received;
 - ii) Accreditation and date received;
 - iii) Classifications and dates received.
- 5.6.7 advise the Treasurer to issue fines for matters pertaining to umpiring.
- 5.6.8 carry out such other duties that Executive shall direct.

5.7 COACHING CO-ORDINATOR shall:

- 5.7.1 be the holder of a current National Coaching Accreditation.
- 5.7.2 be the Convenor of the Coaching Committee and meetings of coaches.
- 5.7.3 access and maintain a register of all accredited coaches within the Association.
- 5.7.4 maintain a register of coaching resources available.
- 5.7.5 co-ordinate all activities pertaining to coaching within the Association.
- 5.7.6 co-ordinate the facilitation of the Dragonettes program.
- 5.7.7 arrange accreditation and coaching development courses.
- 5.7.8 be the point of contact for all representative and development coaches appointed by the Association.
- 5.7.9 bring to the attention of the Association all matters pertaining to coaching.
- 5.7.10 carry out such other duties as Executive shall direct.

5.8 SENIOR REPRESENTATIVE CO-ORDINATOR shall:

- 5.8.1 be the Convenor of the Senior Representative Committee.
- 5.8.2 be the Secretary of the Senior Selection Committee.
- 5.8.3 be responsible for all matters pertaining to Senior Representative Teams, except 15U Representative Team.
- 5.8.4 keep a record of all equipment and uniforms issued to Senior Representative Teams.
- 5.8.5 be responsible for all Senior entries to District Association carnivals.
- 5.8.6 be responsible for the organisation of accommodation and transport after consultation with Senior Representative Committee and

Umpires Co-ordinator as required.

- 5.8.7 be responsible for organising passes for team personnel as required for Netball NSW competitions.
- 5.8.8 be responsible for the reports of the Senior Selection Committee to the Executive Committee and Council.
- 5.8.9 liaise with the Umpires Co-ordinator regarding umpiring requirements for carnivals, selection and training.
- 5.8.10 liaise with the Senior Representative Committee, Executive Committee and Council.
- 5.8.11 arrange meetings with the Senior Representative Committee at least twice per year.
- 5.8.12 advise the dates of proposed Senior Representative Team fundraising activities to the Executive Committee and Council.
- 5.8.13 keep a record of the results of all events in which the Senior Representative Teams participate.
- 5.8.14 review and issue Handbook for Managers and Players.
- 5.8.15 review, issue and collect Senior Representative Player Agreement and Senior Player Code of Behaviour forms which are to be completed and returned following the announcement of the team.
- 5.8.16 be present at State Titles and act as a go-between for team personnel and parents and address any issues.
- 5.8.17 carry out such other duties as Executive shall direct.

5.9 JUNIOR REPRESENTATIVE CO-ORDINATOR shall:

- 5.9.1 be the Convenor of the Junior Representative Committee.
- 5.9.2 be the Secretary of the Junior Selection Committee.
- 5.9.3 be responsible for all matters pertaining to Junior Representative Teams, including 15U Representative Team.
- 5.9.4 keep a record of all equipment and uniforms issued to Junior Representative Teams.
- 5.9.5 be responsible for all Junior entries to District Association carnivals.
- 5.9.6 be responsible for the organisation of accommodation and transport after consultation with Junior Representative Committee and Umpires Co-ordinator as required.

- 5.9.7 be responsible for the reports of the Junior Selection Committee to the Executive Committee and Council.
- 5.9.8 liaise with the Umpires Co-ordinator regarding umpiring requirements for carnivals, selection and training.
- 5.9.9 liaise with the Junior Representative Committee, Executive Committee and Council.
- 5.9.10 Arrange meetings with the Junior Representative Committee at least twice per year.
- 5.9.11 advise the dates of proposed Junior Representative Team fundraising activities to the Executive Committee and Council.
- 5.9.12 keep a record of the results of all events in which the Junior Representative Teams participate.
- 5.9.13 review and issue Handbook for Managers and Players.
- 5.9.14 review, issue and collect Junior Representative Player Agreement and Junior Player Code of Behaviour forms which are to be completed and returned following the announcement of the team.
- 5.9.15 be present at State Titles and act as a go-between for team personnel and parents and address any issues.
- 5.9.16 carry out such other duties as Executive shall direct.

6. OTHER POSITIONS

6.1 RETURNING OFFICER shall:

- 6.1.1 be elected at the Annual General Meeting and take up duties at the conclusion of the Annual General Meeting.
- 6.1.2 not be a Member of Council.
- 6.1.3 not be eligible to stand for any elected position in the Association.
- 6.1.4 receive a copy of all notices for nomination.
- 6.1.5 **NOMINATION PROCEDURES**
 - i) receive all nominations for election.
 - ii) scrutinise all nominations in the presence of two members of the Executive Committee.
 - iii) Conduct a draw for positions on the ballot papers in the presence of two members of the Executive Committee.
 - iv) submit the nominations that are in the order to the Secretary within the time prescribed.
 - v) issue ballot papers to members present and eligible to vote at the meeting at which the elections are to be held.
- 6.1.6 be responsible for checking attendance at meetings to ensure a quorum is present.
- 6.1.7 Ensure members have only signed on in one (1) capacity.
- 6.1.8 advise the meeting of the method of voting.
- 6.1.9
 - i) appoint scrutineers should the candidates not exercise their right to appoint their own scrutineers
 - ii) inform scrutineers of their duties.
 - iii) inform scrutineers they shall have no voting rights.
- 6.1.10 accept a vote as a formal vote provided the intent of the voter is clear on the ballot paper.
- 6.1.11 advise the Chairperson of the result of any vote.
- 6.1.12 liaise with the Secretary as required.
- 6.1.13 carry out such other duties as Executive shall direct.

6.2 MEMBER PROTECTION INFORMATION OFFICER shall:

- 6.2.1 Shall be the Secretary or a member designated by the Executive

Committee.

- 6.2.1 Be familiar with the Netball NSW Member Protection Framework.
- 6.2.2 Provide input and guidance as to the applicability and relevance of the Netball NSW Member Protection Framework to alleged issues and incidents raised at the lower informal level.
- 6.2.3 handle complaints but not act on behalf of members.
- 6.2.4 Provide information and options available to members under this Policy and the Netball NSW Member Protection Framework.

6.3 WEBSITE CO-ORDINATOR shall:

- 6.3.1 be elected at the November Council Meeting.
- 6.3.2 report to the Secretary.
- 6.3.3 be responsible for the Association website and social media content.

6.4 EQUIPMENT OFFICER shall:

- 6.4.1 be appointed by the Executive Committee following expressions of interest.
- 6.4.2 report to the Coaching Co-ordinator and Representative Co-ordinators.
- 6.4.3 Oversee the Association stock control including uniforms, goal post covers, tents and sundry equipment.
- 6.4.4 Develop a register of all Association stock.
- 6.4.5 Carry out an annual stock take of all items.

6.5 ASSOCIATION DELEGATES

- 6.5.1 Delegates shall be a registered member of Netball NSW.
- 6.5.2 One of the delegates to meetings of other organisations must be a member of the Executive Committee.
- 6.5.3 Attend Council Meetings to be aware of the Association Polices and receive directions.
- 6.5.4 Present a report to the next meeting of Council.
- 6.5.5 Liaise with the Secretary on items on the agenda.
- 6.5.6 A delegate who is not available to attend any meeting must advise the Secretary in time to enable a proxy delegate to be asked to

represent the Association.

6.6 PAID POSITIONS

- 6.6.1 The Council shall decide if payment is to be made for any positions.
- 6.6.2 The available positions for each year shall be advised at the February Council Meeting.
- 6.6.3 The Executive Committee shall recommend the duties and remuneration to be paid for such positions and advise Council.
- 6.6.4 Notice shall be given through the website calling for applications for such positions.
- 6.6.5 Applications to be forwarded to the Secretary.
- 6.6.6 Appointed persons shall liaise with the Vice President.
- 6.6.7 The Executive Committee shall appoint persons to carry out such duties.

7. SUB-COMMITTEES, TRIBUNALS, PANELS

7.1 FORMATION

7.1.1 The following Sub-Committees shall be elected at the first Council Meeting each year:

- i) Finance Committee
- ii) Umpires Committee
- iii) Coaching Committee
- iv) Grading Committee
- v) Competition Committee
- vi) Governance Committee

7.1.2 The Selection Committee shall be appointed each year following applications and interviews.

7.1.3 Members to the Hearing and Appeals Tribunals shall be co-opted as required.

7.1.4 Representative Committees shall be made up of respective appointed Managers.

7.2 GENERAL

7.2.1 The tenure for each elected member shall be until the next election has concluded and for appointments, until a replacement has been appointed.

7.2.2 Appointments Panel nominations close 1 July.

7.2.3 Casual Sub-Committees may be appointed as required.

7.2.4 A member shall not be an elected/appointed member of more than two (2) standing Sub-Committees or Panels. This does not preclude a member with special expertise being co-opted to a Sub-Committee.

7.3 SUB-COMMITTEE / TRIBUNAL / PANEL MEMBERS

7.3.1 Standing Sub-Committees, Tribunals and Panels to consist of the following number of persons which may be reviewed at the annual Policy Meeting each year.

- i) **FINANCE COMMITTEE**
Treasurer, Vice President plus three (3) elected members

- ii) **UMPIRES COMMITTEE**
Umpires Co-ordinator plus four (4) elected members
- iii) **COACHING COMMITTEE**
Coaching Co-ordinator plus two (2) elected members
- iv) **GRADING COMMITTEE**
Competition Co-ordinator plus four (4) elected members
- v) **COMPETITION COMMITTEE**
Competition Co-ordinator plus four (4) elected members
- vi) **GOVERNANCE COMMITTEE**
One (1) Executive Member appointed by the Executive Committee and two (2) elected members.
- ii) **HEARING TRIBUNAL**
Vice President plus two (2) members who will be co-opted as required for each hearing.
- ix) **APPEALS TRIBUNAL**
President plus two (2) members who will be co-opted as required for each hearing.
- x) **SELECTION COMMITTEE**
Senior Panel: Five (5) appointed members
Junior Panel: Five (5) appointed members
- xi) **REPRESENTATIVE COMMITTEE**
Senior: Senior Representative Co-ordinator plus
Senior Representative Managers
Junior: Junior Representative Co-ordinator plus
Junior Representative Managers

7.3.2 Any person nominating for any position on a Sub-Committee, Tribunal and Panel must be a registered member of Netball NSW.

7.3.3 No more than two (2) registered members of any Club shall be members of any one (1) Sub-Committee, Tribunal and Panel.

7.3.4 Any one registered member may only be a member of up to two (2) Sub-Committees, Tribunals and Panels.

7.4 **SUB-COMMITTEE / TRIBUNAL CONVENORS**

7.4.1 Be responsible for notifying all members of the Sub-

Committee/Tribunal, including co-opted members, of date, time and place of each meeting - at least 48 hours' notice to be given for all meetings.

- 7.4.1 Be responsible for keeping minutes of all meetings.
- 7.4.2 Ensure members of the Committee receive minutes of each meeting.
- 7.4.3 Present a report to Council as required.
- 7.4.4 Carry out such other duties as Council shall direct.

7.5 FINANCE COMMITTEE

- 7.5.1 Consist of the Treasurer, who shall be the Convenor, the Vice President, and members elected by the Council.
- 7.5.2 Make recommendations for financial policy of the Association.
- 7.5.3 Make recommendations for fees for all competitions.
- 7.5.4 Be responsible for the allocation of courts as required by Clubs, Representative Squads/Teams within the Association and Others and advise the Treasurer details to issue invoices for collection of payment as required.
- 7.5.5 Prepare a budget for the ensuing year to be presented at the February meeting.
- 7.5.6 Oversee stock control of the canteen weekly.
- 7.5.7 Be responsible for the BBQ float and cost of raw materials. The Finance Committee to recommend sale prices for the canteen and BBQ annually.
- 7.5.8 Ensure adequate insurance cover is maintained at all times for the property and assets of the Association.
- 7.5.9 Maintain records of saleable items.
- 7.5.10 Set a reasonable limit for operational expenditure.
- 7.5.11 Shall issue a summary to Competition Co-ordinator and respective Club Treasurers prior to the final competition day of all outstanding money and final payment will be required before the Final Series.
- 7.5.12 Carry out such other duties as Treasurer shall direct.

7.6 UMPIRES COMMITTEE

- 7.6.1 Consists of the Umpires Co-ordinator, who shall be the Convenor,

and members elected by the Council.

- 7.6.2 Members are to be accredited umpires, preferably with a National Badge.
- 7.6.3 Shall be responsible for raising the standards of umpiring within the Association.
- 7.6.4 Shall be responsible for classification of umpires to Association standards; such classification and coaching be carried out by suitably qualified umpires.
- 7.6.5 Reviews the classification of an umpire at any time.
- 7.6.6 Determines the qualifications for classification.
- 7.6.7 Advises when grading has been completed the classification required to umpire the various grades.
- 7.6.8 Assists the Umpires Co-ordinator to carry out her duties.
- 7.6.9 Carries out such other duties as Council shall direct.

7.7 COACHING COMMITTEE

- 7.7.1 Consists of Coaching Co-ordinator who shall be the Convenor and members elected by the Council.
- 7.7.2 Co-opt coaches of Representative teams if required, if not an elected member of this Committee, to attend at least one (1) meeting of the Committee each year.
- 7.7.3 Shall be responsible for raising the standards of coaching within Clubs of the Association.
- 7.7.4 Assists with accreditation courses.
- 7.7.5 Liaise with Clubs to identify talented coaches.
- 7.7.6 Assists with coaching clinics within Clubs including NetSetGO.
- 7.7.7 Consult with representative coaches regarding any specialist coaches required to assist with the team development.
- 7.7.8 Assists the Coaching Co-ordinator to carry out their duties.
- 7.7.9 Carry out such other duties as Council shall direct.

7.8 GRADING COMMITTEE

- 7.8.1 The Competition Co-ordinator shall be the Convenor of the Grading Committee.

- 7.8.2 Shall be responsible for the grading of all teams in order of standard for the winter day competition, St. George Carnival and Twilight competition.
- 7.8.3 Any Club that has disputed provisional grading will be able to discuss their dispute with the Grading Committee at a date and time nominated by the Committee.
- 7.8.4 No disputes will be accepted upon completion of final grading.
- 7.8.5 The Grading Committee may reserve the right to re-grade teams.
- 7.8.6 Shall carry out such other duties as Council shall direct.

7.9 **COMPETITION COMMITTEE**

- 7.9.1 Consist of the Competition Co-ordinator and members elected by the Council.
- 7.9.2 Develop fixtures and collect and record results for all competitions.
- 7.9.3 At the first meeting, delegate responsibilities to members elected.
- 7.9.4 Organise all competitions and carnivals held by the Association.
- 7.9.5 Keep a register of all teams and their players, together with identification as decided by Council.
- 7.9.6 Be responsible for the collection of score sheets and check details and signatures.
- 7.9.7 Maintain an up-to-date progressive point score.
- 7.9.8 Advise the Treasurer to issues fines for matters pertaining to the competition.
- 7.9.9 Be responsible for recording late registrations.
- 7.9.10 Receive notification of forfeits and advise affected team.
- 7.9.11 Carry out such duties as directed by the Competition Co-ordinator in line with Competitions Policy.
- 7.9.12 Carry out such other duties as Council shall direct.

7.10 **GOVERNANCE COMMITTEE**

- 7.10.1 Shall appoint a Convenor at their first meeting.
- 7.10.2 Conduct an annual review of the Association's Constitution and Policies in line with Netball NSW and other governance materials.
- 7.10.3 Identify any areas requiring new or amended policy.

7.10.4 Review any policy changes or ideas submitted by Clubs.

7.10.5 Carry out such other duties as Council shall direct.

7.11 HEARINGS TRIBUNAL

7.11.1 Shall consist of Vice President who shall be Convenor and registered members co-opted for each hearing.

7.11.2 Deliberations shall be governed by the Netball NSW Member Protection Framework.

7.12 APPEALS TRIBUNAL

7.12.1 Council may delegate its powers for an appeal to a tribunal as follows:

- i) The Tribunal to consist of three (3) members, the President, who shall be Chairperson, and registered members co-opted for each hearing.

7.12.2 Deliberations shall be governed by the Netball NSW Member Protection Framework.

7.13 SELECTION COMMITTEE

7.13.1 There shall be two (2) separate Selection Panels, one (1) for Senior selections and one (1) for Junior selections. Selectors may apply for one (1) or both Panels.

- i) The Senior Selection Panel shall consist of five (5) members appointed by the Appointments Panel.
- ii) Junior Selection Panel shall consist of five (5) members appointed by the Appointments Panel.
- iii) Two (2) reserve selectors will be named to be called on if needed.

7.13.2 A selector who is perceived to have a possible conflict of interest (i.e., a close relationship with a player) shall stand down from the selection panel for which that player is being considered.

7.13.3 The Senior Selection Panel shall select Senior Representative Squads and Teams, State Titles Teams and Summer Series Teams.

7.13.4 The Junior Selection Panel will select all Junior Representative Squads and Teams and Junior Development Squads.

7.13.5 The Representative Co-ordinator shall be responsible for ensuring all selectors have access to the Coach's report at least 48 hours prior to all phases of selection.

7.13.6 Shall carry out such other duties as Council shall direct.

7.14 **REPRESENTATIVE COMMITTEES**

7.14.1 There shall be two (2) separate Representative Committees: one (1) for Juniors and one (1) for Seniors.

7.14.2 Each Committee shall consist of the relevant Representative Co-ordinator and the Managers of each Representative Team.

7.14.3 Each Committee is responsible for the wellbeing of the Representative Teams.

7.14.4 Carry out such duties in line with the Representative/Development Policy.

7.14.5 Carry out such duties that Council shall direct.

7.15 **APPOINTMENTS PANEL**

7.15.1 Appointments Panel to consist of:

- i) The President (Chair of the Committee).
- ii) Two (2) registered members of Netball NSW (at least one (1) appointed member must be a non-Executive Member).
- iii) Two (2) reserve members will be named to be called on if needed.

7.15.2 Applications close 1 July each year. Executive Committee to determine positions.

7.15.3 The term of appointment shall be 1 August of the ensuing year until 31 July of the following year. In the event an appointed position is vacated, the Panel shall determine the replacement from appointed reserve members.

8. FINANCE

8.1 REFUNDS

8.1.1 No refunds to the Association membership fees will be given following the closing date set by Netball NSW.

8.2 CLUB ACCOUNTS

8.2.1 The Treasurer is to issue all accounts.

8.2.2 The relevant Executive Member to provide details to the Treasurer when fines are required to be issued.

8.2.3 Any queries/objections regarding fines are to be made to the relevant Executive Member issuing the fine within 14 days of receipt.

8.3 CLUB AND MEMBERS - FINANCIAL STATUS

8.3.1 A Club and/or member is considered to be not financial if an account is still outstanding after the time set for payment. Invoices issued by the Association are due and payable within 28 days from the date of invoice.

8.3.2 Any disputed amount must be paid and a refund will be given if dispute upheld.

8.3.3 Any player experiencing difficulty in meeting their financial commitments can appeal to their Club who shall take the matter up with the Association Treasurer.

8.3.4 In no way do the above clauses alter the Policy which states a Club and its members have to be financial to participate in the final series.

8.3.5 A Club must be financial for its Club delegates to vote at a Council Meeting or enter teams in another competition.

8.3.6 An Executive member of a Club (President, Secretary, Treasurer) that is not financial cannot register with another Club/team until the outstanding debts of that Club have been paid.

8.3.7 If a Club/team has money outstanding at the end of any competition the following procedure shall be followed:

- i) The Club Secretary or Team Contact to be sent details of the amounts outstanding.

- ii) If there is a balance still outstanding after 14 days that the advice has been issued, all members of the Club to be advised of their portion of the amount owing.
- iii) A clearance to participate in another competition or Club will not be given until that member has paid their portion of the outstanding debt.
- iv) A person who is not financial cannot nominate for a position in the Association.

8.4 PAYMENT OF EXPENSES

- 8.4.1 Reimbursement of expenses may be paid to members when attending authorised business on behalf of the Association.
- 8.4.2 Expenses cannot be claimed by elected members to cover attendance at Council, Executive Committee or Sub-Committee meetings.
- 8.4.3 Reimbursement of expenses may be paid to specialist umpires and coaches conducting skill days, seminars etc.
- 8.4.4 Where a Club has arranged an event, the Association will not be liable.
- 8.4.5 The rate of payment shall be recommended by the Finance Committee.

8.5 HIRE OF COURTS AND CONTROL ROOM

- 8.5.1 Court hire fee to be recommended by the Finance Committee each year.
- 8.5.2 Courts will be allocated by the Finance Committee.
- 8.5.3 Groups wishing to use the Control Room for meetings and other approved functions are to pay such fee as approved by Council from time to time to cover electricity and cleaning charges on the recommendation of the Finance Committee.

8.6 SUBSIDIES

- 8.6.1 All subsidy requests must be sent to the Secretary. Requests will be at the recommendation of the Finance Committee.

9. MINUTES

- 9.1 This applies to all meetings, forums and Sub-Committee meetings of the Association.
- 9.2 Minutes shall list members in attendance at the Meetings of the Association.
- 9.3 Correspondence lists for Council shall be included as part of the Minutes.
- 9.4 Minutes shall be available to Clubs, Executive Committee and Life Members within 14 days after the meeting has taken place.
- 9.5 Minutes shall include reports of Executive Members and Sub-Committees.

10. COMPLAINTS

10.1 PROCEDURE FOR COMPLAINTS

10.1.1 The Netball NSW Member Protection Framework shall be applied when dealing with complaints.

10.1.2 The Member Protection Information Officer may be consulted as appropriate for procedures in dealing with complaints.

11. MEMBERSHIP AND AFFILIATION

11.1 CLUB AFFILIATION

11.1.1 A Club wishing to join the Association shall:

- i) Apply in writing to the Secretary of the Association.
- ii) Forward the names and addresses of its Executive Members to the Secretary together with proposed uniform colours for approval.

11.1.2 Returning Clubs shall supply the names and addresses of its Executive members to the Secretary by the due date for approval.

11.1.3 The Executive Committee may reserve the right to decline affiliation of any member or Club which may be detrimental to the Association.

11.2 MEMBERSHIP

11.2.1 A member can belong to more than one (1) Club.

11.2.2 Dual membership should only incur one (1) membership fee for Netball NSW membership and insurance.

11.2.3 A delegate to Council shall be a Senior Member of that Club.

11.3 FEES

11.3.1 Affiliation Fee for a Club shall be decided at a Council Meeting prior to the Annual General Meeting each year and shall be paid before the commencement of each competition season.

11.3.2 Registration fee per player for the ensuing year shall be decided at the Council Meeting prior to the Annual General Meeting each year.

11.3.3 Registration fees for recreational competitions shall be decided by Council as required.

11.3.4 Membership fee of Netball NSW shall be paid by dates set down each year.

11.3.5 Where the Association receives charges from external or other parties for costs related to representative teams, these costs will be invoiced to the relevant team for payment.

11.3.6 Each player will receive an individual invoice, in part or full depending on team sponsorships.

11.4 **WORKING WITH CHILDREN CHECK**

11.4.1 All Association coaches, managers, trainers, elected members and paid staff over the age of 18 years must provide a current Working with Children Check. There shall be no exceptions.

11.4.2 All persons over the age of 18 years who assist with the development of juniors must obtain a Working with Children Check.

12. AWARDS

The following perpetual awards shall be presented annually:

12.1 GLADYS WAUGH TROPHY

12.1.1 This trophy was donated by Gladys Waugh, OAM; Life Member of the Association and presented to a player, coach, umpire or administrator, who has made the best contribution to the Association during the current year.

12.1.2 Nominations for the award are to be in writing and signed by a nominator and seconder who may be from a team, Club or just members generally. Closing date for nominations to be the last competition round of the Winter Day Competition.

12.1.3 The achievements of the nominee for that year are to be set out together with a statement as to why the nominee should be considered for the award.

12.1.4 The Panel to select the winner to comprise three persons:

- i) The Association's Patron or her nominee
- ii) Life Member
- iii) A member of Council

12.1.5 A panel member shall not be party to a nomination.

WINTER DAY COMPETITION AWARDS

12.2 COMPETITION AWARDS

12.2.1 The recipients of the Competition Awards are confirmed by the Competition Co-ordinator.

12.3 GUS GOSLING TROPHY

12.3.1 This trophy was donated by Gus Gosling's daughter. Gus Gosling was a former ambulance officer who offered his first aid services to the Association, a position he held for many years. He introduced his friend Ernie Bowden, who had been a fellow ambulance officer to assist him. Both Gus and Ernie were very popular with all the players and officials.

12.3.2 This award is presented to a Junior Club Player of the Year

who has shown leadership, growth and commitment throughout the season.

12.3.3 Nominations for the award shall be for a junior registered player and are to be in writing and signed by a nominator and seconder who may be from a Club. Closing date for nominations to be the last competition round of the Winter Day Competition.

12.3.4 The Executive Committee will determine the recipient from nominations received.

12.4 **OATLEY TROPHY**

12.4.1 This award was donated by Oatley RSL Youth Netball Club. It encourages Junior teams to be competitive in the Association Winter Day Competition at all times and to keep up their goal averages.

12.4.2 This award is presented to the Junior Team with the highest goal average for the current year's competition.

12.5 **SUE MCNAMARA TROPHY**

12.5.1 This award was donated by Brighton Seagulls Netball Club and Connells Point Netball Club. Sue McNamara was a player with the Association as a member of Brighton Seagulls and then Connells Point playing in their A Grade team. Sue was only in her early 20s when she died as a result of an infection contracted whilst on a trip to Asia. The award encourages Senior teams to be competitive in the Association Winter Day Competition at all times and to keep up their goal averages.

12.5.2 This award is presented to the Senior Team with the highest goal average for the current year's competition.

12.6 **COACHING AWARDS**

12.6.1 The recipients for the Coaching Awards are recommended by the Coaching Committee.

12.7 DON ROWLAND MEMORIAL TROPHY

12.7.1 Don Rowland dedicated many years to coaching players at both Club and Representative levels. He was well respected by his players, his Club, the Association and the greater netball community.

12.7.2 This award was donated by the Association and award is presented to the Club Coach of the Year.

12.8 UMPIRE AWARDS

12.8.1 The recipients of the Umpires Awards are recommended by the Umpires Committee.

12.9 ARNCLIFFE SCOTS TROPHY

12.9.1 This award was donated by Arncliffe Scots Netball Club and is presented to the Umpire of the Year for their contribution to umpiring.

12.10 ANDREWS FAMILY TROPHY

12.10.1 This award was donated by the Andrews family. Helen Andrews is a Life Member of the Association. Harry Andrews gave service as an umpire and sports trainer. Their daughter, Catherine, a Badged umpire who also represented the Association as a player and twin sons, David and Robert were supporters of the Association.

12.10.2 This award is presented to the Junior Umpire of the Year who has strived to improve their standard of umpiring.

12.11 PENSHURST WEST TROPHY

12.11.1 This award was donated by Penshurst West Youth Netball Club and presented to the Senior Umpire of the Year who has demonstrated leadership and dedication to umpiring.

12.12 JO PARKER MEMORIAL TROPHY

12.12.1 This award was donated by the Association. Jo Parker held a

National Badge in umpiring. She held the position of Umpire Co-ordinator on the Executive Committee for several years and was passionate about developing umpires. As an umpire, Jo had a great sense of presence on the court.

12.12.2 This award is presented to an Up and Coming Umpire for acknowledgement of their talent and promise to go further.

12.13 **LINDA FREE - SPIRIT OF UMPIRING**

12.13.1 Linda Free held a National B Badge in umpiring and held the position of Umpires Co-ordinator for a decade. Despite holding other positions on the Executive Committee and being a Life Member, Linda's love of umpiring never wavered. Following her retirement from umpiring, Linda continued to assist in the development of umpires, sat on many umpire testing panels and remained a source of support to the Umpires Committee.

12.13.2 This award is presented to an umpire who shows dedication to all facets of umpiring.

REPRESENTATIVE AWARDS

12.14 **REPRESENTATIVE AWARDS**

12.14.1 The Panel to select the winners of perpetual awards to comprise three (3) persons:

- i) The Association President
- ii) Junior Representative Co-ordinator
- iii) Senior Representative Co-ordinator

12.14.2 A panel member shall not be party to a nomination.

12.15 **KYLIE BERRELL MEMORIAL TROPHY**

12.15.1 This is a perpetual award donated by Illawarra Catholic Youth Club. Kylie was a popular personality within her Club and represented the Association at both Junior and Senior Representative level. Kylie was tragically killed in a car accident just short of her 18th birthday prior to the State Championships in which she was to participate.

12.15.2 This award is presented to the Junior Representative Player who has contributed to her team, Club and the Association.

12.16 MARILYN MELHUIISH TROPHY

12.16.1 The perpetual trophy is donated by Marilyn Melhuish OAM, Life Member, Patron and former President of the Association.

12.16.2 This trophy is awarded to the Metro League Player of the Year.

12.17 FAYE LYNCH TROPHY

12.17.1 This perpetual award is donated by the Association. Faye Lynch successfully coached Representative teams at Association for many years. Faye is a Life Member of the Association.

12.17.2 This award is presented to the Representative Coach of the Year.

13. NON-PERPETUAL AWARDS

The following non-perpetual awards may be presented annually:

13.1 ADMINISTRATOR OF THE YEAR

13.1.1 This trophy recognises an individual who has displayed outstanding leadership in the management and/or administration of netball within the Association and/or Club.

13.1.2 The Executive Committee shall determine the recipient.

13.2 ROOKIE COACH OF THE YEAR

13.2.1 This award is awarded by the Association.

13.2.2 This award is presented to a Club Coach in their first two years of coaching any team.

REPRESENTATIVE AWARDS

13.3 STATE TITLES PLAYER'S PLAYER AWARD

13.3.1 This award is donated by the Association. This is awarded to the Most Valuable Player in each team.

13.3.2 Players will be required to cast their votes on a 3, 2, 1 basis following each carnival and the completion of each day at State Titles. Team Managers shall be responsible for collating the votes.

13.4 STATE TITLES COACH'S AWARD

13.4.1 This award is donated by the Association. This award is awarded to a player who displays a willingness to improve and contributes to team spirit.

13.4.2 The coach shall determine the recipient.

13.5 METRO LEAGUE COACH'S AWARD

13.5.1 This award is donated by the Association. This award is awarded to a player who displays a willingness to improve and contributes to team spirit.

13.5.2 The Coach shall determine the recipient.

13.6 **REPRESENTATIVE MANAGER'S AWARD**

13.6.1 This award is donated by the Association. This award is awarded to a manager who provided outstanding support to their representative team throughout the season.

13.6.2 The Representative Co-ordinators and the Coaching Co-ordinator shall determine the recipient

13.7 **GENERAL**

13.7.1 Award recipients must be registered members of the Association.

13.7.2 It is preferable that there is one recipient for each trophy.

13.7.3 Where perpetual trophies are awarded, the recipient shall receive a small trophy, if possible, a small replica, which they keep.

13.6.4 The Association is responsible for the engraving of the recipient/s for each award.

ST GEORGE DISTRICT NETBALL ASSOCIATION INC.

APPENDIX

1. TIMEFRAME

The following timeframe is a summary of various functions of the Association as set out in the Constitution and Policies for smooth administration.

The number of days required to give notice of meetings, call for nominations, etc. is set out in the Constitution.

The timeframe for other matters shall be decided by Council.

February

First Council Meeting

Additional Membership Lists, Capitation Fees and Insurance to Netball NSW

Appointment of:

 Paid Positions

Election of:

 Sub-Committees / Tribunals

 Finance

 Umpires

 Coaching

 Grading

 Competition

 Governance

Fines

Fee for Court Hire / Control Room - Finance Committee to recommend

March

Winter Twilight Competition:

 Format for umpiring

 Fees (Finance Committee to recommend) Casual Players

July

Nominations close for Appointments Panel 1 July

Representative / Development Forum

Format for Final Series

Twilight Competition:

Format for umpiring

Fees (Finance Committee to recommend) Casual Players

Determine if a subsidy is to be paid for players/coaches/umpires to attend courses (Finance Committee to recommend)

August

Domestic Forum

September

Meeting to determine policy for the next season

Matters pertaining to competition, umpires, etc. details to be submitted by Clubs, the Executive Committee and Sub Committees / Tribunals.

Application to Netball NSW to hold a District Carnival close 30 September

Financial year finishes on 30 September

October

Financial year commences on 1 October

Representative Dinner

November

Approve Calendar of Events

Fees (Finance Committee to recommend)

Registration

Affiliation

Annual General Meeting - Appointment of:

Auditor

Returning Officer

Voting on nominations (if any) for Life Membership.

Election of Office Bearers

December

Registration with NSW Fair Trading