

Green Hills Netball Club Inc

By-Laws 2007

Changes as adopted @ 2011 AGM

Changes as adopted @ 2022 AGM

Registration No INC9877930

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1. Office Bearers Roles and Responsibility.

The Duties/Job Description/Roles and responsibilities of all Executive Committee and Officials of the Club are as follows:

A. President:

1. To promote the club amongst the Hawkesbury Community.
2. To promote the game of netball in a competitive and friendly manner.
3. Oversee the smooth running of the club, control and manage the affairs of the club, exercise the powers given to them by this Constitution and By-Laws.
4. To ensure that the Executive Committee and Officials of the Club fulfill their duties to the best of their abilities.
5. Chair all meetings including the A.G.M, Special General Meeting, Executive Committee Meetings, General Meetings and Dispute Committee meetings.
6. Attend Official functions on behalf on the Club.
7. Provide an Annual report at the AGM.
8. Be fully conversant with the Constitution and By- Laws of the Club.
9. Be available to all members for any and all enquiries in regards to the running of the Club.
10. Have the final casting vote in the case of equality of votes at Executive Committee meetings and General Meetings.
11. Make presentations as appropriate.
12. Monitor the funds of the Club.
13. Ensure all Team officials are adhering to by-law, Clause 4(F), Team Official Roles and Responsibilities

B. Vice- President.

1. Deputise for and assist President as required.
2. Undertake any duties delegated by the President.
3. Assist in the organizing of social activities for the Club.
4. Organize venues, times, dates for Annual Presentation Day/ Evening.
5. Co-ordinate Opening day arrangements.
6. Supervise training times for all teams.
7. Organize Team photos each season.
8. Present activity reports at Meetings.
9. Assist any other office bearer where necessary.
10. Attend H.C.N.A council meetings.
11. Attend all Executive, Special General and General meetings of the Club
12. Ensure all Team officials are adhering to by-law, Clause 4(F), Team Official Roles and Responsibilities
13. Participate in Dispute Committee meeting if requested to by President

C. Secretary.

1. To prepare the Agenda for all meetings. This shall be done where possible in consultation with the President and other members of the Executive Committee.
2. Take Minutes at all meetings of the Club
3. Attend all Executive, Special General and General meetings of the Club
4. Establish and maintain a register of members, specifying the name and address of each person who is a member of the Club.
5. Except as otherwise provided by the Constitution, the Public Officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Club.
6. Receive and attend to and respond to all correspondence as required.
7. Respond to all enquiries, questions and complaints from members in regards to the running of the club.

8. Participate in Dispute Committee meeting if requested to by President
9. Ensure all Team officials are adhering to by-law, Clause 4(F), Team Official Roles and Responsibilities
10. Act as point of contact for H.C.N.A
11. Present report at each meeting.
12. Ensure Form 12 Annual Statement of The Department of Fair Trading is completed and lodged with the Department within twenty- eight (28) days of the Annual General meeting
13. Prepare and distribute a calendar of events to all members throughout the netball-playing season
14. Advertise details of the Annual General Meeting to all members no less than twenty- eight (28) days prior to AGM
15. Accept all nominations for Executive Committee and Official of the Club not less than seven (7) days prior to AGM.
16. Attend H.C.N.A Council meetings.
17. Prepare all forms for Registration day and lodge all required forms with H.C.N.A
18. Organise roster for Club's canteen commitments throughout the netball season
19. Ensure all Officials of the Club know of all upcoming commitments with H.C.N.A and when attendance will be required.
20. Assist other Executive committee and Officials of the Club where necessary.
21. Organise awards for Annual Presentation Day/ Night.
22. Advise Executive Committee members, Officials of the Club and team representatives of upcoming Executive meetings, Special General meetings and General meetings of the club not later than seven (7) days prior to the meeting date
23. Advise appropriate players/s, team or members of disciplinary action or Dispute Committee results
24. Organise Tribunal Committee hearing within fourteen (14) days of receiving an appeal from a player/s, team or member
25. Where no registrar is appointed, the Secretary will assume responsibility for their duties
26. Maintain register of Working with Children check for the club

D. Treasurer.

1. Maintain all Financial Records.
2. Ensure all money due to the Club is collected and received and that all payments authorized by the Club are made.
3. Ensure correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of the Club.
4. Ensure all bank Statements are tabled at each and every meeting of the Club together with a written financial report.
5. Present completed accounts at the AGM.
6. Ensure Form 12 Annual Statement of The Department of Fair Trading is completed and lodged with the Department within twenty- eight (28) days of the Annual General meeting.
7. Advise Executive Committee of monies owing and, as appropriate, of any unfinancial members.
8. Attend all Executive, Special General and General meetings of the Club
9. Attend to payment of all Umpires
10. Participate in Dispute Committee meeting if requested to by President
11. Attend to the issuance of a letter of warning to any member who is not financial at the start of the second round in accordance with the constitution Clause 6 (G), Registration of Members.

E. Umpire Convenor.

1. Keep up to date records of all the Club's umpires including qualifications.
2. Ensure all the Club's umpires hold current qualifications.
3. Assist in the training and development of all umpires throughout the season.
4. Allocate umpires for all games throughout the netball season.

5. Attend to the nominations of members who will be attending H.C.N.A theory exams and practical courses held throughout the year.
6. Nominate any umpires to H.C.N.A who are ready to be assessed for grading purposes.
7. Support and assist all umpires as necessary.
8. Attend all H.C.N.A umpire convenors meetings.
9. Notify President/Executive Committee of any umpiring problems or complaints.
10. Present a report at all meetings.
11. Ensure all umpires are utilized as evenly as possible and rotated game levels throughout the season to aid in their development.
12. Advise Executive Committee and umpires of any external relevant umpiring clinics that are available and that may assist an umpires development

F. Registrar.

1. Attend to the Registration of all members with H.C.N.A including players/ teams/ umpires/ coaches/ managers/ non-playing members.
2. Sight birth certificates/passports for all new players to be registered.
3. Ensure all members to be registered have registered as per Netball NSW requirements
4. Attend to late registrations and de-registration throughout the playing season.
5. Ensure each team has their "Coaches Book" prior to the first day of play.
6. Present a report at all meetings.
7. Attend H.C.N.A grading day and report outcome to Executive Committee.
8. Maintain register of all members/teams and grading.
9. Notify President/Executive Committee of any registration problems or complaints

G. Coaches Convenor.

1. Advise Executive committee of all Coaching nominations for the upcoming season.
2. Assist the Executive Committee when requested in coaching appointments.
3. Advise Coaches of their appointments for the upcoming season.
4. Notify President/Executive Committee of any coaching problems or complaints
5. Ensure all Coaches have H.C.N.A minimum coaching requirement.
6. Nominate members/coaches to attend H.C.N.A Orientation to Coaching Program (OTC) when required.
7. Attend all H.C.N.A Coaching convenors meetings.
8. Advise Executive Committee and coaches of any external relevant coaching clinics that are available and may assist a coach's development.
9. Organize internal specialized coaching clinics when required and where possible.
10. Advise coaches when requested in the development of training plans/ drills or player development.
11. Assist in the organizing of training times for all coaches. Attend team training sessions when requested by the coach or Executive committee
12. Present report at meetings.
13. Assist in the arranging of junior coaches to be mentored as per by-laws Clause 4(Q.)

H. Uniform and Equipment Officer.

1. Control and maintain a register of all-stock owned by the Club.
2. Provide each team with training balls, match ball, training bibs, game bibs, first aid kit and any other equipment deemed necessary at the start of each playing season.
3. Ensure all coaches sign for allocated equipment at the beginning of the season and return the allocated equipment at the end of the playing season.
4. Arrange for the ordering of all new uniforms and equipment for the Club in liaison with the Executive Committee.
5. Prepare a report for all meetings.
6. Prepare a complete stock take of all equipment for presentation to the AGM.

7. Notify President/Executive Committee of any uniform or equipment problems or complaints.

I. Fundraising Convenor.

1. Liaise with Executive Committee concerning all fundraising to be done throughout the season
2. Organize at least one (1) fundraising activity during the season.
3. Present report at all meetings
4. Give written notice to all members not later than twenty- eight (28) days prior to all intended fundraising activities
5. Notify President/Executive Committee of any fundraising problems or complaints.

2. Canteen Duty.

- A. The Club must ensure it meets its obligations to working at the H.C.N.A canteen.
- B. Each team throughout the year must provide members over 15 years of age to work in the H.C.N.A canteen when allocated by the Club.
- C. The Executive Committee may fine teams failing to provide suitable members to work in the canteen.
- D. Where possible the Club will try and not allocate members time in the canteen that conflict with their child's playing time.

3. Team Selection.

- A. Team selection will depend on the number of players and standard of players that register with the Club.
- B. Where possible players of equivalent standard will be placed in the same team.
- C. Selection and grading of all teams will be on paper except where instructed otherwise by H.C.N.A
- D. Any particular requirements by a member in regards to their child's team and grading preference should be put in writing and addressed to 'The Secretary' not later than seven (7) days prior to the Club's registration day.
- E. The Executive Committee decision on team selection and grading will be final.

4. Team Officials/ Appointments and Responsibilities.

- A. The Team Officials are the Coach, Assistant Coach and Manager
- B. Team officials are appointed by the Executive Committee of the Club.
- C. Team officials must apply annually for Coaching, Assistant Coaching or Manager positions within the Club.
- D. Coaching terms will be for 3 consecutive years. A coach (or coaching combination) will not coach a team for more than 3 years, unless a written request is received by the executive from all existing members who are registering in the fourth or subsequent years. The coaching term can then be altered by a unanimous vote of the executive if it is in the best interest of the team. (The executive must consult with all existing members/parents/prospective coaches)
- E. Team Officials must adhere to the Code of Conduct and Policies as issued by N.S.W Netball
- F. Team Officials are to ensure that each playing member has **equal** court time throughout the playing season. During the finals series each player must takes the court for a minimum period of a quarter in each game played in the final series. At any time throughout the playing season a Club Executive may request to see the teams records of equal court time.
- G. Team Officials are to promote the game of netball in a competitive and friendly manner.
- H. Team Officials are responsible for the encouragement and provision of facilities for the education, practice and playing of the sport of netball.
- I. Team Officials are to ensure the adoption and compliance of the rules of netball
- J. Team Officials must sign for and are responsible for all the equipment given to them at the start of season and must ensure their return prior to 30th September of each year to the Secretary or Uniform Equipment Officer.

- K. Promote the health and safety of players
- L. Distribute any newsletters or correspondence from the Club to the team members.
- M. One team Official must attend the Club's General meetings in accordance with the constitution Clause 14(A & B), of which they will be given, at least seven (7) days notice of.
- N. Team Officials are responsible for the compulsory nomination of up to three (3) Trophy recipients for end of year Presentation Day/ Evening in accordance with the by-laws Clause 7 (A).
- O. No team official shall speak to a team member about a disciplinary matter unless in the presence of a parent/legal guardian for those members under the age of 18 in accordance with the constitution Clause 8(F).
- P. Any complaints, disputes, or questions in regards to any member of the team they are an Official of must be referred to the Executive Committee for actioning.
- Q. Senior coaches are requested to assist in the mentoring of junior coaches for a period of two (2) seasons when required.

5. Team Numbers.

Team numbers are restricted to the following maximum number of players unless Executive Committee agrees upon special dispensation.

NetSetGo Teams	5 – 9 years	maximum 10 players
Junior Teams	10 - 13 years	maximum 10 players
Intermediate Teams	14 -16/17 years	maximum 10 players
Senior Teams	17 years + over	maximum 12 players

A Player may be registered into a team above their age if approved by the Executive Committee and their parent/guardian and in accordance with H.C.N.A policy

6. Presentation Day-Evening /Opening day.

- A. Suitable advance notice will be given to all members of dates, venues and times for Opening Day march and start of play along with end of season Presentation Day/ Evening.
- B. All members will be encouraged to attend and participate in Opening Day March as well as Presentation Day/ Evening.

7. Awards.

At Presentation Day/ Evening at the end of season the following members will be recognized.

A. Players.

1. Each NetSetGo and Junior player of each team will receive a trophy.
2. In the Junior teams up to three (3) players will be recognized and chosen by the coach to receive special trophies for specific service to the team e.g.: Best and Fairest, Coaches Award, Most Improved, Players player.
3. The Executive Committee must approve unusual trophy names requested by the team official of a team for the three (3) awards or other team trophies

B. Umpires.

An umpire at completion of the first year will receive a whistle from the Club

C. Club Awards

The Executive Committee will choose these awards.

- Claire Gagan Award
- Sheila Eather Award
- H.C.N.A 25 Years Service Award
- Raelylene Kutzer Award
- Umpire Award
- Junior Club person of the Year
- Senior Club person Of the Year
- Coach/s Of the Year

- Leonie Wheeler Award
year

Team/Player/Umpire for outstanding service throughout the

D. Representative Awards.

Players chosen for selection to represent H.C.N.A throughout the season will be acknowledged at the Presentation Evening.

8. Fundraising.

- The Club shall conduct at one (1) fundraising activity during each playing season.
- The Executive Committee shall determine the fundraising activities.
- All members are required to support the fundraising activities.
- All members shall be given not less than twenty- eight (28) days notice, in writing of fundraising activities.
- Where there is non-participation in fundraising, the Executive Committee may issue a fine to an individual member or team.

9. Courses.

- The Club shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.
- The Club shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.
- The Club shall ensure that all appropriate members are enrolled in any courses conducted by H.C.N.A

10. Information and Newsletters.

The Club shall provide the following information via its website to all members.

- Registration Information
 - Names of upcoming season's Executive Committee, Officials of the club and contact details and date, time and location of Registration Day
 - Cost of registration.
 - Contact details for members who may be unable to attend registration day or wish to discuss alternative arrangements regards registration fees
 - Cost of uniform, socks, polo shirts, tracksuits etc
 - Contact person for team preferences prior to Registration Day
- Details and dates for nominations for courses, seminars etc.
- Club and H.C.N.A calendar of events where possible
- Dates of games throughout the season.
- A copy of the clubs Constitution and By-Laws.

11. Fines.

The Executive Committee may issue fines for conduct detrimental to the aims, objects or interests of the Club by any player, team or member to whom the Constitution or By-laws apply.