

SOUTHERN STARS NETBALL CLUB BY-LAWS

V2.2019





Southern Stars Netball Club

BY-LAWS

(DRAFT - for Acceptance July 2019)

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“Constitution” means the constitution of Southern Stars Netball Club QLD Inc. It may otherwise be referred to as the Rules of Incorporation.

“Bylaws” are additional rules which apply to members which generally deal with internal and administrative matters. The Bylaws are made under the Constitution. Accordingly, the Bylaws are subordinate to the Constitution and must not be inconsistent with the Constitution.

“Committee” means the committee of the Management elected by the members at the Club’s Annual General Meeting, as per the Constitution. The Committee is made up of the Executive Committee and General Committee members. The Committee is responsible for the management of the Club.

“Executive Committee” is the President, Vice-President(s), Secretary and Treasurer of the Club, as appointed by the members at the Club’s Annual General Meeting as per the Constitution.

“The Club” refers to Southern Stars Netball Club QLD Inc. or SSNC as referenced through these By-Laws.

“Team Officials” are the delegated Team Coaches and Managers.

1. CORRESPONDENCE

- a) All official correspondence from the Club must be in writing or emailed (from SSNC email or cc'd into correspondence) from the Club Secretary, Executive Committee or authorised person, as authorised by The Committee.
- b) All correspondence to the Club should be addressed to the Club Secretary or appropriate authorised person.

2. DUTIES OF OFFICERS

PRESIDENT

As President of the club your duties shall be to:

- Assist and support both The Committee and club members
- 80% attendance for Club General Committee meetings per year
- Prepare a report for the Annual General Meeting of SSNC
- Oversee the general running and operation of the Club
- Delegate tasks when necessary
- Chair the Annual General Meeting (AGM) and other Committee Meetings
- Attend meetings held by the affiliated Netball Association(s) or , if unavailable, arrange for another committee member to be present
- Be a signatory for financial matters
- Be the Club delegated contact and liaison person for the affiliated Netball Association(s)
- Liaise with the Club Treasurer to oversee appropriate usage of Club funds
- Work in unison with the Club Vice President, Treasurer and Secretary to form the Club Executive Committee
- Be responsible for disputes/discipline for SSNC with other Executive Committee of SSNC

VICE PRESIDENT

As Vice President of the Club your duties shall be to:

- Support and assist the President
- 80% attendance for Club Committee meetings per year

In the absence_of the President your duties as Vice President shall be to:

- Chair Committee Meetings of SSNC
- Attend meetings held by the affiliated Netballs Association(s)

SECRETARY

As Secretary of the Club your duties shall be:

- 80% attendance for Club Committee Meetings per year
- Attend Annual General Meeting of SSNC
- Take minutes at the Annual General Meeting and produce finished copy for ratification at next Committee Meeting
- Takes and distributes minutes of Committee and Coaches Meetings
- Advise when there are Notice of Motions
- Compiles the agenda for each Committee Meeting and distributes to appropriate members prior to meetings
- Assists in dispute resolution along with other Executive Committee members
- Prepare & distribute a contact list of Committee members, their positions held, phone numbers and email address
- Manage all correspondence received via email, respond where appropriate and forward relevant information to members or other people for actioning as required
- Maintain records of incoming & outgoing correspondence
- Assist President in organising all meetings
- Compile the agenda provided by the Coaching Convenor for each Coaches Meeting. The Coaching Convenor distributes to appropriate members prior to meetings
- Distribute provided minutes of Coaches Meeting to relevant members
- Works in unison with the Club President, Vice President and Treasurer to form the Executive Committee
- Liaises and communicates with the affiliated Association(s) where necessary
- Responsible for completing Associations Incorporations Documentation for Queensland Government and liaise with Treasurer to ensure that financial records are audited to be forwarded along with the Associations Documentation.
- Ensure that all Team Officials, Committee members and any other delegated positions as deemed appropriate by the Committee are to have a valid Blue card. Issue application forms to coaches where necessary
- Maintain register of members of the association as provided by the Registrar

TREASURER

As Treasurer of the club your duties shall be to:

- Oversee and maintain all the books and accounts for SSNC
- 80% attendance for Club Committee meetings per year
- Keep accurate and up to date records of all finances for the club including:

- ☞ Fees
- ☞ Functions
- ☞ Merchandise
- ☞ Membership

- Provide monthly financial statements for each Club Committee Meeting
- Reconcile all registration fees, payments and liaises with the Affiliated Association(s) Treasurer in regard to any discrepancies
- Be responsible for issuing and signing of cheques and online banking
- Ensure all payments are co-signed by one of the members as listed in the Club Constitution
- Collect all fees from members of SSNC and follow up on outstanding payments where applicable
- Attend and assist on registration days
- Provide a Treasurer's report to the President prior to the AGM and Club Committee Meetings of SSNC
- Provide an annual financial report after end of the Club's year as specified in the Club Constitution for the AGM
- Audit Financial Statements to be completed by the Annual General Meeting date of that year in readiness to handover to the incoming Treasurer

COACHING CONVENOR

As Coaching Convenor for the club your duties shall be to:

- Act as liaison between the Club coaches and SSNC and associations as required
- 80% attendance at Club Committee Meetings per year
- Coordinate in liaison with the Secretary to schedule regular Coaches Meetings throughout the year and supply agenda and minutes for meetings
- Investigate coaching clinic opportunities
- Conduct an audit on all coaching equipment at the end and beginning of each season
- Coordinate and distribute coaching equipment at the beginning of each season
- Keep in contact with coaches to ensure they have support
- Arrange through the Club Secretary for all new coaches to have a Positive Blue Card
- Assist in team selections as required
- Utilise and maintain Coach and Manager Facebook page

NEWSLETTER EDITOR

As a Newsletter Editor for the club your duties shall be:

- 80% attendance at Club Committee Meetings per year
- Collate and update all information required for the newsletter as agreed by the current Committee
- Send final newsletter to the Secretary for distribution to all members via email and applicable platform as agreed by the current Committee

FUNDRAISING CO-ORDINATOR

Role of the Fundraising Co-Ordinator:

- Organise all fundraising events including Association(s) canteen and club duties
- Coordinate and communicate rosters and time allocations
- Coordinate and communicate with the Treasurer regarding monies for events
- Organise awards and promotional items from potential sponsors
- 80% attendance at Club Committee Meetings per year

EVENTS CO-ORDINATOR

Role of the Events Co-Ordinator

- Organise and coordinate team annual photos, including team roster
- Organise and coordinate venue, costings, menu and entertainment
- Coordinate theme, decoration and design
- Coordinate set up at the venue and any work needed prior or on the awards day
- In consultation with the President set program for the night
- Coordinate clean up and storage of decorations
- Arrange and attend end of year awards meetings as required
- 80% attendance at Club Committee Meetings per year

GRANTS CO-ORDINATOR

Role of the Grants Co-Ordinator:

- Research applicable grants to apply for
- Provide administrative support and advise on appropriate funding
- Coordinate, prepare and submit applications for funding
- Attend Club Committee Meetings as required by the current Committee

UNIFORM CO-ORDINATOR

Role of the Uniform Co-Ordinator:

- Attend allocated dates to take new uniform orders
- Liaise with uniform supplier as required
- Liaise with Treasurer regarding uniform payments from members and to supplier
- Coordinate distribution of orders
- Keep President up to date on all details
- Review uniform costs and pricing, in consultation with the Committee on an annual basis
- Assist to coordinate second-hand uniforms, and other club apparel
- Submit new designs including sponsorship funded items to the Committee prior to approval

- Utilise and maintain the SSNC Facebook Second Hand Uniform page
- 80% attendance at Club Committee Meetings per year

GENERAL COMMITTEE MEMBER

Role of a General Committee Member:

- 80% attendance at Club Committee Meetings per year
- Assist other members during periods of high work load *i.e.* End of Year Awards and registration
- Be a delegate for Southern Stars Netball Club at Saturday fixtures as needed
- Assist with the general running of the Club as required. This may include:
 - Fundraising
 - Coordinating team photos
 - Sign on days and registrations
 - Coordinating second hand uniforms sales and purchases
 - Club events including: Annual Awards Night, Family Fun Day, Fundraising Events and BBQ, Canteen and Club Duties as required

3. INFORMATION TO MEMBERS

- a) The Club shall provide the following information in writing, by email or via the club website or any other method agreed by the Committee to all members prior to the start of the season (pending availability):
 - (i) Fixtures timetable
 - (ii) Grading date and times
 - (ii) Team training details – date/time/venue
 - (iii) Contact details for Team Officials
 - (iv) Contact details for Club Official/s
- b) The Club shall update the club website with items of news as required from February to September with appropriate items of information.
- c) It is the Club's policy to use e-mail as the first means of written communication. Facebook and the website may be used as secondary methods of communication.

4. ANNUAL EVENTS/SOCIAL CALENDAR

The Club shall organise the following Social activities annually:

- (i) Meet and Greet prior to the beginning of the season. This day shall include the presentation of Coaches and their teams and presentation of the Club's Committee
- (ii) Annual End of Year Awards at the conclusion of the season
- (iii) One other social activity to be determined annually by the Committee

5. AFFILIATION

- (a) The Club will be affiliated with an Association or Associations as agreed with the Committee
- (b) Changes to the Association(s) affiliation may occur at Club Committee Meetings if deemed advantageous by members.

6. COMMITTEE MEETINGS

Executive Committee Meetings

- (a) Executive Committee Meetings will be held when required and notification will be given as appropriate

Committee Meetings

- (a) Club Committee meetings will be held once a month during February to September or as deemed necessary by the Executive Committee
- (b) All non-Committee members are entitled to attend the Club Committee Meetings, however may not vote
- (c) Only one vote per Committee member shall be permitted
- (d) Committee members must be present to cast a vote
- (e) Special meetings maybe called by the President or the Secretary of Southern Stars Netball Club QLD Inc.
- (b) Dates for Club Committee Meetings for each year will be set at the first or second meeting of the season
- (c) Dates may be altered by the Executive Committee discretion when deemed necessary

Annual General Meeting

- a) All club members are entitled to attend the Annual General Meeting
- b) The Secretary will issue a "Notice of Meeting" at least 14 days prior to the meeting
- c) Only one vote per attending club member shall be permitted
- d) General Business items are to be submitted in writing to the Secretary at least 7 days prior to the AGM

Order of Business of Annual General Meeting

- a) Recording of attendance
- b) Open meeting
- c) Apologies

- d) Minutes of previous AGM
- e) Business arising from the minutes
- f) Presidents report
- g) Treasurers report including the signed financial statements, auditor report if applicable and approved auditor for following season
- h) Reports as required from Coaching Convenor, Umpire Convenor, Events Coordinator, Uniform Coordinator, Fundraising Coordinator
- i) All positions made vacant
- j) Election of office bearers
- k) The following positions/roles shall be elected at the AGM
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Coaching Convenor
 - vi. Umpire Convenor
 - vii. Registrar
 - viii. Grants Co-Ordinator
 - ix. Fundraising Co-Ordinator
 - x. Events Co-Ordinator
 - xi. Newsletter Editor
 - xii. Uniform Coordinator
 - xiii. General Committee
- l) General business including setting of fees for following season

7. UNIFORM

- a) The club uniform is a two piece with top and skorts with the unique Southern Stars Netball Club design. The design may be updated or changed at the discretion of the SSNC Committee
- b) White socks are to be worn
- c) New uniforms must be purchased through the club
- d) Players will not be permitted to take to the court unless they are in full uniform unless there are special circumstances (awaiting the arrival of a uniform)
- e) Players must wear appropriate clothing or uniform designated by the coach or the Committee to training in order to participate, including appropriate footwear

- f) The use of the club logo and future designs must be agreed upon by the Committee
- g) The club design may not be sold or permission given to be used for any purpose other than the sole purposes of Southern Stars Netball Club Inc.

8. FINANCE

Fees

- a) Player fees for each year shall be determined at the Annual General Meeting with a provision to change following the Association(s) Annual General Meeting.

The Committee shall set fees annually.
- b) Fees will cover the costs of:
 - (i) Netball Australia Membership
 - (ii) Netball Queensland Registration Fee
 - (iii) The Affiliated Association Registration Fee
 - (vii) End of Year Presentation and awards
- c) Fees must be paid no later than the third match of the season
- d) If fees are not paid in full and payment arrangements have not been made in writing with the Treasurer by the third match of the season, players will not be permitted to take the court until fees are paid.
- e) The Treasurer will keep all discussions and arrangements about fees confidential to persons outside the Executive Committee.

Reimbursement/Payments

- a) The Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity.
- b) Approval from the Committee must be received prior to costs being incurred on behalf of the Club.
- c) Receipts must be supplied to the Treasurer for reimbursement and will be subject to the Committees discretion.

9. NETBALL QUEENSLAND MEMBERSHIP

- a) Netball Queensland membership fee is set annually by the Queensland Netball Association Inc.
- b) All players, coaches and umpires as members of the Club must be current Netball Queensland members.

10. AGE REQUIREMENTS

- a) Participant age is determined as at 31 December of that year

- b) Minimum age requirements are:
 - Netta 5 – 9 Years
 - Junior Comp 10 – 18 years
- c) Boys may participate following the Association(s) guidelines
- d) Age requirements may differ depending on the Association(s) Southern Stars Netball Club participates under

11. PLAYER REGISTRATION

- a) The Committee shall nominate a Player Registration Day (sign on day) each season that shall be at least one month prior to the start of the competition
- b) Players wishing to be considered for selection into a team must complete and submit the official registration
- e) Players failing to complete the necessary online registration before the designated due date may not be selected into a team

12. SELECTION OF TEAMS & PAYMENT OF REGISTRATION FEES

Team Selection

A Selection Panel maybe appointed by the Committee, whose duties shall be to review the player registrations and form teams based on age group, ability and any other criteria, which the Selection Panel deems appropriate.

Selection Trials

- a) Selection Trials will be held at the discretion of the Committee and will be conducted under the following conditions:
 - (i) All players who have submitted a Player Registration Form shall be informed of the date, time and place where Selection Trials are to be held.
 - (ii) A minimum of two (2) selection trials will be held.
- b) Players shall be notified, via email, of the team in which they have been selected as soon as possible, but before the first training session of the team.

13. REPRESENTATIVE TEAMS/CARNIVALS

- a) Players shall be encouraged to trial for Association Representative Teams and any other representative teams
- b) Individual teams nominate directly to the Association holding the carnival and notify SSNC of the nomination via email.
- c) All costs of entering carnivals are to be met by the team

14. TEAM OFFICIALS

- a) The “Team Officials” are Coach and Manager
- b) Coaches
 - (i) A Coach shall be appointed for each selected team
 - (ii) A call for applications from all club members to coach shall be made no later than one month prior to the start of the season
 - (iii) Applications must be in writing stating the applicant’s qualifications and experience
 - (iv) The Committee will endeavour to appoint the highest quality coaches in order to develop players to their fullest
 - (v) An Assistant Coach maybe allocated to any team.
- c) Team Managers
 - (i) A Manager shall be appointed for each selected team
 - (ii) A call for applications for the position of Team Manager shall be made prior to the start of the season
 - (iii) If there are no volunteers for a selected team to take up these positions on a permanent basis, a rostering system will be set up by the Coach, whereby each player must supply a Team Manager for their rostered game(s).

15. CLUB AWARDS

Awards for each team will be presented at the end of each season. The coaches will nominate two players from their team and these will be agreed and approved by the Executive Committee.

16. END OF YEAR AWARDS

- a) At the conclusion of the Season, a presentation of awards shall be held
- b) The date and format shall be determined annually by the Committee
- c) The date, time, venue and format shall be provided, in writing, to all members at least one (1) month prior to the event.
- d) Presentation of all awards shall be made at the End of Year Awards

17. FUNDRAISING

- a) The Club may conduct fundraising activities during each year
- b) The Committee shall determine the fundraising activities
- c) Individual Teams must seek approval from the Committee for any individual fundraising activities

18. RISK MANAGEMENT

- a) All players and Coaches in the Club are responsible for recording all injuries at the discretion of the injured player or players' guardian (player under 18) on the Injury Reporting Form
- b) Team Managers will distribute and collect injury report forms and will forward them to the club Secretary
- c) If a player sustains an injury deemed to be serious, a medical certificate from a registered medical practitioner, specialist or physiotherapist is required before that player can resume training or playing.

19. WORKING WITH CHILDREN CHECK

- a) All members of the Committee and Team Officials are required to obtain and hold a satisfactory status working with a Positive Blue Card
- b) Appointment of these roles will be subject to this satisfactory status. Those who have an unsatisfactory status will be unable to be on the Committee or act as a Team Official in order for Southern Stars Netball Club to meet its member protection guidelines

20. DISPUTE RESOLUTION

- a) The Committee may impose the prescribed penalty or any other penalty to any member that fails to adhere to the By-laws.
- b) Any member of a team or Club which does not agree with a penalty or action of the Committee made under these By-Laws, may advise the Committee within 48 hours of their decision in writing; or
- c) The Committee may then:
 - (i) Discuss the issue with the relevant team or member and make a decision regarding the matter.
 - (ii) The Committee shall inform the party/ies involved of their decision in writing; or
 - (iii) Have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.
- d) The Committee's decision is final

21. ALTERATIONS TO BY LAWS

By Laws of Southern Stars Netball Club may be altered by a simple majority vote at any Committee Meeting.

Such alterations become effective once the updated By-Laws have been posted on the Club web site and/or members have been otherwise advised.