



BOROONDARA NETBALL ASSOCIATION INC.
Registration Number AOO33297P

BY – LAWS for BOROONDARA POWER
EFFECTIVE: January 2006

These By-Laws are the rules governing the internal affairs of the Boroondara Netball Association. They are the operating procedures that determine the conduct and direction of the organisation.

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DEFINITIONS:

“**Constitution**” means the constitution of the Boroondara Netball Association. 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.

“**Boroondara Power**” comprises the Boroondara Netball Association Representative Teams.

“**Representative Teams**” include 13/U, 15/U, 17/U, Open Representative Teams and State League Squads.

“**Team Officials**” include Coach, Assistant Coach, Scorer, Team Manager.

1. TEAM OFFICIAL MEETINGS

- (a) At least one (1) Team Official Meeting will be held annually.
- (b) All Teams must be represented by at least one Team Official at all Team Official Meetings.

2. CORRESPONDENCE

- (a) All correspondence must be in writing from the Player / Parent or authorised person to the Association.
- (b) All correspondence from the Association will be addressed to the Player / Parent or authorised person.
- (c) All players must have an active email address or mobile phone (SMS) which is accessed regularly (at least weekly) for urgent correspondence.

3. INFORMATION TO PLAYERS & TEAM OFFICIALS

- (a) The Association shall provide the following information in writing to all Boroondara Power players & team officials prior to the start of the season:
 - (i) Association contact details & venue address
 - (ii) Due date and amount of all fees and levies that are to be paid for the season
 - (iii) Fixtures and training details
 - (iv) Pre-season fitness maintenance programs
 - (v) Details of sponsors
 - (vi) Uniform order form
 - (vii) Player contracts (State League only)
 - (viii) Player / Parent Agreement forms (except State League)
 - (ix) Coach Contracts (Coaches only)
 - (x) Umpire Contracts (Umpires only)
 - (xi) Player & Team Officials Contact lists
 - (xii) Information regarding any meetings or other requirements of the Association
 - (xiii) Expectations of players / parents
 - (xiv) Age Group Statements
 - (xv) Codes of Behaviour and penalties for any breaches.
 - (xvi) Representative Team by-laws (Team Officials only)
- (b) All information will be available on the Association website.
- (c) All relevant Netball Victoria Infonets can be found at www.netballvic.com.au.
- (d) The Boroondara Netball Association takes no responsibility for members not accessing information which has been distributed as per this by-law.

4. FINANCE

4.1 Fees

- (a) The Committee shall set fees annually for Teams.
- (b) The Team fees shall be calculated to cover the costs of:
 - (i) Team Entry
 - (ii) Netball Victoria membership fee
 - (iii) Venue hire for training
 - (iv) Team Official reimbursements
 - (v) Equipment
 - (vi) Umpiring costs
 - (vii) Trophies & Awards
 - (viii) Administration costs
- (c) Fees must be paid on the nominated due date.
- (d) Penalty: exclusion from the competition.

4.2 Reimbursement/Payments

- (a) Umpires will be paid according to their accreditation level and contract and will be paid on 2 dates – half on receipt of their signed contract and half at the end of the season.
- (b) Coaches shall be paid according to their accreditation level and team assigned and will be paid on 2 dates - half on receipt of their signed contract and half at the end of the season.
- (c) Scorers and Team Managers will be paid an honorarium to cover entry into the venue and miscellaneous expenses.
- (d) Team Officials shall be entitled to claim expenses incurred whilst acting in an official capacity and which have been approved by the Committee. Receipts must be supplied.

5. CONTRACTS

- (a) Each season, contracts with the Boroondara Netball Association will be prepared for:
 - State League and State League Development players
 - All Coaches
 - Representative Team Umpires
 - Representative Team Players and their Parents (Player-Parent Agreement Form).
- (c) All contracts must be signed by the relevant player / team official and will remain in force for the duration of the season.
- (d) Players failing to uphold the conditions of their contract after one (1) warning will be removed from the Boroondara Power Eligible Player List.
- (e) Children of Parents failing to uphold the conditions of their contract after one (1) warning will be removed from the Boroondara Power Eligible Player List.
- (f) Team officials failing to uphold the conditions of their contract after one (1) warning will have their services terminated and will not receive any further payments.

6. REGISTRATION

- (a) State League teams shall be registered in the Championship and Division One Netball Victoria State League Competition at the State Netball Centre.
- (b) The Boroondara Netball Association will challenge for a position in the State League Division Two competition if players and coaches of appropriate standards are available.
- (c) State League Development Squad team(s) shall be entered in the Premier League Competition at Waverley Netball Centre.
- (d) Underage Boroondara Power Teams shall be entered in the Waverley Netball Centre Representative Team Competition.

7. NETBALL VICTORIA MEMBERSHIP

All players, coaches and umpires participating in a Boroondara Power Team must be a current Netball Victoria member.

Membership will be arranged by the Association on receipt of written Player acceptance / contracts and fees.

8. AGE REQUIREMENTS

Participant age is determined as at 31st December of that year.

9. DRESS CODE

- (a) Uniform requirements as per Netball Victoria Infontet A7.
- (b) The minimum Association uniform is a teal / navy / white lycra bodysuit, teal / navy tracksuit and white T-shirt with sponsor logos.
- (c) The uniform must be purchased through the Association to maintain consistency of colour and style.
- (d) State League uniform is fully sponsored by Comet Netball and, as such, must be worn at ALL team matches and public events.
- (e) All Team Officials will be provided with an Association tracksuit or anorak.
- (f) Boroondara Power Players will not be permitted to take to the court unless they are in full uniform. 17/U, Open and State League teams must wear the Association tracksuit. 13/U & 15/U may wear their own navy tracksuit pants.

10. CLEARANCES

- (a) A clearance is required if a player wishes to permanently transfer to another Club during the current season.
- (b) The player must complete all details on the official Clearance Form and forward directly to the Boroondara Netball Association for approval and signing.
- (c) Players who owe outstanding fees or are in possession of Boroondara Netball Association property, including uniform provided by sponsors, will not be granted a clearance until fees are paid and/or property returned.
- (d) If the Boroondara Netball Association indicates on the clearance form that they refuse to clear the player, the Association will write to the player advising the reason why and forward a copy to the new Club and the parent Association. Any dispute arising from clearance restrictions will be dealt with according to the grievance procedure outlined in the Constitution.
- (e) A player must have received notification in writing from the parent Association (Netball Victoria or Waverley) before playing for a new Club.

11. SCORING

- (a) Each Team Manager must organise an official scorer for all matches.
- (b) State League scorers must hold the appropriate qualifications as determined by Netball Victoria.
- (c) One Official Scoresheet is used for each match. This Scoresheet will list the complete names (both given and surname) of all players intending to take the court, prior to the commencement of play.
- (d) It is the Scorer's responsibility to ensure that the official score sheet has been:
 - (i) fully and accurately completed
 - (ii) signed by both captains, the officiating umpires and the scorers
 - (iii) handed into the appropriate person at the venue.

12. BORROWING / QUALIFYING PLAYERS

(a) **Fill-in (Required for one-off, due to injury, illness, absences)**

1. Player should be requested from team **below** unless team below is also missing players. If this is the case, a player maybe requested from the team above.

2. Coach must consult coach of other team – outlining why player is required, what position is needed. Both coaches in consultation should *determine* what player should get the *opportunity* to play up.
3. Coaches are to make decisions that are in the best interest of the player – give players *the opportunity to play up* if capable and you have enough players.

These one-off instances should be sorted out between the 2 coaches concerned. The selection committee does not need to be involved.

(b) Long Term (for injury, illness or absence for more than 3 weeks)

1. Please complete the Player Replacement Request form and forward to the Association.
2. In consultation with the coaches involved, the selection committee will make a decision on a replacement player.

13. FINALS

The prime aim for all Boroondara Power Teams participating in finals is to win.

Coaches are advised to play their best team combination according to team balance and player performance at the time.

All players in 13/U and 15/U age groups must have some court time during the finals series.

14. FORFEITS

Boroondara Power Teams shall not forfeit any match before:

- (a) applying By-law no. 11
- (b) notifying the Boroondara Netball Association.

15. SELECTION OF REPRESENTATIVE TEAMS

- (a) The Selection Coordinator and the Representative Teams Coordinator will organise the 13/U, 15/U and 17/U Representative Team Selection Trials.
- (b) The State League Coordinator and Head Coach will organise the Open and State League Squad Selection Trails.
- (c) The Boroondara Netball Association Selection Policy document will be strictly adhered to in all selections.
- (d) Selection Trials will be conducted under the following conditions:
 - (i) Notice of Selection Trials must be available at least three (3) weeks prior to the date of the Trials.
 - (ii) Only players who have submitted an Expression of Interest / Player Profile Form shall be considered for selection.
 - (iii) All 13/U and 15/U players must be registered with a club/team, and be playing in a Boroondara Netball Association competition.
 - (iv) 17/U, Open and State League selections will be open to any player.
 - (v) Players who are injured must attend selections with a letter from a qualified doctor or physiotherapist explaining their injury.
- (e) Team Selection Panels
 - (i) A minimum of three Selectors must be appointed for each team.
 - (ii) Selectors may be appointed to more than one panel.
 - (iii) Selectors who have children trialing may not be on that particular selection panel.
- (f) Players shall be notified, in writing, of the team in which they have been selected within fourteen (14) days of the Selection Trials.
- (g) The selectors' decision shall be final.

16. BOROONDARA POWER TEAM OFFICIALS

- (a) The Team Officials for Representative Teams are Coach, Manager, Scorer/Timekeeper and Umpire.
- (b) Coaches
 - (i) A coach shall be appointed for each selected team.
 - (ii) A call for applications to coach shall be made no later than one month prior to the season.
 - (iii) Applications must be in writing stating the applicants qualifications and experience.
 - (iv) All coaches must have a minimum Level 1 Coaching Accreditation.
 - (v) All State League coaches must have a minimum Level 2 Coaching Accreditation, as per Netball Victoria's bylaws.
- (c) A Team Manager shall be appointed for each team by the Team Coach.
- (d) A Scorer/Timekeeper shall be appointed for each team by the Team Manager.
- (e) Umpires
 - (i) An umpire shall be appointed for each selected team.
 - (ii) A call for applications to umpire shall be made no later than one month prior to the season.
 - (iii) Applications must be in writing stating the applicants qualifications and experience.
 - (iv) All umpires must have a minimum Accreditation of current Section 1 Theory mark and attend or have attended an accredited Umpires Course.
- (f) Captain & Vice-Captain
 - (i) A Captain shall be named for each team. Appointing a vice captain is optional.
 - (ii) The Coach shall appoint Captain & Vice-Captain.

17. AWARDS

- (a) The following player awards will be presented to each Boroondara Power Team each season:
 - (i) Most Valuable Player (MVP); selected by the team coach.
 - (ii) Players' Player for senior teams; voted by the players.
 - (iii) Coaches Award for junior teams; selected by the team coach.
- (c) The State League Distinction Award (perpetual and personal trophy) will be awarded to a State League player or official who has made an outstanding contribution to the Boroondara Netball Association.

18. PRESENTATION NIGHTS

- (a) At the conclusion of the Season, a Presentation Night shall be held, one for State League teams and one for Representative teams.
- (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 on the Presentation Night.
- (e) Recognition of achievements shall be made on Presentation Night.

19. FUNDRAISING

- (a) The Association shall conduct fundraising activities during each year. The main fundraising activity will be the weekly sausage sizzle and kiosk sales.
- (b) The Committee shall determine other fundraising activities.
- (c) Individual Representative Teams may choose to reduce their costs by conducting fundraising activities. Teams must advise the Committee prior to the event, providing details of and rationale for the fundraising activity. Information as to how the activity will be organised, including risk management and safety measures if relevant must be provided.
- (d) All profits for Representative Teams will be forwarded to the Treasurer who will then arrange individual player refunds.
- (e) All Representative Team members are required to support the fundraising activities.

20. COURSES, SEMINARS & OTHER OPPORTUNITIES

- (a) The Association shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.
- (b) The Association shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.
- (c) The Association shall pay registration costs for Representative Team Coaches to attend Netball Victoria accredited courses.

21. MEMBER PROTECTION REGULATION

- (a) The Boroondara Netball Association shall ensure that all Team Officials and any other volunteer personnel who may have individual and unsupervised contact with participants under 18 years of age, complete the Screening Procedure as outlined in Netball Victoria's Member Protection Regulation.
- (b) This involves each applicant completing the following:
 - Position Application Form
 - Interview & Referee check
 - Prohibited Persons Declaration
 - Police Check = Consent to Check & Release National Police Record Form
Netball Victoria Consent to Release Information to Association Form
Cheque (payable to Victoria Police) \$13.00

22. ACCREDITATION

- (a) The Association shall ensure that all officials have current appropriate minimum qualifications.
- (b) Where minimum qualifications/accreditation standards are not met, the Association shall encourage and support the member/s to achieve the minimum standards.
- (c) The Association will not appoint any person to an official position unless that person to be appointed has achieved the minimum standard qualification/accreditation.

23. RISK MANAGEMENT

23.1 Injury Reporting

- (a) All Boroondara Power Team players are responsible for reporting injuries to their coach, supported by the appropriate Medical Certificate if unable to train or play.
- (b) All Boroondara Power Team players are responsible for obtaining a Medical Clearance after injury / illness PRIOR to resuming training or match play.

23.2 Pregnancy

As per Netball Victoria Infonet RM1 – Pregnancy & Netball

23.3 First Aid

The Boroondara Netball Association will provide a First Aid Kit complying with Netball Victoria Infonet RM2 – First Aid for Netball.

23.4 Blood Policy and Infectious Diseases

The Boroondara Netball Association will adopt Netball Victoria Infonet U4 and RM6 relating to blood policy and infectious diseases.

23.5 Pre-participation Screening/ Medical Indemnity

All personnel involved with the Boroondara Netball Association will be required to complete a medical indemnity form (Netball Victoria Infonet RM7)

23.6 SmokeFree

The Boroondara Netball Association will adopt a SmokeFree policy as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

23.7 Codes of Behaviour

The Boroondara Netball Association will adopt Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation.

23.8 Drug Policy

The Boroondara Netball Association does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, is implemented and will apply for all Boroondara Netball Association competitions.

24. DISPUTE RESOLUTION

- (a) The Committee will impose the prescribed penalty or any other penalty to any member that fails to adhere to these By-laws.
- (b) Any member 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 the penalty or decision being made.
- (c) The Committee may then:
 - (i) discuss the issue with the relevant member and make a decision regarding the matter. The Committee shall inform the party/ies involved of their decision either verbally or in writing; or
 - (ii) have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.The Committee's decision is final.

25. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

Where these By-laws are silent, a decision can be made by the Management Committee that ensures the integrity of the Boroondara Netball Association is maintained at all times.

The Committee may, in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in these By-Laws relating to the Boroondara Netball Association.

As per the Constitution (clause 2c, Statement of Purposes) the Management Committee has the power to make additional Bylaws as deemed necessary.

26. INDEMNITY

Except where provided or required by law and such cannot be excluded, the Boroondara Netball Association and its respective directors, officers, members, servants or agents are absolved from all liability however arising from injury or damage, however caused, arising whilst participating as a member.