



**BOROONDARA NETBALL ASSOCIATION INC.**  
Registration Number AOO33297P

**BY – LAWS for COMPETITION / PROGRAMS**  
EFFECTIVE: January 2012, updated June 2014

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.
- “**Clubs**” include school / community clubs, AND individual, self-managed teams (ie) considered to be clubs comprising only one team.
- “**Teams**” refers to individual teams regardless of whether they are affiliated with a multi-team Club or not.

### **1. CLUB DELEGATE MEETINGS**

- (a) At least one (1) Club Delegate Meeting will be held annually at least 2 weeks prior to the start of the competition.
- (b) All Clubs must be represented by at least one delegate at all Club Delegates Meeting.

### **2. CORRESPONDENCE**

- (a) All correspondence must be in writing from the Club Secretary or authorised Team Manager to the Association.
- (b) All correspondence from the Association will be addressed to the Club Secretary or authorised Team Manager.
- (c) All Clubs must have an active email address which is accessed regularly (at least weekly) for urgent correspondence.

### **3. INFORMATION TO CLUBS**

- (a) The Association shall provide the following information in writing to all registered Clubs prior to the start of the season:
  - (i) Association contact details & venue address
  - (ii) By-Laws
  - (iii) Due date and amount of all fees and levies that are to be paid for the season
  - (iv) Fixtures
  - (v) Association Calendar of Events
  - (vi) Information regarding any meetings or other requirements of the Association
  - (vii) Details of Courses, Seminars etc
  - (viii) Codes of Behaviour and penalties for any breaches.
- (b) A copy of the Association Constitution and By-laws will be available at the venue.
- (c) The Association shall produce and distribute an Association Newsletter when deemed necessary throughout the season.
- (d) Notice of Selection Trials for Boroondara Netball Association Representative Teams must be available at least three (3) weeks prior to the date of the Trials. Information will be forwarded to each club secretary and will also be available at the venue.
- (e) All information will be available on the Association website.
- (f) All information will be posted on the notice board at the venue.
- (g) 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.
- (b) The fees shall be calculated to cover the costs of:
  - (i) Netball Victoria membership fee
  - (ii) Boroondara Netball Centre Licence agreement
  - (iii) Ongoing maintenance & repairs of the Boroondara Netball Centre.
  - (iv) Equipment for Programs
  - (v) State League and Representative teams contribution
  - (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) The Association Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.
- (b) The Association Administrator shall be paid an amount commensurate with the time involved in carrying out the duties listed in the job description.
- (c) Umpires will be paid according to their accreditation level and will be paid on 3 nominated dates during the season.
- (d) Kiosk Manager and Court Supervisors shall be paid on an hourly rate as determined by the Committee annually.
- (e) All regular Netta and Fun Net Head coaches will receive an honorarium – cash or voucher – at the end of the season.

## 5. **REGISTRATION**

### 5.1 **Club**

- (a) Clubs wishing to enter teams must:
  - (i) Complete the official Registration / Entry Form
  - (ii) Attend the Club Delegate Meeting.
- (c) Additional Players may be added to a Club List by completing an “Additional Player” form.
- (d) **Penalty:** for teams playing unregistered players is loss of 4 points. The game is awarded to the opposition.

### 5.2 **Programs (JuniorNet)**

- (a) Players wishing to register must complete the official Registration Form and return with fees by the nominated due date.
- (b) Depending on numbers, players failing to return the Registration Form & fees by the due date may not be accepted into the program.
- (c) Preference for registration in the G2 Program will be given to children in Grade 2 over grades 1 & prep.
- (d) Preference for registration in the G3 Program will be given to children who:
  - (1) have completed the Boroondara Netball Association G2 program
  - (2) are in Grade 3
  - (3) are in Grade 4 with no Netta / Netball experience.

## 6. NETBALL VICTORIA MEMBERSHIP / INSURANCE

- (a) COMPULSORY: All players, coaches and umpires participating in a Boroondara Netball Association competition or program must be a current Netball Victoria member.
- (b) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc. and provides personal insurance / liability cover.
- (c) Netball Victoria membership may be obtained from the Boroondara Netball Association
- (d) Where state membership has been obtained from any other netball association affiliated with Netball Victoria, a receipt or membership card must be produced as proof if required.
- (e) For those without state membership, Single Game Vouchers may be used to provide daily insurance cover whilst playing in a Boroondara Netball Association competition. The voucher must be purchased prior to participating.
- (f) **Penalty: for teams playing a player without current state membership is loss of 4 points. The game is awarded to the opposition.**

## 7. PLAYER REQUIREMENTS

- (a) Participant age is determined as at 31<sup>st</sup> December of that year.
- (b) Competition sections will be determined according to school year level.
- (c) Players in school year grade 2 will participate in JuniorNet G2.  
Players in school year grade 3 will participate in JuniorNet G3  
Players in school year grade 4 will participate in Junior Net G4.
- (d) There shall be no restriction on the total number of players registered in a team.
- (e) Teams may list up to 12 players for any one game.
- (f) There is no limitation on the number of substitutions in any one game (max.12 players).
- (g) In sections where participants are Primary School age, boys participate unrestricted.
- (h) In sections where participants are Secondary School age and over, teams may play with "modified mixed" rules as per NV Infonet A5.
  - (1) Teams may have up to 3 boys playing at any one time. If 3 boys are on the court at any one time, they must play in separate thirds of the court – (GK/GD - WD/C/WA - GA/GS).
  - (2) **Teams may only list up to 3 boys on their player list each week**

## 8. GRADING

- (a) A Grading Committee will be appointed by the Association to evaluate and grade all teams.
- (b) The Grading Committee has the right to refuse entry to any team applying to enter the competition.
- (c) The Management Committee will be the ultimate adjudicator of all grading decisions and their decisions will be final.
- (d) All divisions may be re-graded after the first five (5) rounds of any season. The aims of re-grading will be to:
  - (1) challenge strong teams so that they will improve their skills
  - (2) avoid teams being "thrashed" every week.
  - (3) allow teams who have struggled one year to experience some success in a different grade the next year
  - (4) avoid the same teams winning finals every consecutive year.
- (e) If a team is re-graded, premiership points and goals for and against will be transferred into the new division.

## 9. DRESS CODE

### 9.1 Competition – see *Netball Victoria Infonet A7*

- (a) Each Club must register its uniform on the Club Entry form.
- (b) Acceptable uniform designs include either a netball dress or shorts / skirt & top.
- (c) Males must wear shorts / T-shirts in the same colour as female members' uniform.
- (d) The Association must approve all uniform colours and designs before purchasing.
- (e) Clubs must notify the Association in writing of any proposed changes to their uniform. The Association must approve all changes.
- (f) Gloves may be worn if medically necessary (with a medical certificate) and only if secured with wrist sweat bands and with no rubber grip.
- (g) Bike pants are only acceptable if not longer than the skirt length, unless for medical reasons (with a medical certificate).
- (h) Tracksuit pants are only acceptable in cold/wet conditions at the discretion of the competition coordinators.
- (i) Bare midriffs are unacceptable.
- (j) Hats are encouraged in keeping with the Association Sun Smart Policy, but should be soft-brimmed to avoid eye damage.
- (k) All jewellery must be removed and body piercing taped as per NV Infonet A7
- (l) Nails must be cut short or taped as per NV Infonet A7.
- (m) Penalty: Two (2) goals shall be subtracted per player not wearing the correct uniform -as determined by the umpire - from the offending team's final score. This must be recorded on the score sheet at the start of the game. Teams must be informed and may choose to play without the offending player(s) or lose 2 goals as above.
- (n) Players will not be permitted to take to the court in finals unless they are in full uniform.

### 9.2 Programs – Fun Net, Netta, Coach / Umpire Courses

- (a) Participants must wear clothing suitable for activity (ie: shorts/skirt/tracksuit pants, running shoes,)
- (b) Fun Net and Netta participants should wear the Junior Development T-shirt, provided by the Association with registration.

## 10. CLEARANCES

- (a) Should a player wish to permanently transfer to another Club during the current season, the Association must be formally notified before the player plays for the new Club.
- (b) The player must complete all details on the Clearance Form and arrange for both Club secretaries – existing and new - to sign the form.

## 11. PHOTOGRAPHY

The Boroondara Netball Association is bound by the Netball Australia Member Protection Policy (clause 7) effective Jan 2014:

*7.1. Images of children can be used inappropriately or illegally. (Therefore) Netball Australia requires every person and organisation bound by this Policy to obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should make sure the parent/guardian understands how the image will be used.*

*7.2. Netball Australia, Member Organisation and Affiliates also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras to be used inside changing areas, showers and toilets.*

7.3. When using a photo of a child, Netball Australia, Member Organisation and Affiliates will not name or identify the child, publish personal information such as residential address, email address or telephone numbers without the consent of the parent/guardian.

7.4. Netball Australia, Member Organisation and Affiliates will not provide information about a child's hobbies, interests, school, or the like as this information can be used by paedophiles or other persons to groom a child.

7.5. Netball Australia, Member Organisation and Affiliates will only use images of children that are relevant to netball and will ensure that they are suitably clothed in a manner that promotes participation in netball. Wherever possible, netball will seek permission from a child's parent/guardian before using the image.

Furthermore, as per government guidelines, where a sporting event is held on council owned facilities, the organisers of the sporting association are able to ban or require permission of photography anywhere in their venue.

This policy is not intended to restrict people taking photos for legitimate reasons. Therefore, any person taking photos / videos with cameras / mobile phones must:

- 1) Obtain the consent of any person / guardian of a child whose image may appear in the photo.
- 2) Complete a Photography Permission form which provides your name, contact details and reason for filming. Forms to gain such permission are available at the office on a Saturday.

## 12. **CONDUCT OF MATCHES**

- (a) Game rules shall be those of Netball Australia, except:
  - (i) Timing (Central)
    - 4 x 10 minute quarters, Change ends ( $\frac{1}{4}$ ,  $\frac{3}{4}$  time), 3 minutes ( $\frac{1}{2}$  time)
    - NO INJURY TIME – A match may be stopped by the umpires in extenuating circumstances to ensure a safe playing area is maintained.
  - (ii) Blood Policy
    - All forty (40) minute matches shall follow this procedure.
    - The game is stopped - the clock is not stopped.
    - Player leaves the court - substitution rules apply (with no time allowance).
    - Play is resumed.
- (b) Fixtures will be arranged for all competitions indicating courts and times. Copies will be forwarded to Clubs prior to the season commencing.
- (c) The "home" team is the first-named team in the fixture.
- (d) Each Team is responsible for the conduct of its players, officials and supporters. Netball Victoria Codes of Conduct must be strictly adhered to.

PENALTY: Forfeit of the match and possible exclusion from the competition with repeated offences.

## 13. **SCORING**

- (a) Each team must provide a non-participating scorer for all matches.
- (b) These people must sit together for the duration of the match.
- (c) One Official Scoresheet will be 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 team's responsibility to list the names of players each week, as names not correctly recorded on the official score sheet shall not be credited with that game and may not, therefore qualify for finals matches.
- (e) At the match conclusion, to indicate their satisfaction that the information on the Official Scoresheet is correct, the Official Scoresheet is to be signed by;
  - (i) the captains of both competing teams, and

- (ii) the officiating umpires, and
- (iii) the scorers
- (f) The winning team must return Scoresheets to the Score Sheet box.

#### 14. **PROGRESSIVE LADDERS**

- (a) A weekly progressive points table will be kept and displayed at the venue.
- (b) Win, Bye, Forfeit = 4 points; Draw, Cancellation = 2 points; Loss = 0 points.
- (c) There will be no ladders in the Junior Net (yr 4) and Netta Netball Round Robins.

#### 15. **BORROWING / QUALIFYING PLAYERS**

*NOTE: Definitions: Team = every individual Team, regardless of parent Club.*

- (a) **FILLING IN:** Players from Teams in a LOWER section may “fill in” for any other Team in a HIGHER section **UNTIL** the player takes the court for the **third (3<sup>rd</sup>)** game with the higher Team. Once this occurs the player must remain with the Team in the HIGHER section for the remainder of the Season.

It is expected that CLUBS will draw players from their own teams wherever possible.

- (b) **SAME SECTION:** Players may NOT transfer between teams within the same section.
- (c) **NOTIFICATION:** When filling in for another Team, players must indicate on the score sheet which Team they are **officially** registered with.
- (d) **CLEARANCES:** A clearance is not required for players transferring between Teams within the same Club; only for players permanently transferring from one Club to another Club.
- (e) Players may play **more than one** game in a day.
- (f) **Penalty:** for playing ineligible players is loss of 4 points. The game is awarded to the opposition
- (g) **FINALS:**
  - (i) Players must play at least **five (5)** games in a Team throughout the season and be officially registered with that Team, to be eligible to participate in that Team’s Final Series.
  - (ii) In the short Spring Fling, players must play at least **one (1)** game in a Team to be eligible
  - (iii) **Players may play only ONE finals match in a day**
  - (iv) Where a Club team has less than 7 qualified players available for a Finals match, a registered player who has played **five (5)** games in a Team from a LOWER section **within that club** may fill in for finals in a HIGHER section.
  - (v) Where an **Individual** Team has less than **five (5)** qualified players available for a Finals match, a registered player who has played five (5) games in a Team from a LOWER section may fill in for finals in a HIGHER section.
  - (vi) **A player may only qualify for ONE club / team in a finals’ series which includes both semi-final and grand-final. I.e) a player cannot play a semi-final with a team and then a grand-final with another team, unless they are from the same club.**
  - (vii) If a team which has qualified for finals forfeits, the next team on the ladder will move up into the final four (4) to participate in the finals’ series.

#### 16. **FINALS**

- (a) These will be played at the conclusion of the rounds in each Division.
- (b) Junior Net and Netta Netball teams will participate in a non-competitive round robin at the conclusion of their season, instead of a finals series.

- (c) The number of points gained during the season shall determine teams qualifying for finals. In the event of teams being equal on points, positions shall be determined by the percentage of goals scored for and against. In the event of teams being equal on percentage, positions shall be determined by the greater number of goals scored FOR.
- (d) The top 4 teams in each division will participate in the Finals Series. This may vary at the discretion of the Committee
- (e) All Year 5 & 6 teams will participate in the Finals Series.
- (f) Teams found playing an ineligible player during finals will be considered to have lost that match.
- (g) Matches shall be conducted for finals as for rounds. The starting time of finals matches may alter slightly.
- (h) Cancellation of finals matches due to inclement weather:
  - (i) If a finals match is cancelled after half time, the half time score will be taken as the official score
  - (j) If a finals match is cancelled before half time, the team who finished higher on the ladder will be deemed to be the winner.
- (k) Drawn matches in finals:
  - (i) In Spring Fling finals, the team which finished higher on the ladder will be deemed the winner.
  - (ii) There is a one (1) minute time allowance to enable teams to change ends and scores to be verified on the Official Scoresheet.
  - (iii) Positional changes and substitutions may be made during change over time.  
In all other finals:
  - (iv) 2 x 3 minute halves will be played for forty (40) minute matches.
  - (v) At the end of the first half, teams change ends. Positional changes and substitutions may be made.
  - (vi) Should there still be a draw at the end of the second half of extra time, play continues until one team has a two goal advantage.  
**Exception: Junior finals (yr 5/6) a coin will be tossed to determine the next centre pass and play will continue until the next goal is scored.**
  - (vii) In the event of injury or illness during extra time, positional changes and/or substitutions may be made.

## 17. **FORFEITS / WALKOVERS**

- (a) In the event that a team forfeits prior to the match starting, four (4) points and games shall be awarded to registered players of the non-offending team. No games shall be awarded to players of the offending team.
- (b) **PENALTY: Two (2) points will be removed from the offending team's total match points for each forfeit AND a \$100 forfeit fee will be payable. This fee will be donated to a registered charity chosen by the Committee.** A warning will be issued advising that, at the discretion of the Committee, if the team forfeits a second (2<sup>nd</sup>) time, that team may be removed from the competition.
- (c) UMPIRES: will be paid the **FULL** match payment where a forfeit has occurred and they have not been able to be notified prior to the forfeited match.
- (d) Teams may not take the court with less than 5 players available to play. Teams with less than 5 players ready to play will lose 1 goal per minute until ¼ time after which the game will be considered a forfeit.
- (e) To avoid forfeits during the season, Teams must provide relevant dates of potential forfeits to the grading committee when teams are entered at the start of the season. This will allow the team to be fixtured for a bye on these dates. These include: school camps, mid-term breaks, compulsory school sport clashes, scholarship exams etc.



## 18. CANCELLATIONS

- (a) When matches are cancelled prior to games commencing or before half time, on account of a total strike (eg; power, or situation created by a prolonged petrol strike), weather or some other cause, both teams will be credited with two (2) points and five (5) goals each and the competition will continue as per the fixture. Games will be credited to all players currently registered in the team.
- (b) In the event that a match is cancelled due to weather after half-time, the scores at half-time will be recorded and four (4) points will be awarded to the team **winning at half-time**. Games will be awarded to all players recorded on the official score sheet.
- (c) UMPIRES: will be paid the **FULL** match payment where the match has commenced. Umpires will be paid **HALF** the match payment where the match has not commenced but has been cancelled due to poor weather. Umpires will not be paid if the competition is cancelled due to poor weather.

## 19. PROTESTS

- (a) A team wishing to protest must:-
  - (i) Not sign the Official Scoresheet and notify the Committee of the intention to protest.
  - (ii) Lodge the protest in writing on the official Grievance Form with the Association within 48 hours of the match being played.
- (b) The Committee will advise the result of the appeal and this decision shall be final.

## 20. AWARDS

- (a) All members of teams playing off in Grand Finals will receive a trophy
- (b) All NetSetGo and Junior Net (yr 4) participants will receive an appropriate participation award.
- (e) An Association Distinction Award (perpetual and personal trophy) will be awarded to a person who has made an outstanding, voluntary contribution to the Boroondara Netball Association.

## 21. 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 Clubs may choose to reduce their costs by conducting fundraising activities. Clubs 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.

## 22. COURSES, SEMINARS & OTHER OPPORTUNITIES

The Association shall provide notification of opportunities for all members to improve their skills by attending courses, seminars and other personal development activities.

## 23. ACCREDITATION

- (a) The Association shall ensure that all officials have current appropriate minimum qualifications / accreditation.
- (b) Where minimum qualifications/accreditation standards are not met, the Association shall encourage and support the member/s to achieve the minimum standards.
- (c) UMPIRES: see Umpire Expectations & Accreditation.

## **24. RISK MANAGEMENT**

### **24.1 Injury Reporting**

All Clubs are responsible for recording all injuries at the discretion of the injured player or players' guardian (player under 18) on the Injury Reporting Sheets provided.

### **23.2 Pre Match Checklist**

- (a) A pre-match checklist will be completed prior to all Boroondara Netball Association matches, programs and training.
- (b) Any hazards identified will be documented, rectified where possible or reported to the appropriate agency (local council) if major repair is required.

### **23.3 Pregnancy**

As per Netball Victoria Infonet RM1 – Pregnancy & Netball

### **23.4 First Aid**

- (a) Each Club will provide its own basic First Aid supplies.
- (b) Ice packs will always be available from the office fridge.
- (c) The Boroondara Netball Association will provide a supplementary First Aid Kit complying with Netball Victoria Infonet RM2 – First Aid for Netball.
- (d) The First Aid Kit will be stored at the venue and all appropriate personnel (court supervisors, umpires and coaches) will have access to it.
- (e) A volunteer, Association Secretary, will maintain the first aid kit supplies. An inventory is to be completed on a monthly basis.
- (f) The Boroondara Netball Association will have a designated room or area for the treatment of injuries. The room or area should be kept clean and accessible at all times.
- (g) The Boroondara Netball Association will ensure that a qualified first aider is present at all competition.

### **23.5 Emergency procedures**

Emergency Phone Numbers - Ambulance, Doctor and Police - and an Emergency Procedure Plan is to be displayed in the First Aid area.

### **23.6 Weather**

In the case of extreme weather conditions the Boroondara Netball Association will follow Netball Victoria Infonets RM3 and RM5.

### **23.7 Blood Policy and Infectious Diseases**

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

### **23.8 Pre-participation Screening/ Medical Indemnity**

- (a) All personnel involved with the Boroondara Netball Association will be required to complete a medical indemnity form (Netball Victoria Infonet RM7)
- (b) A designated official will store all forms and bring them to all events.
- (c) All forms will be destroyed at the conclusion of the season.

### **23.9 SmokeFree**

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

### **23.10 Responsible Serving of Alcohol in Sporting Clubs**

The Boroondara Netball Association will adopt a Responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program.

### **23.11 Sun Protection**

The Boroondara Netball Association will adopt a SunSmart policy as prescribed by the Cancer Council Victoria.

#### **23.12 Codes of Behaviour**

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

#### **23.13 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.

#### **25. 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.

#### **26. 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 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 the penalty or decision being made.
- (c) The Committee may then:
  - (i) discuss the issue with the relevant team or Club 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.

#### **27. 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.