



## **DIAMOND CREEK FORCE NETBALL CLUB**

**A SUB COMMITTEE OF  
DIAMOND CREEK FORCE NETBALL ASSOCIATION INCORPORATED.**

**Registration Number A 0044831J**

**ABN 46 069 161 288**

**BY – LAWS**

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**%Constitution+**means the constitution of an Association or Club. It may otherwise be referred to as the Rules of Incorporation. If an incorporated association does not have its own Constitution, the model rules will apply.

**%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. An Association or Club should have a clause in the Constitution that provides the power to the Board or Committee to make Bylaws.

*Please note - These clauses are suggestions only. Clubs should use these clauses as guidelines and include only those appropriate.*

### **SUB-COMMITTEE STRUCTURE**

The Sub Committee will consist of up to 6 representatives. To be chaired by the

- Chairman, President, of Diamond Creek Force Netball Association.
- Club Coordinator. (organizes teams for the club)
- Registrations officer (to organize registration day, and administer finances on behalf of the sub-committee, reports to treasurer Diamond Creek Force Netball Association)
- Coaches Coordinator (organizes coaches for the teams)
- Media, publicity (Newsletter and fundraising for Club)
- Uniforms, Equipment and Awards

(The President and the Club Coordinator will represent this sub-committee on the Diamond Creek Force Netball Association Committee)

### **1. CORRESPONDENCE**

- (a) All correspondence must be in writing from the Club Administrator or authorised person.
- (b) All correspondence from the Association will be addressed to the Club Administrator or authorised person.

### **2. INFORMATION TO MEMBERS**

- (a) The Club shall provide the following information in writing to all members prior to the start of the season:
  - (i) Association contact details
  - (ii) Association venue address
  - (iii) Association Rules of Competition
  - (iv) Club Rules of Incorporation and By-Laws
  - (v) Fixtures
  - (vi) Team training details . date/time/venue
  - (vii) Contact details for Team Officials
  - (viii) Contact details for Club Official/s
  - (ix) Club calendar of Events, Closing Dates
  
- (b) The Club shall produce and distribute a Club Newsletter
  - (i) The newsletter shall be produced twice a season.
  - (ii) The newsletter shall be distributed to each team member by the Team Manager or Coach.

### **3. FINANCE (will be overseen by Diamond Creek Force Netball Association, but accounted for under the sub-committee)**

#### **3.1 Fees**

- (a) The Sub- Committee of Management shall set fees annually.
- (b) The fees shall be calculated to cover the costs of:
  - (i) Team Entry
  - (ii) Netball Victoria membership fee
  - (iii) Equipment
  - (iv) Coaching costs
  - (v) Trophies & Awards
  - (vi) Club membership costs

- (c) Fees must be paid no later than the third match of the season.
- (d) Players will not be permitted to take the court until fees are paid.

#### **3.2 Reimbursement/Payments**

- (a) Club sub-committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.

#### **4. PLAYER REGISTRATION DAY**

- (a) The Committee of Management shall nominate a Player Registration Day around October/November for the following year prior to the start of the competition for which teams are to be selected.
- (b) Players wishing to be considered for selection into a team must:
- (i) Complete the official Registration Form which includes
    - Medical Indemnity Form/Consent Form
    - Codes of Behaviour and penalties for any breaches.
- (c) All players who submit a Registration Form shall receive a Player Information Booklet.
- (d) The Player Information Booklet shall include:
- (i) Due date and amount of all fees and levies that are to be paid for the season, including Registration Fees, Court Fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
  - (ii) Details of uniform requirements and costs.
  - (iii) Information regarding any meetings or other requirements of the Club or Association.
- (e) Players failing to submit a Player Registration Form will be placed into a team of their age group where there is a vacancy or if a new team is able to be created.
- (f) New players are welcome at any time to join and will be placed into a team temporarily until a permanent position in that team or any other team becomes available.

#### **5. ANNUAL EVENTS/SOCIAL CALENDAR**

- (a) The Club shall organise the following Social activities annually:
- (i) Family Day prior to the beginning of the season. This day shall include the presentation of Coaches and their teams, presentation of all officials and the naming of captains.
  - (ii) Presentation Day at the conclusion of the winter season.
  - (iii) Other social activities to be determined annually by the Sub- Committee of Management.
  - (iv) Calendar of social activities to be prepared and distributed to all members no later than one month prior to the first event on the calendar.
  - (v) Diamond Creek Town Fair- encourage all members to march with the Diamond Creek Force Netball Association in the Annual Town Fair Parade.

#### **6. NETBALL VICTORIA MEMBERSHIP**

- (a) Netball Victoria membership fee is set annually by the Victorian Netball Association Inc.
- (b) All players, and coaches and must be current Netball Victoria members.

#### **7. AGE REQUIREMENTS**

- (a) Participant age is determined as at 31<sup>st</sup> December of that year.
- (b) Minimum age requirements are:
- (i) Open Sections
  - (ii) 17 and under
  - (iii) 15 and under
  - (iv) 13 and under
  - (v) 11 and under
  - (vi) 9 and under
  - (vii) Net Set Go

#### **7 UNIFORM**

- (a) The club uniform is royal blue skirt, white club polo shirt, and sports briefs.
- (b) The skirt and polo shirt must be purchased through the club to maintain consistency of colour.
- (c) Players will not be permitted to take to the court unless they are in full

uniform as per Game Rules set out by Diamond Creek Force Netball Association.

### **8. SELECTION OF TEAMS**

(a) A Team Selection sub-committee shall be formed whose duties shall be to review all the player registrations and form teams based on age group, ability and any other criteria, which the Team Selection Sub-Committee deems appropriate.

### **9. TEAM OFFICIALS**

(a) The Team Officials are Coach and Team Manager.

(b) Coaches

(i) A coach shall be appointed for each selected team.

A call for applications to appoint a Coach shall be made no later than November for the following year.

(ii) All coaches must have a minimum Coaching Accreditation or be offered basic training as soon as possible.

(c) Managers

If a person is available

### **10. AWARDS**

(a) The following awards may be presented in each age group: 9/U, 11/U, 13/U, 15/U & 17/U

Most Strategic Player  
Most Valuable Defender  
Most Valuable Attacker  
Most Valuable Centre Court Player

Most Improved Attacker  
Most improved Defender  
Most Improved Centre Court Player

Club Player of the Year

**Club Player of the Year must meet the following criteria.**

- Attends training every week.
- Great attitude towards coach
- Positive attitude shown to opposing team, officials and umpires
- Developing leadership skills
- Overall shows a love of the game with high level of enthusiasm but not necessarily the best player in your team.

**\*\*This is not a BEST & FAIREST TROPHY**

(b) For players to be eligible, Coaches will nominate players from his/her team to be the winner of such awards and will complete the official nomination form and return by the due date. Official nomination forms will be issued to coaches four weeks before due date.

(c) A Committee of no less than three (3) and no more than five (5) shall be appointed to determine the winners of the overall Awards and Club Player of the Year, in each particular age group.

(d) Life memberships and other forms of recognition will be awarded by the sub-committee as deemed appropriate.

#### **11. PRESENTATION NIGHT**

(a) At the conclusion of the Spring Season, an Annual Presentation Event shall be held. All players in attendance will receive a gift from the Club.

(b) The date and format shall be determined annually by the Committee and is usually held on the evening of Grand Final Day.

(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 Day.

(e) Recognition of achievements shall be made on Presentation Day.

#### **12. FUNDRAISING**

(a) The Diamond Creek Force Netball Club shall conduct fundraising activities during each year as the need arises.

(b) The Committee shall determine the fundraising activities.

(c) Individual Teams must seek approval from the Committee for any individual fundraising activities. Teams must apply in writing at least four weeks 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 members are expected to support the fundraising activities.

(e) All members shall be given no less than one month's notice, in writing, of fundraising activities.

(f) Penalty: to be determined by the Committee

#### **13. CANTEEN DUTY**

(a) Diamond Creek Force Netball Association operate a canteen during the Autumn and Spring season.

(b) It is expected that each Diamond Creek Force Club teams will do Canteen Duty and that Parents/ Guardians / Players will help the Canteen Assistant.

(c) Diamond Creek Force Netball Association will give one (1) months notice to teams of the rostered date and times

#### **14. COURSES, SEMINARS & OTHER OPPORTUNITIES**

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

(b) The Club shall encourage and finance members who wish to attend appropriate courses, seminars and other personal development activities.

## **15. ACCREDITATION**

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

## **16. RISK MANAGEMENT**

### **16.1 Injury Reporting**

- (a) All Clubs are responsible for recording all injuries at the discretion of the injured player or playersguardian (player under 18) on the Injury Reporting Sheets provided.
- (b) All players in the Diamond Creed Netball Club teams are responsible for recording all injuries at the discretion of the injury player or playersguardian (player under 18) on the Injury Reporting Sheets provided.

### **16.2 Pregnancy**

As per Netball Victoria Infonet RM1 . Pregnancy & Netball

### **16.3 First Aid**

- (a) The Diamond Creek Force Netball Association will provide a First Aid Kit complying with Netball Victoria Infonet RM2 . First Aid for Netball.
- (b) The First Aid Kit will be stored in the clubroom and all appropriate personnel (court supervisors, umpires and coaches) will have access to it.
- (c) A volunteer will maintain the first aid kit supplies.
- (d) The Diamond Creek Force Netball Association will ensure that a qualified first aider is present at competition.

### **16.4 Emergency procedures**

Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police and an Emergency Procedure Plan is to be displayed by the phone and in the First Aid Kit.

### **16.5 Weather**

In the case of extreme weather conditions the Diamond Creek Force Netball Club will follow Netball Victoria Infonets RM3 and RM5.

### **16.6 Blood Policy and Infectious Diseases**

The Diamond Creek Force Netball Club will adopt Netball Victoria Infonet U4 and RM6 relating to blood policy and infectious diseases.

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

- (a) All personnel involved with the Diamond Creek Force Netball Club Club 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.

### **16.8 SmokeFree**

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

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

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

#### **16.10 Sun Protection**

The Diamond Creek Force Netball Club will adopt a SunSmart policy as prescribed by the Cancer Council Victoria.

#### **16.11 Codes of Behaviour**

The Diamond Creek Netball Club will adopt Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation.

#### **16.12 Drug Policy**

The Diamond Creek Force Netball Club 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 games.

### **17. REPRESENTATIVE TOURNAMENT TEAMS**

(a) Diamond Creek Force Netball Club shall notify all members in writing as to when tryout and selections are to be held no later than two weeks before the closing date.

(b) All members are eligible to tryout in their age group.

### **18. DISPUTE RESOLUTION**

(a) The Committee will impose the prescribed penalty or any other penalty to any member that fails to adhere to this By-law.

(b) Any member of a team which does not agree with a penalty or action of the Committee made under this By-law, 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 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.

(d) The Committee's decision is final.

### **17. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE**

Where this By-law is silent, a decision can be made that ensures the integrity of the Diamond Creek Netball Club 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 this By-Law relating to the Diamond Creek Netball Club.

### **18. INDEMNITY**

Except where provided or required by law and such cannot be excluded, the Diamond Creek Force Netball Club 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.