



St Gerard's Netball Club Inc.

**By-Laws (October 2019)**

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## 1. Office Bearers

### 1.1 Office Bearers

- a) The following executive positions (office bearers) shall be elected at the Annual General Meeting:
- President;
  - Vice President;
  - Secretary;
  - Treasurer;
  - Registrar;
  - Coaching Convenor; and
  - Umpires Convenor.
- b) All nominations for executive positions must be in the hands of the Secretary by the second last meeting of that season.
- c) All Office Bearers will share the responsibility of acting as a delegate and attend the current District Association meetings and submitting reports to the next appropriate General Meeting.

### 1.2 President

***Special Note: the President is to ensure the proper functioning of the Club within the Constitution, Standing Orders, By-Laws and Rules of the Club.***

The President shall be responsible for:

- chairing all meetings;
- managing sponsorship for the Club;
- managing the publicity for the Club;
- hosting all social functions;
- managing the grading day;
- managing the presentation day/evening; and
- preparing the annual report in consultation with the Secretary.



### 1.3 Vice President

The Vice President shall be responsible for:

- assisting the President as required;
- chairing all meetings in the absence of the President;
- managing a stock take of all club equipment and uniforms;
- co-ordinating the four and eight year player awards and trophies for presentation day/evening; and
- organising club photo day.

### 1.4 Secretary

The Secretary shall be responsible for:

- attending to all correspondence and other matters relative to the business of the Club;
- acting as a delegate to the current District Association meetings and submitting reports to the next appropriate General Meeting;
- keeping the Meeting Minutes and time keeping;
- keeping a list of the name, address and telephone numbers of all Club members given to Secretary by the Registrars;
- co-ordination of all Committee reports for the AGM;
- writing notices and details of business to be transacted at meetings;
- ensuring attendance sheets are correctly completed and that the attendees are entitled to vote;
- ensuring proxy votes are valid and tallying proxy votes at the meeting;
- forwarding General and Executive Minutes to the Executive within fourteen (14) days of meetings;
- acting as a liaison officer to the current District Netball Association; and
- ensuring that minutes of meetings are signed by the Chairperson.
- the distribution of all team member contact lists to the appropriate team manager and/or team coach at the start of the season and as necessary



## 1.5 Treasurer

***Special Note: the Treasurer shall be responsible for keeping the book of accounts and shall be the Public Officer of the Club..***

The Treasurer shall be responsible for:

- keeping proper financial records;
- ensuring that all monies are banked within seven days of receipt;
- paying all accounts passed for payment and pay other accounts as necessary and have these ratified at the next General Meeting;
- ensuring that all accounts, fines and receipts are sent out within one (1) month;
- keeping a record of assets and liabilities of the Club;
- presenting a financial statement at General Meetings;
- tabling the relevant bank statements at General Meetings;
- ensuring the books of the Club are audited each year by a qualified person;
- presenting a financial statement at the Annual General Meeting;
- making the books of account available for any member to inspect after reasonable notice has been given;
- ensuring all appropriate insurance cover is assessed for Club property and equipment; and
- prepare and present a budget at the AGM for the following year.

## 1.6 Registrar

a) The Registrar shall be responsible for:

- registering all teams for competitions conducted by the current District Association;
- developing registration systems;
- acquiring relevant documentation for registration with the current District Association, including proof of age and photos;
- register teams on the Netball NSW Database;
- submit additional registration paperwork with District Association to complete registration;
- registering additional players via late registration or throughout the season;

- distribution of Fixtures Books;
  - distribution of team lists;
  - developing and distributing of team announcements
  - prepare the Club membership lists for current season;
  - provide extracts of the Club membership list to inform Presentation Day trophy list; and
  - submitting a report at General Meetings and an annual report at the Annual General Meeting.
- b) A Co-Registrar may be appointed to help the Registrar, particularly if the Club has large numbers of teams to register. The Co-Registrar will
- be a member of the Executive, and as such, will attend and contribute to Executive Meetings, including having equal voting rights to all other members of the Executive;
  - assist the Registrar in completing registration tasks;
  - complete registration tasks in the absence of the Registrar.

## 1.7 Coaching Convenor

***Special Note: The Coaching Convenor is encouraged to complete the Foundation Coaching Course.***

The Coaching Convenor shall be responsible for:

- planning and managing coaching programs;
- publicising any courses available for coaches;
- assisting coaches when required;
- convening coaches meetings when necessary;
- keeping a register of all club coaches and coaching level attained;
- controlling the hiring of lighted courts;
- submitting a report at General Meetings and an annual report at Annual General Meetings;
- attending any coaches meeting held by the current District Association and reporting findings and outcomes to the next General Meeting;
- publishing all carnivals/gala day dates;
- entering the Club's teams in carnival/gala days and informing them of their acceptance;



- informing the Club's teams of representative trial dates;
- informing respective convenors of any carnival/gala day duties; and
- submitting a report at Club meetings and an annual report at the Annual General Meeting..

## 1.8 Umpires Convenor

*Special Note: The Umpires Convenor is encouraged to complete a current theory pass.*

The Umpires Convenor shall be responsible for:

- managing practical coaching and lectures for umpires;
- publicising theory and/or practical examinations for umpires;
- compiling a list of available umpires;
- publicising and promoting all available umpiring courses;
- attending any umpiring meetings held by the current District Association and reporting findings and outcomes to the next General Meeting;
- maintaining and updating a record of all umpires with their accreditation; and
- submitting a report at General Meetings and an annual report at the Annual General Meeting.

## 2. Non-Executive Positions

### 2.1 Non-Executive Positions

The following non-executive positions shall be elected at the Annual General Meeting:

- Social Convenor;
- Publicity Officer;
- Equipment Officer;
- Duty Officer;
- Uniform Officer;
- Fundraising Officer;
- Member Protection Information Officer; and
- Club Representative.



- a) All nominations for non-executive positions must be in the hands of the Secretary by the last meeting of that season.
- b) The members have the power to appoint other non-executive positions when necessary.

## 2.2 Social Convenor

The Social Convenor shall be responsible for:

- promoting and organising any function for the purpose of socialising and/or fund raising as required.
- working with the Fundraising Officer for fundraising activities as required.

## 2.3 Publicity Officer

*Special Note: the Publicity Officer will liaise with the President*

The Publicity Officer will be responsible for:

- preparing all publicity for the Club, including the Club newsletter on a weekly basis during the season, and submitting articles to St. Gerard's school newsletter, the club social media channels and club website
- assisting the President with sponsorship and publicity; and
- submitting a report at Club meetings and an annual report at the Annual General Meeting.

## 2.4 Equipment Officer

The Equipment Officer shall be responsible for:

- collecting and distributing equipment necessary to the coaches/managers of the purpose of training and competition;
- providing a complete kit of equipment at the commencement of each season;
- obtaining prices for any new equipment; and
- providing a stocktake at the Annual General Meeting

## 2.5 Duty Officer

*Special Note: including Umpire Table, Official Table and Canteen duties at Brush Farm and Meadowbank*

The Duty Officer shall be responsible for:

- preparing a roster list of all duties in which the Club is required to participate;





- publishing roster list and contacting all participants when necessary; and
- ensuring that members fulfil their canteen duties.

## 2.6 Uniform Officer

The Uniform Officer shall be responsible for:

- liaise with uniform supplier in regard to club uniform needs.
- communicate ordering procedures with club members
- ordering uniforms as required for the Club;
- distributing uniforms to members;
- obtaining quotes for any new uniforms;
- forwarding all payments received to the Treasurer within seven (7) days;
- issuing receipts to all members for payment received;
- managing stock levels on hand throughout the season; and
- managing the Club clothing pool.
- providing a stocktake at the Annual General Meeting

## 2.7 Fundraising Officer

The Fundraising Officer shall be responsible for

- the planning, organisation and implementation of fundraising activities as approved by the Club Executive;
- submit a report at Club Meetings, and an Annual Report at the Annual General Meeting.

If the position of Fundraising Officer is not filled a fundraising levy will be required to cover the costs otherwise covered by fundraising.

The levy will be set at the AGM. The amount will be guided by the Treasurer's budget for the coming year.

The motion shall be put at the AGM by the Treasurer and voted on by a majority of club members and active life members present.



## 2.8 Member Protection Information Officer

- (a) The purpose of the Member Protection Officer:
- The Member Protection Officer is the first point of call for any enquiries, concerns or complaints about harassment or abuse. The MPIO provides information and moral support to persons with concerns/complaints.
  - The position of MPIO at club level helps to improve awareness of child protection and harassment free sport and provide a safe and enjoyable sporting environment.
- (b) As a minimum the MPIO should have completed the free on-line training at [www.playbytherules.net.au](http://www.playbytherules.net.au). Completion of an accredited MPIO course is preferable.
- (c) The MPIO shall
- listen to complaints and concerns from members;
  - provide support to members;
  - provide information and options for member behaviour;
  - keep up to date with information about harassment, discrimination and other forms of inappropriate behaviour;
  - understand and follow club policies and procedures in relation to Member Protection;
  - be accessible and approachable to all club members;
  - mediate complaints at a formal and informal level;
  - maintain confidentiality;
  - support and provide information to the Committee as required; and
  - collection and maintenance of Working With Children Checks (WWCC) and reporting any issues with checks.

## 2.9 Club Representative

Where possible a Club Representative shall actively participate in one of the current District Association's Committees.

## 3. Sub-Committees

Sub-Committees may be formed on an ad hoc basis as determined by the members of the Club.



#### **4. Meetings**

- (a) The President shall chair all meetings, but in his or her absence the Vice President shall take the Chair.
- (b) If neither is present, the members present, and voting shall elect a Chairperson.
- (c) Any Executive Member absent from three (3) consecutive General Meetings or Executive Meetings, without leave of absence being granted or a suitable reason given, shall forfeit his or her position.
- (d) Dates of all Meetings will be published as specified in the Constitution (Section 3).
- (e) A hard or electronic copy of all reports being presented at meetings shall be given to the Secretary for inclusion in the minutes.

#### **5. Elections**

- (a) All nominations shall be on the official Nomination Form (Appendix 1) or similar.
- (b) Where a ballot is required, candidates shall be listed in the order their names are drawn from a hat, box or similar object by the Executive Committee prior to the meeting.
- (c) Voting for Committee members shall be by secret ballot, except for the positions on a casual sub-committee (ad-hoc committee) in which case it shall be an open ballot at the meeting.
- (d) Where there is only one (1) position to be filled, members eligible to vote shall vote for only one candidate, with the candidate gaining the greatest number of votes being declared elected.
- (e) For sub-committees, or for positions to which more than one (1) person is to be elected, one (1) ballot shall be taken and members shall vote for the number of candidates required to fill the positions or sub-committee, with those candidates receiving the greatest number of votes, up to and including the number of vacancies, being declared elected.
- (f) In the case of an equality of votes for either a single position or the final position where there is more than one vacancy a second ballot shall be taken between those candidates that have the highest number of equal votes and were not elected outright. If an equality of votes remains, the person presiding at the meeting may exercise a deciding vote.

#### **6. Uniform**

- (a) Members shall decide upon the Club uniform from time to time.
- (b) The Club colours and uniform shall be registered with the current District Association.
- (c) No player will be able to compete under the Club name unless wearing the Club's registered uniform.



- (d) No player shall compete wearing the Club uniform unless doing so under the Club name.

## 7. Coaches

### *Special Note:*

- Coaches for club teams should attain their Foundation Coaching course (funded by club) with the hope of eventually going for their development accreditation the following year.
- Where only one (1) nomination is received the coach will be appointed at the current meeting.
- Where multiple nominations are received the Executive Committee will appoint a coach at the next Executive Meeting. Preference shall be given to the coach with the higher qualifications.

All Coaches shall:

- be a member or associate member of the Club;
- give players equal opportunities of taking the court:
- throughout the season; and
- a minimum of 2 quarters each game throughout semi finals, finals and grand finals when the player is fit to take the court;
- advise the coaching convenor as to which night they will conduct training and where;
- have sole control of selection of the team to take the court and of all players on the court;
- conduct up to two (2) training sessions per week and attend all games where possible;
- attend all General Meetings where possible;
- be available for any courses to further their coaching skill level where possible;
- comply with any documents provided by the Club detailing duties of coaches; and
- submit a confidential report to the President and Coaching Convenor on the individual player's ability, performance, grading recommendation and team participation within two (2) weeks of completing the season.
- abide by the Codes of Behaviour, Complaints and Communication Policies.



## 8. Managers

All Managers shall:

- be a member of the Club;
- notify the Club Secretary of any problems arising from players or parents;
- be present at all training sessions and attend all games where possible;
- ensure all equipment is in order and return it to the Equipment Officer at the conclusion of the competition;
- ensure all relevant material and information is distributed to the team;
- attend all General Meetings where possible;
- be available for any courses to further skill level where possible;
- comply with any documents provided by the Club detailing duties of managers; and
- support the coach in any way necessary and be a medium of communication between coach and parents.
- abide by the Codes of Behaviour, Complaints and Communication Policies

## 9. Players

- Candidates for selection must attend on the stipulated days and times of grading.
- If unable to attend grading, a letter requesting consideration may be submitted within 7 days of grading day.
- Players shall attend and carry out all training set by the coach.
- Abide by the Codes of Behaviour, Complaints and Communication Policies

## 10. Umpires

- Umpires shall be available for any umpiring courses to further their skill levels where possible.
- Abide by the Codes of Behaviour, Complaints and Communication Policies



**11. Appendix 1: Committee Member Nomination Form**

Nomination for the Position of: \_\_\_\_\_

Name of Nominee (*must be a Voting Member*): \_\_\_\_\_

Nominee's Contact Number: \_\_\_\_\_

Nominee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nominated By (*must be a Voting Member*): \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seconded By (*must be a Voting Member*): \_\_\_\_\_

Seconder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Executive Positions**

President

Vice President

Secretary

Treasurer

Registrar

Coaching Convenor

Umpires Convenor

**Non-Executive Positions**

Duty Officer

Uniform Officer

Club Representative

Social Convenor

Publicity Officer

Equipment Officer

**NOTE:** a Voting Member is:

- A player who plays for St Gerard's Netball Club Inc and is 18 years of age or over on 1<sup>st</sup> January; or
- A person who is 18 years of age or over and has paid the nominal Club Fee (\$1).