

# Prestons Netball Club

## By-Laws

*Updated August 2024*



*To be read in conjunction with Prestons Netball Club Inc. Constitution (17 February 2020)*

# TABLE OF CONTENTS

- 1) Title
- 2) Colours and Uniform
- 3) Aims, objectives & values
- 4) Membership
  - A) Conditions of membership
  - B) Membership fees
  - C) Life membership
- 5) Governing Body
  - A) Executive Committee
  - B) General Committee
  - C) Sub-Committees
  - D) Assistant Positions
  - E) General Committee
  - F) Elections
  - G) Coaches & Managers
  - H) Election of the Committee
- 6) Meetings
  - A) General meetings (agendas/minutes)
  - B) Executive meetings
- 7) Equipment
- 8) Child protection
- 9) Annual Presentation  
Annual awards
- 10) Team commitment & responsibilities
- 11) Enforcement of the constitution and by-laws
- 12) Alterations to the by-laws

## **1. TITLE**

The name of the club shall be Prestons Netball Club, hereafter referred to as PNC or the Club. The Club shall be registered with the Liverpool City Netball Association (the Association) or any other Association as decided by the Executive Committee (the Executive).

## **2. COLOURS AND UNIFORM**

- a) The colours of the Club shall be Maroon, Gold Black and White and shall used by all teams in competition.
- b) Club members are required to wear the Club uniform as registered with PNC
- c) The committee shall be responsible for the changing or updating of the Club uniform.
- d) The majority of the Club uniform will consist of the approved Club colours.
- e) Umpires are required to wear Club uniform, Club approved merchandise or White while umpiring.
- f) Club players shall purchase their uniform at the price set by the Club, as determined by the Executive Committee

## **3. OBJECTIVES AND VALUES**

In addition to the objectives outlined in the Constitution, the Club aims to:

- g) Primarily, provide members with an opportunity to play netball for for fun, friendly competition, individual fulfilment and a sense of camaraderie through teamwork
- h) Present to the Association and community at large, a club represented by Members who conduct themselves in a fitting and respectful manner at all times
- i) The club values are friendship, community spirit, teamwork and respect to all.

## **4. MEMBERSHIP**

### **B) Conditions of membership**

- a) Membership is open to any individual aligned with the stated aims, objectives and values of the Club
- b) Individuals wishing to become either a Playing member or Non-playing member of the Club shall apply for membership in the format provided in the Constitution c. All members shall comply with the rules of membership as per the Constitution, Policies and By-Laws
- c) The Club committee may review membership applications based on player history e. The Club committee is not required to supply reasons for accepting or rejecting an application for membership
- d) Individuals cannot be playing members of more than one (1) Club at any one point in time playing in the Association Winter Competition
- e) All members 18 years old and over (Playing and Non-playing) will hold Club voting rights for a period of twelve (12) months from Registration (January to December)

### **C) Membership fees**

- a) Membership Fees shall be determined at the Club's first General Meeting of the calendar year unless fees have not been set by the Association, in which case the fees will be set as soon as practicable following the setting of fees by the Association
- b) A playing member must pay all fees in full before being graded and/or playing in any competition game at PNC
- c) Should a player leave the Club, the decision to refund part or all of the fees will be made by the Club Executive Committee

#### D) Life Membership

- a) Life Members may be elected in line with the Constitution
- b) Life Membership may be considered null and void for the purposes of voting rights should that person be actively serving on the committee of another netball club
- c) Should an elected Life Member accept a position on the committee of another netball club in the same association, said Life Membership will be reviewed as soon as practicable by the Executive and will likely be revoked
- d) Any acts of any Life Member that are determined to bring the Club into disrepute will be considered immediate grounds for revoking Life Membership
- e) Should a Life Membership be revoked, the Member in question will be advised in writing by the Club as soon as practicable after the decision. The Club is not required to provide reasons or rationale for this action.

## 5. GOVERNING BODY

- a) The elected committee members and active life members are the governing body of the Club.
- b) The governing body shall carry out the objectives of the Club and, without limiting this responsibility, shall have power to:
  - i) Control and manage the affairs of the Club;
  - ii) Fix fees, subscriptions etc payable by members and enforce payment;
  - iii) Appoint delegates to represent the Club for any purpose with such powers as may be thought fit;
  - iv) Control the funds of the Club inclusive of opening and operating banking accounts, acquire related sporting property of all descriptions and sell or otherwise dispose of it, and
  - v) Attend to all matters as shall be necessary for the proper management and control of the property of the Club.
- c) In line with part 14 of the Constitution, the Club will be Governed by an elected committee, led by an Executive Committee.
- d) The Club committee is responsible for making all decisions regarding the Club 5. The Club committee shall consist of at least:
  - i) President
  - ii) Vice President
  - iii) Secretary
  - iv) Treasurer
  - v) Registrar
  - vi) Umpires Convenor
- e) Additional positions and Assistants may be elected if deemed necessary by the Club committee.
- f) The Club committee shall be elected and hold their position from one Annual General Meeting to the following Annual General Meeting and are eligible for re-election for consecutive terms.
- g) A member appointed by the Club committee and ratified at the next meeting can fill any vacancy occurring on the Club committee.

## A) Executive Committee

- a) Executive Committee - the Executive Committee shall be composed of the following positions as per 14.2 of the Constitution, elected at the Annual General Meeting:
  - i) President
  - ii) Vice President
  - iii) Secretary
  - iv) Treasurer
  - v) Registrar
- b) The Executive committee shall act on behalf of the members between meetings.
- c) The Executive Club committee shall make decisions on behalf of the membership on any issue that arises requiring immediate resolution.
- d) The Executive Committee must advise the Club committee of any decisions that have been made at the next Club committee meeting.
- e) Three of the Executive will form a quorum in line with part 21 of the Constitution and if a decision cannot be made the Executive will pass the decision back to the Club Committee to resolve.
- f) No person shall be elected to more than one executive position.
- g) Roles & responsibilities of Executive positions:
  - i) President - the role of the President is to ensure the proper efficient running of all operations of the Club within the Constitution and By-laws of the Club. The President shall be responsible for:
    - Acting as the Chairperson at Executive and General meetings
    - Leading and facilitating the organisation of the Club and Committee
    - Managing the sponsorship of the club
    - Managing the publicity of the club
    - Hosting all social functions
    - Ensuring the Club Committee fulfills commitments
    - Managing any club or individual issues as they arise
    - Managing the Annual Presentation
    - Preparing the Annual Report in consultation with the Secretary
  - ii) Vice President - the role of the Vice President is to support and mentor all committee members in the efficient performance of their roles. The Vice President shall be responsible for:
    - Assisting the President as required
    - Chairing all meetings in the absence of the President
    - Managing a stocktake of all club equipment and uniforms, in the event of no equipment or uniform officer.
    - Acting as a delegate to the current district association meetings and then submitting reports to the next appropriate general meeting, if no other delegates are nominated.
    - Providing Support and guidance to all club members where issues may arise Performing other duties as nominated by the President and/or Committee
    - Managing the Child Protection requirements of the club, including Working With Children Check requirements, and the record keeping of the same.
  - iii) Secretary - the role of the Secretary is to be the administrator of the club, providing coordination links between Members, Executive Committee and the Association. The Secretary shall be the Public Officer of the club. The Secretary shall be responsible for:
    - Attending to all correspondence and other matters relative to the business of the club Acting as a liaison officer to the Association

- Acting as a delegate for the current district association meetings and submitting reports to the next appropriate general meeting, if no other delegates are nominated
  - Managing the coordination of training courts with the Association by liaising with all Coaches and the Association
  - Management of the Club shared drive as the central depository for Club documents templates and administrative documents
  - Organisation of the Annual Club Photo day
  - Coordination and publishing of the Club Calendar for each year
  - Administration of General & Executive Meetings including:
    - Advertising the dates of all meetings
    - Preparing agendas for all meetings
    - Taking minutes for all meetings
    - Capturing attendance for all meetings
    - Confirmation of eligibility of attendees to vote at meetings
    - Ensuring all meeting minutes are complete and available to Committee members on shared drive within fourteen (14) days of meetings
  - Coordination of Annual General Meeting (AGM) in line with the Constitution and By-Laws including:
    - Creation of AGM agenda
    - Booking a venue for the AGM as approved by the President
    - Calling for and collating all committee reports for the AGM
    - Advertising the AGM to all members
    - Creating the online Committee Nomination Form as per the template on the club shared drive
    - Opening and closing the Committee nominations
    - Preparing Committee voting forms and templates for capturing voting results
    - Taking and distributing AGM minutes
  - Supporting the President in the Management of the Annual Presentation including:
- iv) Treasurer - the role of the Treasurer is to be responsible for the financial management of the Club. The Treasurer shall be responsible for:
- Keeping proper financial records
  - Ensuring that all cash monies are banked promptly
  - Paying all accounts passed for payment, pay other accounts as necessary and have these ratified at the next General meeting
  - Ensuring that all receipts, accounts, fines are actioned promptly
  - Keeping a record of assets and liabilities of the club
  - Presenting a financial position at general meetings
  - Making the accounts available for any member to inspect after reasonable notice has been given
  - Ensuring all required insurance cover is in place
  - Presenting a financial statement at the AGM
  - Preparing and presenting a budget at the AGM for the following year
- v) Registrar - the role of the Registrar is to ensure the club fulfils its obligations regarding player registrations. The Registrar shall be responsible for:
- Registering all teams for competitions conducted by the Association
  - Keeping a list of the names, addresses, email addresses and telephone numbers of all club members

- Managing registration processes as required by the Association, Netball NSW and Netball Australia
- Acquiring any required relevant documentation for registration with Association e.g. birth certificates
- Registering additional players for competitions conducted by the Association
- Maintaining the official Club register of players and non-playing members
- Prepare the club team lists for the current season including grading and teaming as required, in collaboration with the Executive Committee
- Managing the identification of Coaches for upcoming seasons, and allocating Coaches to teams along with the Executive Committee
- Providing final team lists along with contact details to Coaches
- Coordinating with each coach an annual player's report detailing the seasons performance, capability and playing preferences
- Submitting a report at General Meetings and an Annual Report at the Annual general meeting
- Actively working to grow club membership through advertising, in collaboration with the Club Publicity Officer

#### B) Non-Executive Positions

- a) The following non-executive positions shall be elected at the Annual General Meeting. The members have the power to appoint other non-executive positions as required.

- Umpire Convenor/s
- Coaching Convenor/s
- Publicity Officer
- Equipment Officer
- Uniform Officer
- Fundraising Officer
- Club representative delegates
- General Committee member/s (where all other positions are filled)

- b) Roles & responsibilities of non-Executive positions:

- i) Umpire Convenors - the role of the Umpire Convenor is to manage and lead all umpires that represent the Club. The Umpire Convenor shall preferably hold a National Badge or be working towards a National Badge, must be 18 years or older and hold a current Working with Children Check. An Assistant Umpire Convenor may be appointed at the Annual General Meeting to provide support as required to the Umpire Convenor. The Umpire Convenor shall be responsible for:
- Organising the weekly roster for umpire duty for all games.
  - Providing support and guidance to all umpires.
  - Coordinating Umpire Courses, education workshops and practical coaching for existing and aspiring umpires
  - Being responsible for the ordering of umpiring equipment, including but not limited to rule books, whistles, and umpiring manuals.
  - Seeking new umpires each year to take part in programs, in alignment with the Association. Publicising and promoting theory and/or practical examinations for umpires.
  - Maintaining and updating a record of all umpires with their

accreditation.

- Attending any umpire meetings held by the Association and reporting findings and outcomes to the next club meeting.
- Compiling a list of available umpires for finals series as requested by the Association and forwarding this information to the Association by the requested date.
- Submitting a report at General Meetings and an annual report at the Annual General Meeting.
- Reporting games and payments to the Treasurer for preparation of umpire payments, to take place at Rounds 5, 10, 14 and at the conclusion of the Finals Series, or as otherwise arranged by the Umpire Convenor.

The Assistant Umpire Convenor shall be responsible for:

- Assisting the Umpires Convenor in managing the umpires required for the competition (including mentoring)
- Assisting the Umpire Convenor and performing such duties as directed by the Umpire convenor.
- Developing and progressing their own umpiring pathway towards National C Badge

ii) The Coaching Convenor - the role of the Coaching Convenor is to be the primary point of contact for the Club in relation to all coaching matters, including providing information to coaches. The Coaching Convenor shall be responsible for:

- Planning and managing coaching programs
- Publicising any courses available for coaches
- Assisting coaches when required
- Convening at least two coaches meetings per season, one of which should occur at the beginning of the season to provide clear information and expectations of coaches
- Keeping a register of all club coaches and coaching level attained
- Manage issues in relation to coaches' conduct and escalate any matters that cannot be resolved to the Executive Committee
- Encouraging the appointment of assistant coaches, and supporting their development

iii) Publicity Officer - the role of the Publicity Officer is to manage all elements of external branding, marketing and communications in collaboration with the Executive. The Publicity Officer shall be responsible for:

- Preparing all publicity for the club
- Assisting the President with sponsorship and publicity
- Submitting a report at club meetings and an annual report at the Annual general Meeting
- Maintenance of the Club's website and social media platforms
- Liaising with Team Managers to communicate relevant information effectively to Club Members
- Working closely with the Registrar to actively grow membership Submitting a report at General Meetings and an annual report at the Annual General Meeting.

iv) Equipment Officer - the role of the Equipment Officer is to maintain



and acquire stock for PNC team to use during the netball season. 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 gaining committee endorsement for purchase
- Providing a stocktake at the end of the year
- Submitting a report at General Meetings and an annual report at the Annual General Meeting.

v) Uniform Officer - the role of the Uniform Officer is to maintain and acquire Club uniforms for PNC members. The Uniform Officer shall be responsible for:

- Taking orders for uniforms from the club members or providing direct ordering processes through supplier.
- Ordering uniforms as required for the club.
- Distributing uniforms to the members.
- Obtaining quotes for new uniforms.
- Manage funds/refunds/rebates due from supplier.
- Forwarding all monies received to the Treasurer for timely banking.
- Liaising with supplier to manage any member enquiries.
- Managing stock levels throughout the season.
- Managing the club clothing pool and/or try-on kits
- Submitting a report at General Meetings and an annual report at the Annual General Meeting.

vi) Fundraising Officer - the role of the Fundraising Officer is to coordinate fundraising efforts for the Club. The Fundraising Officer shall be responsible for:

- Creating a proposed fundraising goal, and presenting it to the Committee for endorsement at the first General Meeting of the year
- Identifying fundraising initiatives to meet the approved goal and getting these approved by the Committee.
- Scheduling the approved fundraising initiatives on the Club Calendar
- Working in collaborating with the Publicity Officer, arranging for advertising of fundraising initiatives to Club members and the public.
- Delivering the fundraising initiatives.
- Managing & coordinating a fundraising committee as required and approved by committee
- Submitting a report at General Meetings and an annual report at the Annual General Meeting.

iv) Club Representative Delegates - the Club Representative Delegates (Delegates) shall actively participate in the Associations committees as follows:

- Coordinating feedback from the Committee and submitting it as agenda items for the Association.
- Representing the Club at Association meetings.
- Voting on behalf of the club at Association meetings.
- Providing reports and feedback back to the Committee following Association meetings.

- C) Sub-Committees - Subcommittees may be formed as determined by the club Executive.
- D) Assistant Positions - Assistants may be elected if deemed necessary by the Club committee. Assistant responsibilities will include, but not be limited to:
- Covering for the position they are assisting for any absences, planned or otherwise.
  - Any duties assigned to them by Committee leads or Executive.
- E) General Committee - the club will accept members to the Committee as General Committee members only where all Executive and Non-Executive positions are filled. In the event that General Committee members are accepted, and a position becomes vacant throughout a season, the General Committee members must be willing to fill those positions. This may include filling Assistant positions as required.
- F) Elections - Election of the committee shall occur as described in section 14.4 of the Club Constitution. As decided by the Executive Committee, nomination forms (as outlined in the Constitution) may be electronic forms.

G) Coaches & Managers

a) Coaches:

- i) Nominations for Coaches shall be opened to all members and community at the commencement of each season
- ii) Confirmation and allocation of coaches shall be led by the Registrar and confirmed by the Executive Committee
- iii) Coaches should be encouraged to have or be pursuing a national coaching accreditation
- iv) All Coaches shall:
  - Provide a positive environment for all players and treat players with respect and dignity.
  - Be a member of the club.
  - Give players equal opportunities at training and games.
  - Advise the Secretary as to which night they will conduct training.
  - Conduct training sessions each week and attend all games 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.
  - Submit a confidential report to the President on the individuals' players ability, performance, grading recommendation and team participation within two weeks of completing the season.
  - Identify a Manager for their team/s.
  - Hold and maintain a Working with Children Check and provide details to the club.

b) Managers - coaches are responsible for identifying a Manager for each team, and providing the Manager information to the Registrar and Secretary. 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
- Be responsible for the teams contribution to fundraising activities
- Be available for any course to further skill level where possible
- Comply with any documents provided by the club detailing duties of managers
- Hold and maintain a Working with Children Check and provide details to the club.

## 6. MEETINGS

The Governing Body is required to meet in line with items 16-25 of the Constitution. Specifically, the following meetings may occur:

- General meetings
  - Executive meetings
  - Annual general meeting (AGM)
  - Special meetings
- A) General Meetings:
- a) The scheduling of General Meetings is determined by the President, and supported by the Secretary, including the date, time and location of the meetings.
  - b) The minimum number of meetings for the Club is as per 19.1 of the Constitution, however, to ensure collaboration and achievement of the Club's goals, the Governing Body should endeavour to meet monthly from February to October (inclusive)
  - c) The date, time and location of meetings should be published to all members by the Publicity Officer
  - d) The Secretary shall share the agenda of the meeting with the Committee in advance of the meeting and call for additional agenda items.
  - e) The meeting will be Chaired by the President (or Vice President in the absence of the President.)
  - f) The minutes from General Meetings will be available on the shared drive to all Committee members after the completion of the meeting.
  - g) At the President's discretion, Committee members may be permitted to attend meetings remotely with the use of technology and be eligible to vote where required. For the purposes of part 22.5 of the Constitution, remote attendance will be considered in determining a Committee Member's eligibility to vote at the AGM.
- B) Executive Meetings will be scheduled by the President, the executive committee should hold an executive Committee meeting at least four times between February and October.

## 7. EQUIPMENT

- A) Each team shall be provided with the following kit items as a minimum:

- a) A kit bag containing balls (a combination of training balls and at least one game ball)
  - b) One (1) set of training bibs, one (1) set of velcro patches for games
  - c) A first aid kit
- B) The team should notify the Equipment Officer to replace used or broken equipment
- C) This equipment should be kept in good condition and returned clean to the Equipment Officer at the end of the Netball season.

## **8. CHILD PROTECTION**

- A) The NSW Government requires that all adults associated with children under the age of 18 complete a Working with Children Check.
- B) The Club is required to keep a record of all Working with Children Checks completed.

## 9. ANNUAL PRESENTATION

- A) Each year, the Club shall hold an Annual Presentation event to recognise and celebrate the Members. The following guiding principles shall apply regarding the Annual Presentation:
- a) The Executive Committee shall determine the date, time, location, and budget of the Annual Presentation.
  - b) All members shall be eligible to attend, and the charge to members (if any) shall be determined by the Executive Committee.
  - c) As determined by the Executive Committee, members shall be entitled to bring guests
- B) All elements of the event shall be determined at the discretion of the Executive Committee, in collaboration with the General Committee (including any entertainment)
- C) The following Annual Awards shall be presented at the Annual Presentation:
- a) NEWCOMER AWARD - a new player (of any age) who has never played club netball before and has improved dramatically throughout the season.
  - b) JUNIOR CLUB MEMBER OF THE YEAR AWARD - Must be a junior club member (Net-Set-Go to Cadets) who is determined by the Committee to have contributed greatly to the success of the Club in the current season. This player should have demonstrated consistently good sportsmanship, reflected the behaviours and values of the club, been consistently reliable and committed and always performed to the best of their ability.
  - c) SENIOR CLUB MEMBER OF THE YEAR AWARD - Must be a Senior club member who is determined by the Committee to have contributed greatly to the success of the Club in the current season. This player should have demonstrated consistently good sportsmanship, reflected the behaviours and values of the club, been consistently reliable and committed and always performed to the best of their ability.
  - d) JUNIOR UMPIRE OF THE YEAR - A junior umpire who has diligently worked on their development and skills and been consistently reliable and committed.
  - e) SENIOR UMPIRE OF THE YEAR - A senior umpire who has consistently committed to the club and provided excellent umpiring throughout the year.
  - f) COACH OF THE YEAR - A coach or caretaker who stands out for their dedication, patience, investment in their team's skill development and leadership behaviours. This Coach inspires their team and goes above and beyond what is expected of them.
  - g) ANGIE CLARKSON AWARD CLUB PERSON OF THE YEAR AWARD - This special award is designed to recognise a club member who consistently contributes to the club throughout the year is always willing to help and puts the club first, before themselves. This person embodies the values Prestons Netball Club prides itself on: friendship, community spirit, teamwork and respect of all members, players, officials and spectators.
  - h) ESTELLE LAWLER SPIRIT AWARD - Estelle was a key heritage member of our club. This special award is designed to recognise a club member who displays consistent sportsmanship, team spirit and club pride. This person should be known for their positive attitude, their encouraging demeanour and active participation in club activities (including training, fundraising and club events). This person will show respect to players, officials and spectators. They will respect the rules of competition and fair play.

- D) The process for the Annual Awards is as follows:
- a) all members are eligible to be nominated and nominate (carers of junior players may submit nominations on their behalf)
  - b) Nominations must be submitted via the provided form (electronic) and must be supported with detailed citation/s.
  - c) All nominations are reviewed by the Executive Committee and may be approved or declined at the discretion of the Executive Committee
  - d) Nominations are then put to a vote by all eligible voting members of the Committee
  - e) In the event of a tied result, the Committee will revote (only voting between the nominees tied)
  - f) In the event of a continued tied result, the President will have one final additional vote

## **10. TEAM COMMITMENT & RESPONSIBILITIES**

In the spirit of our club values and goals, all members are required to contribute to any and all club events and fundraising activities.

## **11. ENFORCEMENT OF THE CONSTITUTION AND BY-LAWS**

- A) The authority of the Club shall extend to and be recognised by all members (both playing and non-playing) of the Club.
- B) The Committee shall have power to deal with and adjudicate upon all questions and disputes as to the interpretation of the constitution and by-laws, and of any complaint made to it of misconduct detrimental to the objectives, policy, interests or welfare of the Club by any person to whom these by-laws and the Club constitution applies.

## **12. ALTERATIONS TO THE BY-LAWS**

The by-laws may be altered by a resolution passed by a majority of at least three quarters of the members present and voting at the AGM or a special general meeting of the Club of which not less than twenty one days' notice specifying the resolution/s to be proposed has been given.