



NORTHERN VALLEYS NETBALL CLUB  
ASN. 1074

## **Constitution of Northern Valleys Netball Club Incorporated**

For the purposes of this Constitution,

**'New South Wales Netball Association Ltd'** means the controlling body for Netball in New South Wales;

**'Association'** means the Gosford Netball Association Inc.;

**'Affiliated Club'** means Northern Valleys Netball Club incorporated also known as NVNC Inc

**'Club Delegate'** means a duly appointed representative of an Affiliated Club of the Association;

**'Registered Member'** means any financial member and active life members of the Affiliated Club;

**'Instrument'** means any document pertaining to the governance of the Affiliated Club, and includes, but is not limited to, this Constitution, and the associated Policies of the Affiliated Club

**'GNA'** has the same meaning as "Association" – the Gosford Netball Association Inc.,

**'MPP'** means the Member Protection Policy as written by and amended from time to time by Netball NSW;

**'MPIO'** means the Member Protection Information Officer who maintains compliance with all requirements of the Member Protection Policy;

**'Public Officer'** - An incorporated Association is required to have a public officer who has attained the age of 18 years and is a resident of New South Wales. The public officer is the official contact point for an incorporated Association. The public officer can be a committee member, a member of the Association or an outsider. The public officer's address may be used as an official address for the service of documents on the Association. To this end, the public officer is required to bring all documents received by him or her to the attention of the committee as soon as practicable (section 63). Unless the rules of an incorporated Association provide otherwise, the public officer of an incorporated Association may hold any other office of the Association. The Public officer for the purpose of this constitution shall be defined as the Affiliated Club President and Affiliated Club Treasurer

**'Quorum'** - means the minimum number of members of a deliberative body necessary to conduct the business of that group. Ordinarily, this is a majority of the people expected to be there.

**'Website'** – refers to the club website: [www.northernvalleys.com](http://www.northernvalleys.com)

**'Facebook'** – refers to the club's main Facebook page

## **1. Name**

The name shall be Northern Valleys Netball Club Incorporated, hereinafter called NVNC.

## **2. Headquarters**

The headquarters of NVNC Inc shall be Gosford Netball Association Club House, Adcock Park West Gosford

## **3. Affiliation**

NVNC Inc shall be a Club affiliated with Gosford Netball Association and shall be bound by the Constitution, Policies and Procedures of Gosford Netball Association including all those adopted by the Association from time to time.

## **4. Colours and emblems**

NVNC Inc colours shall be dark blue and sky blue. A Butterfly shall be the club emblem.

## **5. Objectives**

- Promote the game of netball
- Represent the interests of members of NVNC
- Foster goodwill and friendship in the netball and wider community
- Promote fitness and a healthy lifestyle

## **6. The Executive Committee shall consist of the following registered members:**

- 6.1. President
- 6.2. Secretary
- 6.3. Treasurer
- 6.4. Registrar
- 6.5. Umpires Convenor
- 6.6. Uniform Convenor
- 6.7. Social Convenor
- 6.8. Coaches Convenor
- 6.9. Publicity Officer

## **7. Membership**

Any person may affiliate with NVNC as a member and shall be affiliated in the following manner;

### **7.1 Playing membership**

- 7.1.1 Senior players, who shall be aged 14 years of age or over at 31 December in the year of play
- 7.1.2 Junior players who shall be aged 10 to 17 years of age at 31 December in the year of play
- 7.1.3 NSG players shall be 6 years of age at 31 December in the year of play
- 7.1.4 Net set go players shall be 4 year by the first day of play
- 7.1.5 NVNC has the right to refuse membership to any person

### **7.2 Associate membership**

- 7.2.1 Shall be a non-playing member
- 7.2.2 Shall pay an affiliation fee as set down the NVNC Council at the annual general meeting with the fee being paid at least one month prior to the annual general meeting
- 7.2.3 Shall have full voting rights provided section 7.4 is met
- 7.2.4 May stand for an executive position or any other committee position at the annual general meeting

### 7.3 Life members

- 7.3.1 Shall be elected in recognition of outstanding service of 10 years or more to NVNC inc and shall include:
  - a) Outstanding service of 5 years or more as a committee member of NVNC
  - b) Service as a club coach or umpire
  - c) Service to GNA as a committee member
- 7.3.2 Nominations must be received to the secretary by week 10 each netball year and must be nominated by one financial member. These can be received via email, conversation or nomination form
- 7.3.3 A nomination of life membership shall be carried by a majority vote at the August meeting each year
- 7.3.4 Life membership may be awarded to a member who does not fit the above criteria but whom the executive committee agrees upon by majority vote
- 7.3.5 Any life member, who is no longer a player, shall only have their GNA fees paid on their behalf if they are an active member of NVNC. This includes coach, umpire, member of committee, represents club on GNA committee
- 7.3.6 Each Life Member is invited to participate in Club events and if they wish to present an award at the Junior and Senior presentation. You can find examples of the invites on the hard drive under Secretary pre 2020, file name is the Life Members name

### 7.4 Membership fees

- 7.4.1 Fees, including uniform, shall be set by the executive committee at the meeting immediately following the annual general meeting of Gosford Netball Association
- 7.4.2 At the time of registration of a member, the GNA portion of fees must be paid by the member. No registration of a member will be accepted without payment of the portion of the GNA fees. A 50% deposit for all uniforms ordered must be paid at the time the order is placed
- 7.4.3 Life members shall only pay the portion of the GNA fees. Any club component fee will be waived
- 7.4.4 A family discount of \$10 per player is offered after the first player membership to an immediate relative being a daughter or sibling
- 7.4.5 Payment plans may only be authorised by the treasurer and any request must be in writing to the secretary. Payment plans must be adhered to and failure to adhere may result in de registration
- 7.4.6 All fees must be paid by the final registration day unless payment plan has been agreed to as set out in 7.4.5.
- 7.4.7 A member will be deemed unfinancial if there are any fees owing at the end of the winter competition. Gosford Netball Association shall be notified that the member is unfinancial
- 7.4.8 All new players registering with NVNC after GNA Affiliation day each year will be required to pay the GNA and NSW Netball portion of the NVNC registration fees before a registration request is sent to GNA by NVNC unless decided otherwise by joint consideration of either the Secretary or Treasurer and President
- 7.4.9 All non-player registration fees are set by GNA at the yearly AGM
  - 7.4.9.1 These fees are paid by NVNC each year
  - 7.4.9.2 If a player is on the executive committee NVNC will pay the same portion of the non-players fee for the player. IE: a player for NVNC pays Senior player fee less the non player registration fees set by GNA each year

## 7.5 Register of members

- 7.5.1 The secretary shall maintain a register of members specifying the name and address and NSW registration number of each person who is a registered member. The register must be updated at the beginning of each winter competition
- 7.5.2 Those with full voting powers are all financial senior players, financial associate members and Life Members

## 7.6 NVNC Service Awards

- 7.6.1 The Secretary, Registrar and / or President shall keep accurate records of registration history of all NVNC members
- 7.6.2 To be eligible for service awards the member will need to have continuous service with NVNC – being that of player, umpire, coach, committee etc
- 7.6.3 Awards to be given at 10 years, 15 years, 20 years, 25 years and so forth
- 7.6.4 Award gifts to be determined by Executive Committee at beginning of each year

## 8. **Correspondence**

- 8.1. All correspondence it to be addressed to the Affiliated Club Secretary, otherwise deemed out of order
- 8.2. All nominations to be received to the secretary at [nvncsecretary@hotmail.com](mailto:nvncsecretary@hotmail.com) within the nominated time frame

## 9. **Meetings**

### 9.1. General Procedure

- 9.1.1. The president shall take the chair at all meetings. In the absence of the president the chair shall be taken by the secretary or treasurer
- 9.1.2. Five financial members shall form a quorum
- 9.1.3. If no quorum is present thirty (30) minutes after the time affixed for the commences of the meeting it shall be adjourned
- 9.1.4. The accidental omission to give any registered member the required notice shall not invalidate a meeting or any of the business of the meeting
- 9.1.5. Questions arising at any meeting of the executive or members are to be determined by a simple majority of votes cast by financial members. Each financial member shall have one vote and a secret ballot can be conducted if any member requests
- 9.1.6. The chairperson shall have the casting vote
- 9.1.7. All correspondence that requires tabling at the meeting shall be submitted to the Secretary 3 days prior to the meeting otherwise it will be deemed out of order and transferred to the next meeting
- 9.1.8. All executive roles are required to submit a report to the secretary at least 2 days prior to the meeting
- 9.1.9. Agenda to be distributed to the committee from the Secretary by email at least 24 hours before meeting
- 9.1.10. A member of the executive may not miss more than 3 meetings per year without the permission of the president

### 9.2. Club Meetings

- 9.2.1. The club meetings shall be held monthly on a date to be decided at the previous meeting. The club has the discretion to change the date of the meeting if required. A maximum of four meetings may be deferred in any one year.

- 9.2.2. All executive roles are required to submit a report to the secretary at least two days prior to the meeting
- 9.2.3. Agenda to be distributed to the committee by email at least 24 hours before meeting
- 9.2.4. Voting as per clause 7.5.2
- 9.2.5. Order of business for meetings shall be
  - a) Apologies
  - b) Confirmation of previous minutes
  - c) Business arising from previous minutes
  - d) Notice of motions
  - e) Correspondence
  - f) Reports
  - g) General business
- 9.2.6. All reports must be moved and seconded at all meetings
- 9.2.7. 7 days' notice must be given for all executive meetings to all financial members by posting the details of the meeting onto the NVNC website
- 9.2.8. Any proposed change to the Constitution policy may be altered at an executive meeting. Changes must be submitted to the secretary 14 days prior to the meeting and distributed via the clubs NVNC website to members 7 days prior to the meeting. Changes can be passed by 2/3 of the financial members present voting in favour of the change

### 9.3. Annual General Meeting

- 9.3.1. The annual general meeting shall be held in the month of October at a date set by the executive in August.
- 9.3.2. Not less than twenty-one days written notice of the annual general meeting shall be given to members. This shall be posted onto the website of NVNC.
- 9.3.3. Audited balance sheet will be distributed at the annual general meeting
- 9.3.4. All interested persons may attend. Voting as per clause 7.5.2
- 9.3.5. The following positions shall be elected and form executive committee
  - a) President
  - b) Secretary
  - c) Treasurer
  - d) Registrar
  - e) Umpires Convenor
  - f) Uniform Convenor
  - g) Social Convenor
  - h) Coaches Convenor
  - i) Publicity Officer
- 9.3.6. The following positions shall also be elected
  - a) Member Protection Information Officer
  - b) Grading Convenor
  - c) Assistant Coaches Convenor
  - d) Appeals Chairperson
  - e) Assistant Umpires Convenor
  - f) Assistant Publicity Officer
- 9.3.7. The following committees shall also be elected
  - a) Social Committee (unlimited number)
  - b) Appeals committee (unlimited number)
  - c) Grading Committee (unlimited number)
  - d) Coaching Committee (unlimited number)

- 9.3.8. Nominations for election shall be received by the affiliate club secretary at least 14 days prior to the annual general meeting. Nominations will be distributed to the members via the website 7 days prior to the meeting
- 9.3.9. All financial members are eligible for election. All non-financial members wishing to be elected must become a financial member in accordance with section 7.2.2 of the constitution.
- 9.3.10. Current office bearers are eligible for re-election
- 9.3.11. All proposed changes to the constitution may be altered at the annual general meeting. Changes must be submitted to the secretary 14 days prior to the meeting and distributed via the clubs website to members 7 days prior to the meeting. Changes can be passed by 2/3 of the financial members present voting in favour of the change
- 9.3.12. Any proposed change to the policy may be altered at an executive meeting. Changes must be submitted to the secretary 14 days prior to the meeting and distributed via the clubs website to members 7 days prior to the meeting. Changes can be passed by 2/3 of the financial members present voting in favour of the change

#### 9.4. Special general meeting

- 9.4.1. Special council meetings shall be held
  - a) at the direction of the president
  - b) upon receipt of a requisition signed by not less than three members of the executive committee
- 9.4.2. All financial members may attend
- 9.4.3. Voting rights as per clause 7.5.2
- 9.4.4. Not less than 21 days written notice shall be given to members via the NVNC website and NVNC Facebook page of the date and nature of the special general meeting
- 9.4.5. A quorum of 5 voting members, as per clause 6.6 is required
- 9.4.6. The following may occur at a special general meeting
  - a) changes to constitution
  - b) changes to policy
- 9.4.7. Any changes to the constitution or policy shall be done in the same times frames as for the annual general meeting

## 10. **Duties of Executive Committee**

### 10.1. President

- 10.1.1. Chair all meetings when held
- 10.1.2. Act as an ex-officio member on all committees
- 10.1.3. Act as the club representative at all meetings and tribunal held by the Association
- 10.1.4. Provide services as a club signatory
- 10.1.5. Review and develop club systems and procedures as required
- 10.1.6. Ensure the performance of duties of club executive and the smooth running of the club
- 10.1.7. Selection of grading panel in consultation with grading convenor
- 10.1.8. Submit a President report to the Secretary at least 2 days prior to each Club meeting

### 10.2. Secretary

- 10.2.1. Reports directly to the president

- 10.2.2. Ensure that records of the business of the club, including the files, register of members, minutes of all general and committee meetings and file of correspondence are kept. These records shall be available for inspection by any financial member and shall be held in the custody of the secretary
- 10.2.3. Maintain a register of life members
- 10.2.4. Send invites to Life Members and manage the RSVP's for events and presentations
- 10.2.5. Submit a Secretary report at each Club meeting
- 10.2.6. Distribute agenda to the committee by email at least 24 hours before club meeting
- 10.2.7. Present all minutes and correspondence at the club meeting
- 10.2.8. Take minutes for each club meeting
- 10.2.9. Distribute minutes to committee by email within 3 days of each club meeting
- 10.2.10. Advise members of club meetings in accordance with the time frames set out in the constitution
- 10.2.11. Conduct other business as directed by the executive of NVNC
- 10.2.12. Be a Club delegate for all GNA meetings
- 10.2.13. Liaise with Publicity Officer to manage website and NVNC Facebook page throughout the year

### 10.3. Treasurer

- 10.3.1. Shall be responsible for recording and controlling all funds that may be established by NVNC
- 10.3.2. Shall receive all monies payable to NVNC and issue receipts within 30 days
- 10.3.3. Bank all monies within seven (7) days of receipt
- 10.3.4. Keep all necessary books of accounts and produce these when required
- 10.3.5. Pay all accounts that are passed for payment
- 10.3.6. Send accounts as required
- 10.3.7. Submit a financial report to the Secretary at least 2 days prior to each Club meeting
- 10.3.8. Keep a record of the assets, liabilities and property of NVNC
- 10.3.9. Present an audited balance sheet at the December meeting
- 10.3.10. All payments shall be made by electronic transfer via internet banking and signed by any two (2) of the following: President, Treasurer or Secretary and only after the accounts have been passed by the Executive Committee
- 10.3.11. The Assistant Treasurer/Registrar, Uniform Convenor and Social Convenor shall have access to view the account only
- 10.3.12. 5 days after the week 5, week 10 and week 15 games payment to junior umpires must be completed by the Treasurer via online banking with second approval by the Secretary or President. Payment details must be supplied by the Umpires Convenor

### 10.4. Registrar

- 10.4.1. Receive all registrations on a date determined from year to year
- 10.4.2. Assist the Treasurer in the collection, receipting and banking of all registration monies
- 10.4.3. Collect all birth certificates and photos for registration purposes as required by GNA
- 10.4.4. Complete all forms for registration/ deregistration of teams and players as required by GNA
- 10.4.5. Assist the secretary in maintaining a register of financial members
- 10.4.6. Assist the Executive Committee in the formation of teams at the commencement of each season
- 10.4.7. Submit a Registrar report to the Secretary at least 2 days prior to each Club meeting
- 10.4.8. Conduct other such business as directed by the Executive Committee of NVNC

- 10.4.9. Each year when registration opens the registrar (along with Publicity Officer) must update NVNC Facebook page with details on registration requirements
- 10.4.10. Manage and Update the Mynetball website throughout the year
- 10.4.11. Must supply full listing of all registrations prior to Grading/player review day including in the listing:
  - a) Player name
  - b) parents name (if applicable)
  - c) previous years playing experience (if applicable)
  - d) Requested playing positions for grading day
  - e) Date of Birth
  - f) Comments to relate to current year playing requests

#### 10.5. Umpires Convenor

- 10.5.1. Assist and encourage members interested in furthering their umpiring experience
- 10.5.2. Call lectures to assist players in developing umpiring skills
- 10.5.3. Provide learner umpires with trainers until they are capable of umpiring independently
- 10.5.4. Monitor progress of developing umpires
- 10.5.5. Keep a record of all theory examination results and badges gained by Club umpires and coaches
- 10.5.6. Submit an Umpires Convenor report to the Secretary at least 2 days prior to each Club meeting
- 10.5.7. Allocate umpires for NSG and Junior matches organised by GNA Inc.
- 10.5.8. Provide GNA with names of team umpires submitted by Senior teams
- 10.5.9. Notify training and established umpires of upcoming examinations, training opportunities and information pertaining to umpiring as such information becomes available
- 10.5.10. Keep a list of games umpired by junior umpires
- 10.5.11. 2 days after week 5, week 10 and week 15 of the netball year the Umpire convenor must supply the Treasurer with a listing of all umpires who have umpired during this time and the amount due to each umpire
- 10.5.12. The Umpire convenor must obtain banking details for all umpires requiring payment and supply this information to the Treasurer for payment

#### 10.6. Uniform Convenor

- 10.6.1. Responsible for the ordering, purchase and distribution of uniforms at the commencement of each season
- 10.6.2. Submit a Uniform Convenor report to the Secretary at least 2 days prior to each Club meeting
- 10.6.2. Ensure all monies received for the purchase of uniforms are receipted and monies handed to the treasurer within 1 week of receipt
- 10.6.3. Maintain a small stock of new and second hand uniforms
- 10.6.4. From time to time liaise with committee uniform needs of club e.g. changing trends in uniforms, supporters gear, alternate suppliers
- 10.6.5. Complete a stock take of all uniforms at the completion of the netball season. This information to be given to the Treasurer for inclusion in the annual report

#### 10.7. Social Convenor

- 10.7.1. Responsible for the organisation, co-ordination and supervision of all social and fundraising activities of the club



- 10.7.2. Submit a Social Convenor report to the Secretary at least 2 days prior to each Club meeting
- 10.7.3. Liaise with the committee at the commencement of each season as to the planned social and fundraising activities for the year
- 10.7.4. Liaise with the club secretary re: the booking of all venues for fundraising and social activities e.g. BBQ at GNA/ Bunnings or other such venue, venue hire for trivia nights, junior nights, presentation nights, committee meetings
- 10.7.5. Create run sheet for the Junior and Senior presentation including Life Members attending and if / what they are presenting
- 10.7.6. Liaise with Club President and Publicity Officer re: sponsorships
- 10.7.7. Maintain a record of ingoings and outgoings for all events
- 10.7.8. All receipts and income from social and fundraising activities to be given to the treasurer with 7 days of the event
- 10.7.9. Prior to the end of season presentations collect all perpetual trophies
- 10.7.10. Purchase all trophies and awards for NVNC presentations
- 10.7.11. Liaise with Publicity Officer to manage website and NVNC Facebook page relating to social events throughout the year

#### 10.8. Coaches Convenor

- 10.8.1 Responsible for the allocation of club coaches in consultation with the President
- 10.8.2 Provide accurate information to the registrar to allow records of Club Coaches accreditation to be kept
- 10.8.3 Assist and encourage members interested in furthering their coaching experience
- 10.8.4 Organise coaching days to assist coaches & players in developing skills
- 10.8.5 Monitor progress of coaches throughout the year
- 10.8.6 Keep a record of all theory examination results gained by Club umpires and coaches
- 10.8.7 Notify coaches of upcoming training opportunities and information pertaining to coaching as such information becomes available
- 10.8.8 Submit a Coaches Convenor report to the Secretary at least 2 days prior to each Club meeting
- 10.8.9 Assist the executive in the distribution and collection of coaches kits at the commencement and conclusion of each season
- 10.8.10 Keep up to date records on Working With Children checks for coaches
- 10.8.11 Liaise with Publicity Officer to manage NVNC Coaches Facebook page

#### 10.9. Publicity Officer

- 10.9.1 Submit a Publicity Officer report to the Secretary at least 2 days prior to each Club meeting
- 10.9.2 Liaise with Club President and Social Convenor re: sponsorships
- 10.9.3 Manage website and Facebook throughout the year
- 10.9.4 Responsible for finding ways to promote our club ie: sponsorship, website, Facebook, working with the committee on publicity, etc
- 10.9.5 Responsible for maintaining the website with current information relating to our club
- 10.9.6 Responsible for maintaining our Facebook pages with current information relating to the club - ie:
  - Updating Club / Team information
  - Updating wet weather information
  - Updating draw information
  - Updating series information
  - Updating GNA information as needed

## 11. Duties of Non Executive Positions

### 11.1. MPIO

- 11.1.1. The Member Protection Officer shall be responsible for implementing the G.N.A. Member Protection Policy at Club level.
- 11.1.2. Shall work in direct consultation with the President and Executive Committee of the Club and Association as appropriate.
- 11.1.3. Make themselves aware of the Member Protection Policy and comply with the standards of conduct outlined in the Policy
- 11.1.4. Consent to undergo screening as per the NSW Child Protection Regulation and/or NSW State legislation if the individual holds or applies for a role that involves direct and unsupervised contact with people under the age of 18years
- 11.1.5. Comply with all other requirements of this Policy
- 11.1.6. Co-operate with the Association in providing a discrimination, child abuse and harassment free sporting environment
- 11.1.7. Understand the possible consequences of breaching the Policy
- 11.1.8. Promote the appropriate standards of conduct at all time
- 11.1.9. Promptly deal with any breaches of or complaints made under the Policy in an impartial, sensitive, fair, timely and confidential manner
- 11.1.10. Apply the Policy consistently without fear or favour
- 11.1.11. Attend the required training in mediation and adjudication as given by GNA or Netball NSW
- 11.1.12. Perform such other duties as directed by the Executive from time to time

### 11.2. Grading Convenor

- 11.2.1. Selection of grading panel in consultation with President
- 11.2.2. Responsible for overseeing grading panel
- 11.2.3. Responsible for implementing grading policy and guidelines
- 11.2.4. Responsible for organisation of grading day
- 11.2.5. Report to secretary with set time frames decisions made by the grading committee

### 11.3 Assistant Coaching Convenor

- 11.3.1 Complete duties as directed by Coaching Convenor

### 11.4. Appeals Chairperson

- 11.4.1. They are responsible for chairing all grading appeals and disciplinary hearings
- 11.4.2. All decisions made by the appeals committee to be forwarded by the chairperson to the Secretary within 24 hours
- 11.4.3. Secretary to advise decision made to relevant party within 48 hours

### 11.5 Assistant Umpires Convenor

- 11.5.1 Complete duties as directed by Umpires Convenor

### 11.6 Assistant Publicity Officer

- 11.6.1 Complete duties as directed by Publicity Officer

## 12. Duties of Committees

### 12.1. Social Committee

- 12.1.1. Complete duties as directed by the Social Convenor

12.1.2. Attend all social/fundraising functions

12.2. Appeals Committee

12.2.1. Attend all appeals as required and directed by the Appeals Chairperson

12.3. Grading Committee

12.3.1. Attend all grading days and grading meetings as requested and directed by the grading convenor

12.4 Coaches Committee

12.4.1 Complete duties as directed by the Coaches Convenor

12.4.2 Be available on organised coaching days to assist coaches convenor

12.4.3 Responsible for the development of club coaches

12.4.4 Be responsible for notifying club coaches and interested members of coaching courses to be conducted by the Association

12.4.5 Arrange coaching assistance to club coaches as requested

12.4.6 Be responsible for the distribution of relevant information regarding coaching

12.4.7 Be responsible for the sourcing of all coaching material

12.4.8 Assist the executive in the distribution and collection of coaches kits at the commencement and conclusion of each season

**13. Finance**

13.1. The funds of NVNC shall be derived from membership fees, other fees, fundraising and sponsorship

13.2. The main banking accounts of NVNC shall be kept at a financial institution approved by the executive committee and all cheques and electronic banking shall be authorised by any two of the following: president, secretary or treasurer

13.3. The registrar, uniform convenor and social convenor will have access to read only any online bank accounts

13.4. The treasurer, president and social convenor shall hold any banking cards linked to the bank accounts of NVNC

13.5. The financial year shall commence on 1st October and end on the 31st September each year

13.6. The books of the affiliated club shall be audited each year by a qualified person who is not a registered member of the club. This audit shall be presented to the December meeting

13.7. No office bearer is entitled to be paid for any services with the exception of out of pocket expenses which shall be reimbursed upon proof of purchase

**14. Custody of records**

14.1. Except otherwise provided by these rules, all records, books and other documents relating to the association shall be kept under the custody and control of the secretary

**15. Inspection of books**

15.1. Any financial member may inspect the books of account of minutes of NVNC at any reasonable time

**16. Dissolution of the Club**

16.1. The club may not be dissolved except by special resolution passed by a majority of at least three quarters of financial members of the club present and voting at a special general meeting of which not less than 21 days written notice specifying the resolution to be proposed has been given

16.2. On dissolution of the club, any property remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to Gosford Netball Association to be used for the promotion of netball within the boundaries of the area

**17. Discipline- Member protection policy**

17.1. The club adopt the Member protection policy as written and amended from time to time by Netball NSW. The member protection policy is held under a separate cover and a copy is held by the club and also available to the club and association website for all members to view.

**18. Appeals**

18.1. All appeals re: grading and executive decisions should be directed in writing to the Club Secretary within 48 hours of grading or a decision being handed down

18.2. All appeals to be heard by the Appeals Committee within 48 hours of receipt of appeal

18.3. The Appeals Committee shall comprise of three (3) members of the Executive Committee included and elected Chairperson

18.4. All member complaints shall in the first instance be dealt with by the Member Protection Information Officer (MPIO) who shall:

a) Allow the complainant to make verbal complaint — MPIO to keep a log of the complaint

b) Advise the complainant to fill out an incident report if they feel the complaint warrants attention of Club or GNA executive. MPIO to keep a record

c) Advise the complainant to make a formal complaint to Club or GNA Executive. MPIO will advise course of formal complaint

d) The Club Secretary in consultation with the Club President shall respond in writing to all written appeals and complaints within 14 days of receipt

Adopted 28<sup>th</sup> October 2020

Vicki Stedman

President NVNC

## **Policy of Northern Valleys Netball Club Incorporated**

### **1. Players and teams**

#### **1.1 Players**

1.1.1 All players must be registered and fees paid in accordance with Section 7.4 of the constitution

1.1.2 All players must abide by the Netball New South Wales Member Protection Policy players code of behaviour policy (Code of behaviour and policy attachment D4 and D5)

1.1.3 Must adhere to the constitution and policies of GNA and NVNC at all times

1.1.4. All new players under the age of 18 on the 31st December in the year of play must provide a written copy of evidence of their date of birth to the registrar at the time of registration. This includes any of the following:

- a) Birth Certificate
- b) Extract of birth certificate
- c) Passport
- d) Photo identification noting the date of birth issued by any state, federal or territory authority

No player will be registered without this information provided to the registrar

1.1.5 A passport photograph must be submitted to the registrar of the day of registration for the following age groups:

- a) All new players
- b) All players playing in the 10 year completion regardless of age
- c) All players playing their first year in the 15's competition regardless of age
- d) All player playing their first year in the senior completion regardless of age
- e) All senior players after 5 years must submit a new photo

1.1.6 Players must submit themselves for grading each year at a date nominated by the executive committee and in accordance with the grading policy

1.1.7 Pregnant players may participate as described in the Netball NSW Member Protection Policy.

## 1.2 Teams

The following team descriptions will apply:

1.2.1 NSG 10 week Program - Players aged 4-9

1.2.2 Net Set Go (non competition) - Players 6 years of age at 31 December in the year of play and players turning 7, 8 or 9 years by the 31st December in the year of play

1.2.3 Juniors - Players who are 10, 11, 12, 13, 14, 15, 16, 17 years of age by the 31st December in the year of play

1.2.4 Seniors – Players who are 14 years of age or over at 31 December in the year of play

1.3 Any player wishing to be eligible for selection in a higher age bracket must make a request to the grading convenor in writing at registration or affiliation day. All decisions regarding this will be made in accordance with the GNA Policy

1.4 Any player wishing to be eligible for selection in a lower age bracket must make a request to the grading convenor in writing at registration or affiliation day. All decisions regarding this will be made in accordance with the GNA Policy

1.5 Any player who is graded outside their age group will pay the membership fees of the age in which they are graded into

1.6 All players with the exception of net set go and social senior teams (as set out in section 2.4 of the grading policy) must present themselves for grading in accordance with section 2 of the policy.

## 2. Grading Policy

### 2.1 Grading Committee

2.1.1 Grading committee to be selected for the following year at the yearly AGM

2.1.2 No member of the grading committee shall be eligible to be used on a grading panel if they have a child being graded in that age group

2.2 If necessary an independent person may be called upon, at the discretion of the grading convenor and the president, to be used on a grading panel

2.3 All grading shall be at the discretion of the grading committee

2.4 All players will be graded on individual ability

2.5 Players are to be graded into teams at grading days nominated by the executive committee and grading convenor

- 2.6 The following players must present themselves for grading on request of NVNC – unless advised otherwise:
  - 2.6.1 All junior players going into U10's to U17's in the year they are registering
  - 2.6.2 All senior players wishing to play high level competitive netball or those who do not wish to form part of a social team
- 2.7 A social team is a senior team playing in Division 6 or under
- 2.8 Players eligible for grading in the following year are to be viewed by grading committee in rounds 10-15

### **3. Uniforms**

- 3.1 All players must wear the specified club uniform
- 3.2 Black scungies or boy leg shorts may be worn under uniform
- 3.3 Suitable footwear will be worn, no spiked soles are allowed
- 3.4 No item of jewellery except a wedding ring and/or medical alert bracelet shall be worn. If worn both must be taped.
- 3.5 Fingernails must be cut short including acrylic nails

### **4. Umpiring**

- 4.1 Each senior team must provide an umpire each week to officiate at a competition game as directed by the Umpires Co-ordinator for GNA. The name of each senior team's nominated umpire must be submitted to the affiliated clubs umpire's convenor no later than 5pm on the Thursday before play. No match payment is made by the affiliated club for any GNA allocated senior umpiring duties
- 4.2 All umpires must have a Netball Australia Section 1 theory pass and any new umpires must have attended the GNA Beginner Umpire Program. No umpires under the age of 15 may umpire in the senior divisions including cadets without permission from the NVNC Umpires Convenor and GNA Umpires Convenor. All umpires appointed to GNA sanctioned games must be turning 12 in that year
- 4.3 Any nominated umpire who does not fulfil her allocated umpiring duties for their allocated game may be required to pay any fine issued by GNA
- 4.4 All umpires must have a theory pass and must provide written evidence of their pass mark to the convenor prior to commencing any umpiring duties
- 4.5 Umpires will be eligible for the following match payments
  - 4.5.1 All umpires officiating in the junior division will be paid as per the agreed payment rates set at the AGM yearly.
  - 4.5.2 Junior Umpire payments are made week 5, week 10 and week 15 as per the constitution and are paid via online banking
- 4.6 All umpires must abide by the Netball NSW Umpires Code of Behaviour (refer to member protection, Part D, Codes of Behaviour Policy, Attachment D3)

### **5. Coaching policy**

- 5.1 All coaches will hold as a minimum a current foundation coaching accreditation
- 5.2 All coaches must hold a AANA umpires theory pass section 1
- 5.3 All coaches must abide by the Netball NSW Coach Code of Behaviour (refer to member protection, Part D, Codes of Behaviour Policy, Attachment D3)
- 5.4 Coaches will be allocated by the coaches' convenor in consultation with the president and grading convenor after grading day
- 5.5 Coaches may request to be appointed as coach to a specific team and provide reasons for coaching that team, however all coaches appointments will be made with the interests of all members of the club and on a skills need basis

## **6. Miscellaneous**

### **6.1 Funds**

The funds of the Club shall be derived from the fees of members, sponsorships, donations, grants, fundraising activities and other such sources approved by the Executive committee

### **6.2 Members Liability**

The members of the Association shall have no liability to contribute towards the payment of debts and liabilities for the Club or the costs, charges, and expenses of the winding up of the Club except the amount of any unpaid personal membership fees

### **6.3 Common Seal**

The common Seal of the Club shall be kept in the custody of the Secretary and shall only be fixed to a document with the approval of the Executive Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Executive

### **6.4 Conduct**

All members of N.V.N.C. Inc will conduct themselves in a sportsmanlike manner and adhere to Club and Association Codes of Conduct. Failure to do so will result in disciplining by the Club and/or Association and may result in withdrawal of membership.

### **6.5 Disciplining**

The procedure for disciplining members shall be determined by the Executive in accordance with the Member Protection Policy of N.S.W.

## **7. Carnivals**

7.1 Teams shall be notified of carnivals via the club website and Facebook page

7.2 All carnival entries must be submitted in writing to the secretary

7.3 One carnival per team shall be paid by NVNC

## **8. Equipment**

8.1 Equipment shall be handed out to coaches at the commencement of the season by the executive and a member of the coaches committee

8.2 All equipment must be returned to the club by junior presentation day

8.3 All coaches/managers shall be responsible for the collection and return of the equipment

8.4 All equipment not being used shall be stored at the storage shed

8.5 An audit of all equipment held is to be completed by the executive and coaches committee representative prior to the AGM for stocktake purposes

## **9. Facebook Management including main NVNC Facebook, NVNC Umpire Facebook and NVNC Coaches Facebook pages**

9.1 On a yearly basis at the March Executive meeting an overall review of all members on the NVNC Facebook, NVNC Umpire Facebook page and NVNC Coaches Facebook page will be completed. Members no longer registered or have no family members registered will be removed from the NVNC Facebook page. Any umpires no longer umpiring with NVNC will be removed from the NVNC Umpire Facebook page. Any coaches no longer coaching will be removed from the NVNC Coaches Facebook page. This will be completed by a minimum of 2 of three executive members being the President, Secretary and / or Publicity Officer

9.2 During the year any notifications (emails) received from MyNetball by the registrar advising a member is moving to a new club - the registrar will submit this change (email) at the next executive meeting and the person in question will be removed from the NVNC Facebook page at that meeting by the President, Secretary and/or Publicity Officer

9.3 New member requests on the NVNC Facebook page can be approved or rejected by the President, Secretary or Publicity Officer. Approval of a new member must be confirmed as a current member or a family member of a current member before approval. During registration time any new requests can be approved but will be reviewed as per 7.1

- 9.4 All social events – such as: fund raising days/nights, BBQ days, end of year presentations, sponsorship days and sponsorship information are to be updated by the Social Convenor or Publicity Officer
- 9.5 All non-social related information such as: wet weather days, registration days, registration information, meetings, etc is updated by the Publicity Officer
- 9.6 All financial information is updated by the Treasurer or Publicity Officer
- 9.7 All umpire related information is to be updated by the Umpire convenor or Publicity Officer
- 9.8 All coaching related information is to be updated by the Coaches convenor or Publicity Officer
- 9.9 All Facebook posts by the President, Secretary, Social Convenor or Publicity Officer must be posted under Northern Valleys. If other executive require a Facebook post to be completed under Northern Valleys email the President, Secretary or Publicity Officer and request to post including details of post required

## **10. Website Management**

- 10.1 On a yearly basis the website must be updated to include:
  - 10.1.1 Updated Committee information including contact information, names of committee members and roles of each committee member
  - 10.1.2 Upload most current constitution and policy (not required if no changes made in the current year)
  - 10.1.3 Upload team notifications after grading
  - 10.1.4 Upload grading information
- 10.2 Upload forms as required
- 10.3 Management of the Website is to be completed by the Publicity Officer with support from the President

Adopted 28<sup>th</sup> October 2020  
Vicki Stedman  
President NVNC