



# **BRISBANE WATER NETBALL CLUB**

## **CONSTITUTION, POLICIES & GUIDELINES**

**Approved at the General Meeting held 14 June 2019**

**BRISBANE WATER NETBALL CLUB**  
**CONSTITUTION, POLICIES & GUIDELINES**

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## Brisbane Water Netball Club Constitution

### 1. GENERAL

#### a) DEFINITIONS

For the purposes of this Constitution,

**'Annual Report'** means the report provided annually by BWNC at the Annual General Meeting.

**'The Association'** means the Woy Woy Peninsula Netball Association Inc.

**'Club'** means the Brisbane Water Netball Club

**'BWNC'** means Brisbane Water Netball Club

**'Chairperson'** means the elected President of the Club or as otherwise required by Clause 4 a).

**'Club Delegate'** means a duly appointed representative of BWNC.

**'Council'** mean those members appointed in accordance with Clause 5 a) of this Constitution.

**'Executive Committee'** are those members elected in accordance with Clause 5 d) of this Constitution.

**'Instrument'** means any document pertaining to the governance of the Association, and includes, but is not limited to, this Constitution, and the associated policies of the Association.

**'Life Member'** means any member of the Association elected to such membership in accordance with this Constitution.

**'Member Protection Policy'** means the Netball NSW Member Protection Policy.

**'Netball NSW'** means the controlling body for Netball in New South Wales.

**'President'** means the person elected to the position under the Clause 4 b) of this constitution.

**'Registered Member'** means any financial member or Life Member of the Association.

**'Returning Officer'** means the person appointed to the position as per Clause 4 of this Constitution.

**'Secretary'** means the person elected to the position under Clause 4 b) of this Constitution.

**'Senior Member'** means a Registered Member who has attained the age of 18 years.

**'The Office Bearers of the Club'** mean the members of BWNC; for example Executive Committee or other office bearers.

**'Vice President'** means the person elected to the position under the Clause 4 b) of this Constitution.

**'N.S.W.N.A'** shall mean New South Wales Netball Association.

**'WWPNA'** mean Woy Woy Peninsula Netball Association.

**b) INTERPRETATION**

- i) Where this Constitution conflicts with any other instrument of the Club, this Constitution shall prevail.
- ii) Where ambiguity exists between this Constitution and any other instrument of the Club, the natural interpretation of the Constitution shall prevail.
- iii) The Committee shall hold the power to deal with, and adjudicate upon, all questions and disputes as to the interpretation of the Constitution, rules and associated policies.

**c) TITLE**

The name of the Club shall be the Brisbane Water Netball Club hereinafter called the BWNC.

**d) COLOURS**

The BWNC colours shall be gold, black and white.

**e) OBJECTIVES**

- i) To further promote the interest and control of netball in the Woy Woy Peninsula District.
- ii) To seek to resolve all disputes which may arise between members of the Club, in all matters pertaining to the game of netball within the boundaries of the Club.

**f) TYPE OF ORGANISATION**

The Club is a 'not-for-profit' organisation whose income and property apply solely towards the promotion of the objectives of the Club and Woy Woy Peninsula Netball Association inc. No funds or property shall be paid or transferred directly or indirectly by way of dividend or bonus or by way of profit to or amongst the members.

## 2. AFFILIATION WITH WOY WOY PENINSULA NETBALL ASSOCIATION INC.

The Club shall affiliate with Woy Woy Peninsula Netball Association Inc. annually as required under the Woy Woy Peninsula Netball Association Inc. Constitution and any relevant WWPNA policies.

## 3. MEMBERSHIP

The Club may admit to membership Registered Members as defined by the Constitution or any other relevant policy of WWPNA.

### a) Ordinary Membership

Individual members of the Club shall comprise:

- i) All players affiliated and financial with the Club - they shall be classified as:

**Senior Players**, who shall be aged **18** years of age or over at 31 December in the year of play;

**Junior Players**, who shall be aged **11** to **17** years of age at 31 December in the year of play;

**NetSetGo Players**, who shall be aged **5** to **10** years of age at 31 December in the year of play;

- ii) Membership shall also include non-players, including:

- \* All parents of Junior and NetSetGo players of the Club
- \* Umpires umpiring for the Club
- \* Coaches coaching for the Club

- iii) A person ceases to be a Registered Member of the Club if the person;

- a) becomes deceased;
- b) ceases to be financial under Clause 3 c) ii) below;
- c) is expelled from the Club or Association in accordance with the Member Protection Policy.

### b) Life Membership

- i) Any person may be elected a Life Membership of the Club in recognition of loyal and outstanding service as the Council deems appropriate.
- ii) Candidates for Life Membership shall be nominated by two (2) Senior members of the Club at least two (2) months prior to the Annual General Meeting for consideration.

- iii) Candidates names(s) are to be circulated by the Secretary to members of the Executive Committee of BWNC and its Life Members. Voting may be by post in accordance with the Club's Awards Policy. Voting is restricted to members of the Executive Committee of BWNC, Life Members, and Financial Members in attendance at the AGM. The nomination must be approved by a majority of at least half the total number of the Club's Executive Committee Members plus one. Postal votes are to be opened in the presence of three Members of the Executive Committee.
- iv) A person ceases to be a Life Member of the Club if the person is expelled from the Club or Association in accordance with the Member Protection Policy.

**c) Membership and Miscellaneous Fees**

- i) All registered Members of the Club will be financial members between the 1<sup>st</sup> January and the 31<sup>st</sup> December of the year in relation to which membership is paid.
- ii) A Registered Member ceases to be financial if they:
  - a) Fail to renew their Membership; or
  - b) Fail to pay any monies they owe to the Club within the required timeframe.
- iii) Annual Fees shall be set each year after the WWPNA Inc. AGM at which Association Fees are set.

All members are to recognise WWPNA as the controlling body for netball in the Woy Woy Peninsula.

**d) Register of Members**

The Club shall establish and maintain a register of members, specifying the name and address of each person who is a registered member of the Club, together with the date on which the person became a registered member.

**e) Members Liability**

The liability of a Registered Member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club.



**f) Affiliation of Clubs**

In order to become affiliated with the Association, Clubs must:

- i) Consist of one or more teams comprising registered members of Netball NSW
- ii) Pay an annual affiliation fee as determined by the Council at the Annual General Meeting each year.

**g) Club Delegates**

- i) BWNC shall nominate two Senior Executive Club Members as delegates to the WWPNA Inc. Council.
- ii) The Secretary of BWNC shall notify the Association's Secretary of the names of Club delegates at least seven (7) days prior to the first meeting of Council each year.
- iii) BWNC has the right to withdraw a Club delegate and appoint another Club Delegate at any time.
- iv) At each meeting, Club Delegates present shall sign an attendance book.
- v) Club Delegates are responsible to report back to the BWNC Executive and Members all information received at WWPNA Inc. meetings.

**4. MEETINGS**

**a) General Meetings**

- i) The committee shall meet on any chosen day during the second week of each Month.
- ii) The President shall take the chair at all meetings of the Committee. In the President's absence the chair shall be taken by the Vice President. If neither the President nor Vice President is present within 30 minutes for the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum shall consist of half the total number of the Club's Executive Committee Members plus 1 Non-Executive Committee Member.
- iv) If no quorum is present 30 minutes after the scheduled meeting time, the meeting shall be adjourned to such time and place as the Chairperson shall decide. The Secretary shall give written notice thereof to each Office Bearer.

- v) The order of business of a General Meeting shall be as follows:
  - a. Attendees;
  - b. Apologies;
  - c. Confirmation of previous meeting's minutes;
  - d. Business Arising;
  - e. Correspondence;
  - f. Reports;
    - Executive Committee
    - Treasurer
    - Umpires Convener
    - Coaching Convener
    - Sub Committees if applicable
  - g. General Business.
  
- vi) At all times throughout a meeting members shall address the meeting through the Chairperson. Questions arising at an ordinary meeting of the Club, Executive Committee, or any Sub Committee, are to be determined by a simple majority of votes cast by eligible members. Each eligible member shall have one vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
  
- vii) Each motion shall be addressed to the Chairperson and requires a seconder before the motion may be put.
  
- viii) The President, or the person otherwise presiding, is to have casting vote on occasion of a tied vote.

**b) Annual General Meeting**

- i) An Annual General Meeting shall be held during the month of November. Notification of the AGM will be posted on the BWNC website no later than 21 days prior to the AGM. A copy of the Club's Annual Report and the audited balance sheet will be made available upon request.
  
- ii) All registered members may attend but voting shall be restricted to Committee Members and Life Members.
  
- iii) A quorum for an AGM shall consist of half the total number of the Club's Executive Committee Members plus one, and at least one-third of the Club's Delegates.

- iv) The Constitution of BWNC may be altered at the AGM
  - a) only by a vote of two-thirds (2/3) majority.
  - b) All proposed amendments must be submitted in writing to the Secretary seven (7) days prior to the meeting. Refer to Section 6 b).
  
- v) The order of business of the AGM shall be:
  - a) Confirmation of minutes of the previous AGM.
  - b) Consideration and adoption of the Annual Report and Balance Sheet.
  - c) Election of the Executive and other Committee Members. Committee to take office immediately after cessation of AGM.
  - d) Considerations of proposals of Life Members.
  - e) Election of Club Delegates to attend meetings of WWPNA.
  - f) Such other business as the Council thinks fit.
  
- vi) To be eligible for nominations as an Office Bearer, a Nominee must be a registered member of both Netball NSW and the Club. Current Office Bearers shall be eligible for re-election. Applicants for election must be nominated and seconded, with the applicant formally accepting the position. The Club Secretary shall provide the Association with a list of the newly-elected Office Bearers of the Club within seven (7) days of the AGM.
  
- vii) Office Bearers elected at the AGM shall assume office at the conclusion of the AGM and shall hold office for the ensuing year unless they are removed or resign in the interim.
  
- viii) An Office Bearer must resign their position in writing to the Club's Secretary. The Council shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office. Any resignations and/or changes to the Club's Executive shall be advised in writing to the Association within 7 days.
  
- c) **Special Meetings**  
 Special Meetings may be called by the Executive for urgent business. A quorum for a special meeting shall consist of half the total number of the Clubs Executive Committee members plus one (1).

## 5. CLUB STRUCTURE

The BWNC shall consist of the following voting members:

- a) **The Executive:**
  - a) President;
  - b) Vice President; (if numbers permit)
  - c) Secretary;
  - d) Treasurer;
  - e) Games & Grading Convener;
  - f) Umpires Convener;
  - g) Coaches Convener.
  
- b) **The Committee:**
  - a) Registrar;
  - b) Gear Steward;
  - c) Canteen Convener;
  - d) Fundraising Coordinator;
  - e) Promotions and Advertising Convener;
  - f) Website Administrator (can be Secretary);
  - g) Assistants.
  
- c) **Sub Committee:**
  - a) Sub-Committees shall be convened as required;
  - b) A Games and Grading Panel shall be convened as required in accordance with the Grading Guidelines.

## 6. CLUB DUTIES

### a) Duties of Executive Committee

The **President** shall:

#### **Key Accountabilities:**

- i) Preside at meetings of the Club and direct where necessary
- ii) Represent the Club as a delegate at any WWPNA meetings or elect a representative
- iii) Be responsible for the efficient and orderly conduct of all volunteers
- iv) Be a signatory on all Club accounts
- v) Review and develop procedures as required with Executive

#### **Key Tasks:**

- vi) Be the face of BWNC Netball Club – highest representative of the BWNC Committee
- vii) Act with integrity at all times
- viii) Build and maintain relationship with WWPNA
- ix) Build and maintain relationship with other WWPNA Clubs
- x) Build and maintain relationship with BWNC Committee
- xi) Build and maintain relationship with all BWNC members
- xii) Wherever possible, this is the only role the President shall hold on the Committee
- xiii) Chair all BWNC Committee meetings or nominate representative
- xiv) Guide BWNC Committee to achieve club goals – promotion, branding, communication
- xv) Remain impartial for all grading requirements – no input or influence for the grading process
- xvi) This ensures that any BWNC member can be reassured that no prejudice or advantage can be undertaken by the President and ensures the BWNC Grading Policy is adhered to
- xvii) This includes team formation
- xviii) Call 'Extraordinary' Executive Committee meetings as required

The **Vice President** shall:

#### **Key Accountabilities:**

- i) Report matters to the Club President
- ii) Assist the President and perform such other duties as directed by the Committee
- iii) Preside at meetings in the absence of the President

**Key Tasks:**

- iv) Face of the BWNC Netball Club – second highest representative of the BWNC Committee
- v) Act with integrity at all times
- vi) Helps President to build and maintain relationship with WWPNA
- vii) Helps President to build and maintain relationship with other WWPNA Clubs
- viii) Helps President to build and maintain relationship with BWNC Committee
- ix) Helps President to build and maintain relationship with all BWNC members
- x) Supports President to guide BWNC Committee to achieve club goals – promotion, branding, communication

The **Secretary** shall:

**Key Accountabilities:**

- i) Report all matters to the Club President
- ii) Conduct all correspondence and issue notes as required
- iii) Present all correspondence to meetings and answer same as directed
- iv) Conduct such other business as directed by BWNC
- v) Keep list of names and contact details of:
  - a. BWNC Committee
  - b. WWPNA Committee (from WWPNA Website)
  - c. Maintain details of existing members in Netball NSW (from MyNetball system)
  - d. Maintain details of Club Delegates for WWPNA meetings
- vi) Maintain a register of Club Life Members/Honorary Members
- vii) Circulate all nominations for Life Membership to Executive Members
- viii) Responsible for updating and maintaining the Club Competition Ladder via the BWNC Website (link to WWPNA Competition Ladder for each season)
- ix) Review and develop procedures as required with Executive

**Key Tasks:**

- x) Regularly check BWNC inbox via Gmail (minimum twice per week)
- xi) Acts with integrity, respect and honesty with all BWNC correspondence
- xii) Following the Annual General Meeting, book meeting room for all monthly committee meetings – this will depend on who the sponsor is for the following year e.g. Diggers Ettalong
- xiii) Forward emails to President for action as required
- xiv) Forward all Banking related emails to Treasurer for action e.g. Bank statements
- xv) Forward emails to BWNC committee e.g. Red Alert Newsletters from Netball NSW

- xvi) Reply to emails as soon as possible and after consultation with President and/or Committee
- xvii) Consult BWNC President for Agenda items, draft BWNC Committee Agenda at least 3 days before each committee meeting
- xviii) Forward BWNC Committee Agenda to BWNC Committee notifying meeting details
- xix) Take minutes at all BWNC Committee Meetings
- xx) Forward Draft minutes to BWNC Committee for comment/corrections following the meeting
- xxi) Present previous month's minutes at next BWNC Committee meeting for review and approval - these need to be Accepted and Seconded by two different people who attended that meeting
- xxii) At the BWNC Committee Meeting - review Action Items from previous minutes
- xxiii) BWNC Agendas and finalised/approved minutes to be uploaded into the Google Documents account in the cloud
- xxiv) May maintain the BWNC website if Website Administrator position not filled and Facebook page if Sponsorship/Fundraising position not filled

The **Treasurer** shall:

**Key Accountabilities:**

- i) Report matters to the Club President
- ii) Be responsible for recording and controlling all funds that may be established by the BWNC
- iii) Issue and receive all monies payable to the BWNC and issue receipts within 30 days if required
- iv) Bank all monies within seven (7) days of receipt
- v) Keep all necessary accounts and produce these when required
- vi) Pay all accounts that are passed for payment. Ensure Club cheque book and any BPAY statements are ratified at each Club meeting
- vii) Present a written report at all Club Meetings and at the Annual General Meeting
- viii) Keep a record of the assets, liabilities and property of the BWNC
- ix) Ensure all cheques are co-signed by either the President, Secretary or Treasurer
- x) Review and develop procedures as required with Executive
- xi) Submit a report at every Club Meeting

**Key Tasks:**

- xii) Act with financial integrity at all times
- xiii) Main signatory on BWNC bank account – set up co-signatory each year following AGM – must be President, Treasurer and Secretary per constitution
- xiv) Facilitate payments and prepare invoices as required

- xv) Use internet banking whenever possible to make payments e.g. WWPNA Player registration fees and Umpire fees
- xvi) Enter financial records into MYOB each month
- xvii) Provide at the monthly BWNC Committee meeting, the bank balance and identify any outstanding monies owed to BWNC or due payment
- xviii) Provide the MYOB file to the nominated accountant for audit each year. E.g. Carmel Meany of Meany and Associates, Woy Woy
- xix) Provide EFTPOS or card reader machine whenever payment by members is required e.g. uniform orders
- xx) Provide cash float if required for payments by members e.g. uniform orders and fundraisers

The **Games and Grading Convener** shall:

**Key Accountabilities:**

- i) Report matters to the Club President
- ii) Be the Convener of the Games and Grading Subcommittee and as such record all minutes of subcommittee meetings
- iii) Ensure Grading is conducted in accordance with the BWNC Grading Guidelines
- iv) Be responsible for organising any Carnival the Club will attend
- v) Submit a report at every Club meeting

**Key Tasks:**

- vi) First point of contact for all grading enquiries
- vii) Maintains the integrity of the BWNC grading guidelines
- viii) Attends WWPNA Games and Grading meetings – this includes grading at beginning of each season and each Saturday afternoon during the first round (five games) to facilitate and have input into any grading changes that may be required
- ix) Communicates any grading changes to BWNC Committee
- x) Works with Registrar to prepare for BWNC paper grading
- xi) Works with BWNC Committee to coordinate physical BWNC grading
- xii) Collaborates with WWPNA for Association Grading days
- xiii) Collaborates with WWPNA for any Canteen issues and suggestions
- xiv) Collaborates with Coach Convener for advising of upcoming carnivals and facilitates registration with Treasurer
- xv) Reviews and responds promptly to any queries from BWNC members regarding grading

The **Umpires Convener** shall:

**Key Accountabilities:**

- i) Report matters to the Club President
- ii) Raise the standard of umpiring with practical instruction



- iii) Schedule and notify teams as to their umpiring duties
- iv) Encourage and train any junior or senior who is willing to umpire and keep a record of all Umpire's level of Certification
- v) Arrange Umpiring assistance to affiliated Clubs as requested, where possible
- vi) Provide a report at each Club meeting

**Key Tasks:**

- vii) First point of contact for all umpires
- viii) Communicate the 'learn to umpire' course details to all BWNC members when confirmed by WWPNA each year
- ix) Support and coordinate Umpire online course for 'learn to umpires'
- x) Mentor and support all umpires
- xi) Promote any Netball NSW or WWPNA Umpire courses to all umpires
- xii) Strive to prepare the umpire roster for each round e.g. a Five week period when draw is announced by WWPNA
- xiii) Contact to confirm with umpires as soon as possible if they are required to umpire during the round
- xiv) Have an emergency umpire list for backup when umpires are sick or unable to umpire on short notice – copy to Club Secretary at start of season
- xv) Advise any BWNC Umpire if they are the 'Duty Umpire' and explain this role thoroughly
- xvi) Coordinate umpire payments at the end of each round (after five games)

The **Coaches Convener** shall:

**Key Accountabilities:**

- i) Report matters to the Club President
- ii) Be responsible for the placement of Coaches with teams
- iii) Encourage and support all Coaches of the Club
- iv) Be responsible for the distribution of relevant information including (but not limited to) the BWNC Coaches Manual
- v) Be responsible for the organisation of Coaches development and implementation for Club Members
- vi) Be responsible for end-of-season Coaches Evaluations
- vii) Liaise with Games and Grading Convener
- viii) Submit a report at every Club Meeting

**Key Tasks:**

- ix) First point of contact for all Coaches and Managers
- x) Prepare and distribute Coaches Manual
- xi) Review, restock and distribute Coaches Bag and balls at the start of the season
- xii) Work with Gear Steward to coordinate the restock of any coach equipment via BWNC Committee meeting, seeking approval by providing quotes on

items required (if no Gear Steward the Coach Convener will order the approved equipment in conjunction with Treasurer)

- xiii) Collect the Coaches Bag including balls, at the end of each season – coordinate storage with Gear Steward
- xiv) Coordinate with Games and Grading Convener team attendance at Carnivals
- xv) Support coaches with any development required – including liaising with WWPNA on what support is available through the Association
- xvi) Update and maintain the Coach and Managers Facebook page

## **b) Duties of Committee**

The **Registrar** shall:

### **Key Accountabilities:**

- i) Report matters to the Club President
- ii) Accept all team registrations
- iii) Coordinate the online MyNetball Registration forms and submit teams to WWPNA
- iv) Accept individual late registrations by a date set by the Executive Committee
- v) Accept deregistration forms for players who wish to deregister from the Club, and keep with original team registration form
- vi) Ensure date for affiliation is reached
- vii) Maintain a register of Team Names

### **Key Tasks:**

- viii) First point of contact for all members throughout registration period
- ix) Support and collaborate with Games and Grading Convener on team formation following Grading Guidelines
- x) Confirm with Treasurer on player payments e.g. no placement in team unless player is financial or has an approved payment plan in place
- xi) Prepare first 'draft' of all BWNC teams at the beginning of the season
- xii) Finalise team formation in MyNetball following WWPNA grading day
- xiii) Approve deregistration and transfer requests in MyNetball as advised by BWNC Secretary via email
- xiv) Ensure non-players are registered in MyNetball – this involves liaising with WWPNA
- xv) Provide BWNC Coaches with full team lists including player contact details when teams are finalised
- xvi) Provide BWNC with full team lists including player contact details for the SMS notification system

The **Gear Steward** shall:

### **Key Accountabilities:**

- i) Report matters to the Club President
- ii) Be responsible for all properties belonging to BWNC
- iii) Be responsible for the ordering of all equipment required by Coaches for training and game days
- iv) Be responsible for ordering and sales of the BWNC uniform
- v) Be responsible for ordering of the end-of-year trophies and gifts

### **Key Tasks:**

- vi) Works closely with Coach Convener to supply and restock Coach equipment
- vii) Builds relationship with suppliers of equipment, uniforms, trophies and gifts
- viii) Ensures excess stock of BWNC uniform is kept to a minimum at the end of each season

- ix) Ensures BWNC uniform stock is ordered with sufficient time for delivery before the start of the netball season – usually by mid-April each year
- x) Coordinates and obtains final list of all players names at the end of the season to ensure trophies and gifts are correct and all players are accounted for

The **Canteen Convener** shall:

**Key Accountabilities:**

- i) Report matters to the Club President
- ii) Ensure all teams are notified of their Canteen requirements
- iii) Ensure the Canteen is adequately supervised on the Club's allocated day

**Key Tasks:**

- iv) Key contact for all BWNC members with any queries regarding Canteen
- v) Develops and builds relationship with WWPNA Canteen Manager
- vi) Develops and builds relationship with all team Managers
- vii) Prepares Canteen roster prior to each Round (five week period)
- viii) Communicates Canteen roster to all BWNC Managers at the beginning of each round
- ix) Attends Canteen when BWNC is rostered on – usually 'one hour'
- x) Raises any concerns with the Games and Grading Convener for communication to WWPNA
- xi) Ensures the required number of BWNC people are in attendance for each allotted canteen time
- xii) Ensures the duties of the canteen are completed e.g. Set up – NetSetGo rings are put up and then brought down after the NetSetGo games and for Pack up that the courts are clean and all bins brought in

The **Sponsorship and Fundraising Coordinator** shall:

**Key Accountabilities:**

- i) Report matters to the President
- ii) Be responsible for the planning and implementation of all fundraising events for the Club
- iii) Be responsible for the promotion of the BWNC
- iv) Be responsible for gaining sponsorships for the Club

**Key Tasks:**

- v) Key contact for all BWNC fundraising
- vi) Act with integrity and professionalism when promoting BWNC
- vii) Source, develop and maintain relationship with BWNC sponsors
- viii) Coordinate with Treasurer any monies that need to be collected or any cash floats required for fundraisers
- ix) Design, develop and promote BWNC fundraising initiatives after approval at BWNC Committee meeting

The **Website and Social Media Administrator** shall:

**Key Accountabilities:**

- i) Report matters to the President
- ii) Be responsible for the management and upkeep of information on the BWNC website and Facebook page. This role can be performed by the Secretary

**Key Tasks:**

- iii) Key contact for all BWNC website information and Facebook page
- iv) Collaborate with BWNC committee on all website information and Facebook requirements
- v) Update the website and Facebook regularly with, but not limited to:
  - a. Team lists
  - b. WWPNA Draw
  - c. BWNC policies
  - d. WWPNA Announcements
  - e. BWNC Announcements
  - f. Fundraising initiatives
- vi) Ensure the Website system 'WIX' or equivalent, license and Domain name is renewed each August via credit card

## **7. ADMINISTRATION**

### **a) Finance**

- i) The funds of the BWNC shall be derived from annual Membership fees, sponsorships and fundraising;
- ii) The main banking accounts of the BWNC shall be kept at a bank or building society approved by the Executive Committee, and all payments on the accounts shall be signed or authorised by any two (2) of the President, Secretary or Treasurer;
- iii) The financial year of the BWNC shall commence on September 1 and end on August 31 of each year;
- iv) The books of the BWNC shall be audited each year by a qualified person who is not a Committee member;
- v) No Committee member of the BWNC shall be entitled to receive remuneration for any services as such.

### **b) Alterations to the Constitution and Policies of the BWNC.**

This Constitution and the Policies of the Club may be altered by special resolution passed by at least three quarters ( $\frac{3}{4}$ ) of the Committee present and voting at an Annual General Meeting of the Club. Written notice of at least twenty-one (21) days must be given specifying the resolution/s to be proposed.

### **c) Dissolution of the BWNC.**

The BWNC shall not be dissolved except by special resolution passed by a majority of at least three quarters ( $\frac{3}{4}$ ) of the Committee present and voting at a Special Committee Meeting of the BWNC of which not less than twenty-one (21) days' written notice specifying the resolution to be proposed had been given.

On dissolution of the BWNC, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to the WWPNA to be used as they see fit.

## **8. DISCIPLINE**

- a)** The authority of the BWNC shall extend to, and be recognised by, all Registered Members of the Club.
- b)** The Executive Committee shall hold the power to deal with, and adjudicate upon, any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of the Club by any Registered Member.
- c)** The Executive Committee may reprimand, suspend or expel from membership for such period as it thinks fit, any Registered Member to whom this Constitution applies.
- d)** A Registered Member against whom disciplinary action of any form is taken shall have the right of appeal in writing within seven (7) days of the date of notification of such disciplinary action to be taken.

## **9. INCOME AND PROPERTY**

All property of BWNC will be kept in a secure place. At the end of each year coach bags and balls are collected and stored centrally.

As a not-for-profit club, each year the Committee will endeavor to utilize excess monies by investing in equipment for the following season.

Registration fees for the following season are determined after confirmation of WWPNA fees.

## **10. POLICIES AND GUIDELINES**

### **a) Annual Awards Policy**

#### **Marg Thoms Club Person of the Year**

This person:

- Has had extensive contribution to Brisbane Water netball club over a number of years.
- Has contributed in more than one of the following –
  - Committee Executive (not assistant)
  - Player
  - Umpire
  - Coach

### **Megan Anderson Junior Club Person of the Year**

This person:

- Is aged between 12 and 17 years
- Has had extensive contribution to Brisbane Water netball club over a number of years.
- Has contributed in more than one of the following
  - Player
  - Umpire
  - Coach

### **Club Recognition Award**

This person is a committee member:

- Has made an extensive contribution to Brisbane Water Netball Club over a minimum of two years.

### **Senior Umpire of the year**

This person is someone who:

- Independently umpire games with confidence up to the level of Senior 3 games
- Completed Netball NSW online umpire exam with an 80% or higher result
- Umpired at least nine (9) or more games throughout the current netball season for BWNC.
- The umpire has enthusiastically filled in for BWNC as required outside of normal umpiring request.
- Is aged 18 years or above

### **Junior Umpire of the year**

This person is aged between 12 – 17 years:

- Independently umpire games with confidence and without a runner.
- Participated in WWPNA umpire coaching lessons
- The Umpire has completed Netball NSW online umpire exam with a 75% or higher result.
- The umpire has independently umpired at least three or more games throughout the current netball season for BWNC. (May have a mentor).
- The umpire shows enthusiasm and keenness to gain umpiring skills and knowledge and participate in umpiring as requested for BWNC.



### **Team Encouragement Award**

This team:

- Has exhibited enthusiasm for netball.
- Have positive attitudes towards team members, their coach, umpires and officials of the game.

### **10 Years' Service**

This person:

- Has contributed 10 years' continuous service in any of the following:
  - Player
  - Umpire
  - Coach
  - Committee Member

### **Broken Arm Award**

This person is someone who has dedicated a significant amount of time and energy to the Club during the year who is not necessarily a Committee member and can be male or female.

## **b) Games and Grading Guidelines**

### **Aim of Guidelines:**

These guidelines aim to provide all Club members, coaches, and parents with a clear understanding of the BWNC team selections process. BWNC endeavours to ensure grading is conducted fairly, and in the best interests of the Club and players.

### **Aim of Grading:**

The aim of grading is to form teams that cater for all age, skill and ability levels, and to encourage and promote continuing involvement in netball. BWNC strive to establish teams which provide:

- On-going skill and development of players
- A similar matching of skill and ability

### **General Grading Information:**

Netball is a graded, competitive sport from Junior level. It is necessary to grade players into teams with players of similar ability.

Stronger players always enjoy the challenge of harder competition; they cannot develop to their potential if graded to a lower team to be kept with a friend. It can also be said that players, who are placed in teams above their ability, will also not develop to their potential when being constantly outplayed by more developed players around them. In this situation, players can become disheartened and lose self-confidence.

Players and parents should be aware that success for a team one year does not ensure they will remain together the following year. Due to new registrations and differing development rates of all players, movement in and out of teams will occur from season to season.

Parents are urged to encourage their children to accept the team they have been placed in and that it is an exciting opportunity to make new friends.

## **Grading of Age Group:**

### **a) NetSetGo 5 to 8 years**

NetSetGo is a modified, non-competitive game which is not graded.

Team Selection:

1. Age
2. Friendship if possible

### **b) NetSetGo 9 to 10 years**

Play to full competition rules. Players in this age group are being readied for selection opportunities in representative development squad at the age of 10.

Team Selection:

1. Age
2. Ability
3. Friendship if possible

All 10 year old's must attend Practical Grading day.

Requests for 'friendship' considerations should be made at time of registration within the Online Registration form.

### **c) Junior 11 to 12 years**

Team Selection:

1. Age
2. Ability

All 11-12 year old's must attend Practical Grading day.

### **d) Intermediate Junior – 13 to 15 years**

Team Selection:

1. Age
2. Ability

All 13 – 15 year old's will be paper graded, and may need to attend Practical Grading day.

### **e) Cadet - 16 to 17 years**

Team Selection:

1. Age
2. Ability

All 16 - 17 years will be paper graded. However, teams of similar ability players may be formed and submitted to Games and Grading as a complete team for consideration.

### **f) Seniors**

Senior players will be paper graded.

Senior teams can be formed and submitted to Games and Grading as a complete team for consideration.

### **Acceleration of Players:**

Generally, all players play within their own age group. However, players who are younger than the stated age range for a team can be accelerated upwards. The Grading Panel must consider the skills and maturity level of the player to ensure that the player or team will not be unduly disadvantaged.

### **The Grading Process:**

Grading consists of several processes:

#### **a) Coaches Evaluation**

At the end of the season all coaches for NetSetGo 8-10 years and Junior teams will identify any players who would benefit from being accelerated upwards.

#### **b) Informal Season Grading Review**

Towards the end of the season, the Grading Panel will carry out ad-hoc reviews on player's abilities during games.

#### **c) Paper Grading**

The Grading Panel will conduct a paper grading after Registration. This paper grading will form the first basis of the team numbers and player allocations.

#### **d) Practical Grading**

Practical Grading is held after Registration for all players in the age groups which are graded.

### **Grading Criteria:**

In reviewing the skills of a player within an age group, the Grading Panel will take into account:

1. Catching
2. Passing
3. Footwork
4. Attacking
5. Defending
6. Agility
7. Teamwork and Sportsmanship

### **The Grading Panel:**

The Grading Panel consists of the Games and Grading Convener, Registrar, a nominated committee member (if required) and an independent experienced Grader.

Requests for 'friendship' considerations should be made at time of Registration within the Online Registration form.

BWNC members are asked not to contact the Grading Panel once Registration has closed.

### **Allocation to Teams:**

Players will be allocated teams following the grading process. Places in teams are not guaranteed until full payment of Registration is received or special dispensation arrangements have been made.

### **Announcement of Teams:**

Once the grading process has been completed the Teams will be posted on the BWNC website and announced by the President at the annual Meet and Greet event.

### **Nomination of Teams to WWPNA:**

Occasionally the Grading Panel will recommend that a team be nominated for a higher level to ensure they are provided with an appropriate level of competition. These nominations will only be made after discussion with the team's coach.

### **Appeals:**

Any grading issues must be made in writing via email to [bwncpresident@gmail.com](mailto:bwncpresident@gmail.com) with attention to the Games & Grading Convener. No grading issues will be discussed over the phone or in person.

The Grading Panel's decision on team selections is final.

**c) Umpire Policy**

**a) Adoption of the NSW Netball Association Ltd Member Protection Policies relating to:**

- i) Member Protection Policy (MPP)**
- ii) MPP Part B – Child Protection Policy**
- iii) MPP Part C – Complaint Handling Policy**
- iv) MPP Part D – Codes of Behaviour**
- v) MPP Part E – Reporting Forms**
- vi) MPP Anti-Discrimination and Harassment Policy**
- vii) MPP Anti-Doping Policy**
- viii) MPP Gender Equity Policy**
- ix) MPP Pregnancy Policy**
- x) MPP Sexual Relations Policy**

**All of the above policies are available on the Netball NSW Website via <https://nsw.netball.com.au/policies>**