



**Quinns Districts
Netball Club Inc.**

Quinns Districts Netball Club

BY-LAWS

August 2018



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INTRODUCTION

These are the By-Laws as adopted by the Quinns Districts Netball Club Inc. (**QDNC**) (hereinafter known as the "Club") and are to be used in conjunction with the Constitution of the Club, the By-laws of Netball Western Australia, Joondalup Netball Association, (hereinafter referred to as the "Association").

- The QDNC By-Laws is a working document that allows the Club to create new and/or amend old policies as seen fit by the Committee.
- The Club is a fully Constituted, Incorporated body with a Committee duly elected in accordance with the Club's constitution to carry out all aspects of the Club's operation and administration.
- All games played under the jurisdiction of the Club and Association will be played according to the International Rules of Netball and as amended from time to time and as adopted by the Association.

1. SPIRIT OF NETBALL

Every participant understands that Junior Netball in Western Australia is delivered to the Community with the spirit of the game in mind.

It is incumbent on every participant irrespective of their place in the game, to ensure that they will,

- Understand that the role of Junior Netball is to foster the development of junior players, volunteers, umpires, coaches and officials. Learning to win and lose is part of the developmental journey of a participant.
- Maximise the enjoyment and development of junior netballers.
- Provide our children with a game environment that is safe, fun and fair.
- Ensure that the values, which add to the spirit of our game, which include fairness, equality, respect and teamwork are encouraged and celebrated.
- Uphold, promote and protect the rules, laws, codes, policies and spirit of the game.
- Not accept poor behaviours around our game and deter practices that undermine our games environments (coaching, playing, volunteering, spectating and umpiring).
- Adhere to any directive issued by the games controlling bodies in the best interests of achieving the above.

2. AFFILIATION

2.1 The Club will be affiliated with the Association and be bound by all laws and regulations associated with that Association.

3. CLUB OFFICIALS

3.1 The Club will elect Club administrators and officials in accordance with Section 4 of the Club's constitution, who will be responsible for the effective and efficient operation of the Club.

4. COLOURS, EMBLEM & UNIFORM

4.1 The colors of the QDNC are red, black and white.

4.2 The emblem of the Club will be the one shown in Section 4.3.



4.3

4.4 The Club's emblem may have variations, but only as authorised by the Committee.

4.5 The Club's compulsory playing uniform will be a red, black and white dress for all female players 17 years and under worn with black boy leg briefs. Female players 18 years and older will wear a black and red singlet with a black skirt. Boys will wear a red, black and white polo shirt with black shorts. Socks will be white with red and black rings around the top. Socks are



not compulsory. Game day bibs will be black with red lettering. In the event two QDNC teams are playing a fixtured game against each other, the team rostered, as the 'timing' team will wear white bibs with red letters.

- 4.6 Sponsors names and or logos attached to or printed on uniforms will be only those approved by the Club Committee.
- 4.7 The Club's emblem or part thereof will only be used by the Club or its nominated provider as authorised by the Committee, with the exception of team newsletters that may be produced in accordance with Section 30.1 of these By-Laws.
- 4.8 All merchandise approved for production and/or sale by the Committee will include the Club's emblem or a variation of the emblem that has been approved by the Committee.
- 4.9 No team or individual may design or produce any merchandise using the Club's emblem or part thereof, or name or part thereof without authorisation by the Committee.
- 4.10 Coaches that are appointed coaches for the first time will receive a Club polo shirt at no charge – the cost will be borne by the Club.
- 4.11 Committee Members elected to the Committee and persons appointed to Appointed Positions for the first time will receive a Club polo shirt at no charge – the cost will be borne by the Club.
- 4.12 Committee Members will receive a Club badge for use for the period that they hold a position on the Committee.

5. LOCATION

- 5.1 The training courts for the Club are the Gumblossom Courts, Tapping Way, Quinns Rock. The courts are made available by the City of Wanneroo as required by the Club.
- 5.2 The Club's business address is PO Box 713, Wanneroo, 6946.

6. MEMBERSHIP

- 6.1 All membership to the Club is in accordance with Part 3 of the Club's Constitution.

7. REGISTRATION

- 7.1 No player will be eligible to take part in any game under the control of the Club or Association until formerly registered with the Club and a clearance has been obtained from the player's previous Club if applicable.
- 7.2 The registration will be by either paper or electronic means onto a Netball WA approved registration system, and will show the following details:
 - 7.2.1 Name of the Club with which the player desires to register.
 - 7.2.2 Full names, addresses, telephone number, email address and date of birth of the player to be registered.
 - 7.2.3 Birth registration number and state or country of birth or other authentication of birth date which will be witnessed and confirmed by a Club Committee Member.
 - 7.2.4 Contact details of the Parent or Guardian of the player, which must include at least one email address and telephone number.
 - 7.2.5 Any other information deemed relevant by the Club, the Association or Netball WA.
- 7.3 A player's registration is not valid until payment of the annual subscription fee (refer Part 3.2.1 of the Club's constitution) is paid in accordance with Section 3.6 of the Club's Constitution.
- 7.4 When a request to cancel a player's registration is received after they have made full payment of their annual subscription a refund will be paid provided a written request is received by the Club's Registrar on or before a date as provided by the Club at registration for the current season. (For the purpose of clarity, "current season" here and furthermore in these Bylaws refers to the period from and including the 1st calendar day of January until the last calendar day of December) as per the membership period described in section 3.3.1 of the Club's Constitution.) The refund will be paid in accordance with Club and Association policy.



- 75 Subsequent players from the same family will be entitled to a discount on registration fees. Subsequent players include Junior and Senior players for the Club.
- 76 The Club will adhere to any further requirements provided by the Association and as amended from time to time in relation to refunds.
- 77 The Club reserves the right to refuse individual membership.

8. AGE GROUPS

- 8.1 All registered Players will be allocated to year groups in accordance with the birth date ranges specified in the Association Competition Constitution and By-laws.
- 8.2 Applications can be made to play up by a maximum of one-year group in accordance with Club Policy and Association Competition By-laws.
- 8.3 Hereby the Club requires a player or players to play up a year group to assist with meeting team size requirements, parents or guardians of those players will be given the opportunity to refuse this request.

9. PLAYER PLACEMENT IN TEAMS

- 9.1 Players aged 8U-11U are allocated to teams by the Registrar for the Club. Players will be placed in teams taking into account the following:
 - 9.1.1 Selection/availability of coach
 - 9.1.2 Number of teams to be formed within each age group;
 - 9.1.3 Adequate numbers within teams of each age group;
 - 9.1.4 Player retention and Club requirements with merging teams for future years
 - 9.1.5 Where possible, evenly skilled teams with players of varying ability.
- 9.2 Personal requests for placements in a specific team or to be placed with a specified player or coach will be considered but cannot be guaranteed.
- 9.3 Players that register after the Club's annual Registration Day may be allocated to the team in their age group with the smallest number of players registered to try and make team numbers comparable.
- 9.4 Players aged 12U - 17U will be placed into teams based on grading and in accordance with the Club Grading Policy as listed 27.1.4.

10. TEAM TRAINING

- 101 Coaches will conduct training sessions for their teams at the frequency and for the duration recommended by the Club.
- 102 Coaches will conduct training sessions for their teams on the Gumblossom Courts (or other allocated grounds) and within the time frames specified by the Club.
- 103 Training sessions on days, at times or at venues other than those advised by the Club are not permitted without approval by the Committee.
- 104 Recommended frequency and duration of training sessions per year group are as follows:
 - 10.4.1 8U-11U, 1 weekly session of up to one and a half hours
 - 10.4.2 12U - 13U, 1 weekly session of up to one and a half hours.
 - 10.4.3 17U - opens, 1 weekly session of up to two hours.
- 105 It is compulsory that all players attend training on a regular basis.



11. TEAM NOMINATIONS

- 11.1 The Club will, at a date decided upon by the Association each year, lodge with the Association a list of team nominations for age groups in which the Club wishes to lodge a team or teams during the coming season.
- 11.2 Each team nomination will include the name and other relevant details of the following people:
 - 11.2.1 A Coach capable of teaching players the rules and skills of Netball.
 - 11.2.2 A Manager capable of assisting the Coach by carrying out the administrative and other duties relating to the efficient functioning of the team.
 - 11.2.3 All players that will participate in the team (must be registered with the Club).
- 11.3 Team nominations are to be submitted on an approved form provided by the Association.
- 11.4 Team nominations must comprise the minimum number of registered players as advised by the Association.
- 11.5 The Club will adhere to any additional requirements provided by the Association or Netball WA from time to time.

12. COACH SELECTION & ACCREDITATION

- 12.1 Where there is more than one applicant for a coaching position of a team the preferred applicant will be decided upon by the Club President or Vice President, Registrar and Coaches Coordinator.
- 12.2 Where there is only one applicant for a coaching position of a team then the sole applicant may be selected at the discretion of the Registrar.
- 12.3 Each Junior team in the Club will have a one Coach and one Manager.
- 12.4 Appointment of an Assistant Coach is at the discretion of the Committee.
- 12.5 The cost for coaching accreditation for Coaches in the Junior competition will be paid for by the Club providing the Coach commits to remain as a Club Coach for a minimum period of two consecutive years with the Club.
- 12.6 Costs for coaching accreditations sought by Coaches that are above the level that is required for the coaching position held with the Club will be borne by the Coach themselves.
- 12.7 All Coaching accreditation or development that is to be paid for by the Club must be approved by the Committee.

13. PLAYER COURT TIME

- 13.1 Quinns Districts Netball Club fully supports the Netball Australia Junior Netball Policy where in accordance with this policy the club believes in full rotation of players in the 8U-11U teams. This involves equal court time in every position on court throughout the season. Equal court time means that where practical, each player will play every position on the court an equal amount of time. Coaches or their nominee will keep a record of this.
- 13.2 For teams 12U - 17U, every attempt will be made to allow players equal court time however, circumstances may dictate positions. Whilst the Club encourages coaches to provide equal court time for players in the 12U-17U teams, this is at the discretion of the coach. It should be noted that equal time and rotation applies to all players who are fit, attend training regularly and are available for all games. If for example players are absent through injury, illness or other unavailability, this may result in less court time overall.

14. INSURANCE

- 14.1 The Club has access to insurance as organised by the Association annually.



- 14.2 The Association insurance applies to injuries that occur during fixtured games and club training only. Please refer to the insurer's website or policy document as not all medical expenses are covered, notably those to a person who has private health insurance. The Club accepts no liability for out of pocket medical expenses or gaps.

15. MATCH DOCUMENTS

- 15.1 The Club will provide a Team Manager at every match who will be responsible for completing the match documents as specified and in accordance with the requirements provided by the Association.
- 15.2 Teams Participating at Bouncers:
- It should be noted that teams participating at Bouncers are not covered by QDN insurance.
 - Games played at Bouncers do not count toward Club milestone medals
 - Teams are required to request permission to wear the QDNC uniform for the Bouncers competition
 - Parent issues or concerns are to be handled directly by the team. There will be no club involvement
 - Any complaints received by the Club from Bouncers, will see that team unable to wear the Club uniform proceeding forward.
 - Teams are required to pay a refundable bond of \$100 in order to use Club bibs, balls & equipment bag for the Bouncers season. The bond will be refunded upon return of all items in good condition. The bond will not be refunded if items are not returned in full.

16. TEAM OFFICIALS

- 16.1 The Club will appoint Team Officials and adhere to requirements as provided by the Association.

17. EQUIPMENT

- 17.1 All equipment must be signed for by the receiving Member when collected from the Equipment Coordinator.
- 17.2 Damaged or worn equipment will only be replaced on a one for one basis.
- 17.3 All damage to or loss of equipment must be reported to the Equipment Coordinator immediately. Whereby equipment is damaged maliciously or through negligence by a Member, that Member may be required to replace or reimburse the Club the cost of the item/s.
- 17.4 Equipment must be kept in safekeeping until such time as the Equipment Coordinator requests its return.
- 17.5 Equipment that is loaned to Members and not returned to the Equipment Coordinator by a specified date will be considered to be in debt to the Club for its replacement cost.

18. PREVENTION & TREATMENT OF INJURIES

18.1 Injuries

- 18.1.1 A player who in the opinion of an appropriate Club Official has suffered a serious injury, concussion, broken bone or other medical complaint, will not be cleared to play unless a Medical Certificate showing they are cleared to play has been presented to the Team Manager prior to the commencement of the game.
- 18.1.2 A player who in the opinion of the Team's Coach or a First Aid Officer may have sustained a concussion or considerable injury during a game must not continue in that game or in any game the following week unless they have a clearance certificate from a Medical practitioner.



18.2 Bleeding & Blood-Borne Infections

18.2.1 The Club will not allow any player to participate in any match or continue to participate in any match for so long as such player is bleeding; or has blood on any part of his/her person or uniform as per the Official Rules of Netball 2015 (Rule 9.3.1).

18.2.2 The player may return to the playing arena when:

- The cause of any such bleeding has been abated;
- The injury is securely covered to the extent that no blood is visible;
- Any bloodstained article of uniform has been removed or replaced.
- Any blood on any part of a player's person has been thoroughly cleansed and removed.

18.2.3 The Club will also adhere to the requirements provided in the Association Competition By-laws.

19. DISCIPLINE & IMPOSED PENALTIES

19.1 The Club at its discretion, may impose penalties including but not limited to fines or suspension to any Player, Club Official, Club Member, or Spectator, who is deemed to have behaved in a manner that is not in the spirit of junior and senior netball, or who is deemed to have behaved in a manner that has brought the Club into disrepute.

19.2 Where the Club feels there is a matter to be heard according to 28.1 of these By-laws, it will be heard by Executive Committee comprising five (5) Executive Committee Members, that have no conflict of interest with the matter.

19.3 Evidence collected from Social Networking sites, web sites, electronic media and other related communication platforms, can be taken as evidence and reviewed by the panel described at 28.1 of these By-laws.

19.4 Penalties received from the Association that relate directly to a Member, that is in direct violation of Association Policies, Constitution or By-laws, the Member will be liable for any monetary penalties applied, unless otherwise agreed upon by the Executive Committee.

19.5 Any member, athlete, umpire, official or spectator involved in any misconduct which contravenes the QDNC Communication Policy, Social Media Policy (or any other Club policy) against another athlete, umpire, official, spectator, Club/JNA official and/or JNA member/s:

- 1st Offence – Official warning letter or fine as determined by the QDNC Executive Committee. Including one or more of the following: - Letter to member, suspension, fine, letters of apology and/or any other requirements as deemed necessary by QDNC/JNA. Fine \$50 minimum - \$150 maximum, depending on incident.
- 2nd Offence – Suspension or termination of membership from the Club. Fine \$100 minimum up to \$150 maximum.
- Non-compliance with QDNC or JNA Code of Behaviour Policy for Players, Spectators or Club Officials. (Refer to QDNC and JNA Website) will see disciplinary action as per the QDNC/JNA policies and procedures.

20. AWARDS

20.1 In every fixtured game played in competition for players 8U-Opens, the Team Manager will hand out voting slips to a parent (of a player in the game) to allocate votes for players they consider to be the 'Fairest and Best' players in that match. Voting slips are handed out fairly, ensuring all parents have equal opportunity to vote at least once during the season.

20.2 The 'Fairest and Best' players will receive three (3) votes, the second 'Fairest and Best' two (2) votes and the third fairest and best player one (1) vote and those votes will be recorded on a slip prepared for that purpose which will then be sealed in an envelope provided and forwarded to the Club's Registrar.

20.3 The slip will show:

20.3.1 Date, team name.



- 20.3.2 Name of the three (3) selected players.
- 20.3.3 Name and signature of the person voting.
- 204 The Team Manager or parent voter will sign across the seal of the envelope after inserting the voting slip.
- 205 The Club will appoint a person to whom the envelopes containing the fairest and best votes are to be entrusted and will decide the manner in which those envelopes are to be stored.
- 206 The Club will decide on the place and date where all envelopes containing fairest and best voting slips are to be opened and all votes counted in a manner prescribed and by persons appointed by the Club Executive Committee. Votes will be opened and recorded by no less than two such appointed persons.
- 207 The player who polls the highest number of votes in each team will be deemed the 'Fairest and Best' player of that team.
- 208 In the event of an equality of votes then two or more trophies will be presented.
- 209 Where discrepancies in names or other details occur on the voting slip it will be checked against the team sheet for the relevant match to clarify the information. If the information provided cannot be clarified, then that vote is considered void and not counted. Any other votes on the slip that can be confirmed will be considered valid and included in the count.
- 20.10 The Club will present awards to players in each team in year groups 8U-opens. Recipients of the awards will be decided by the Coach of the team.
- 20.10.1 Fairest and Best (voting) (trophy)
- 20.10.2 Fairest and Best Runner up (trophy)
- 20.10.3 Spirit of Netball (trophy)
- 2011 All players in teams in year groups 8U-Opens will receive a participation trophy or medallion.
- 2012 The Club will present an annual 'Junior Club Person of the Year', 'Senior Club Person of the Year', and 'Club Person of the Year' to individuals chosen from nominations received from all members. The nominations will be read, considered and voted on by members of the Committee. The individual receiving a 50% majority of votes will be deemed the winner. In the event of a tied vote, the nominations will be re-read and re-considered by the Committee until such time as a single winner can be determined.
- 2013 Any person awarded Life Membership to the Club (in accordance with Parts 3.3.4) of the Clubs Constitution respectively) will be awarded a pin.
- 2014 The President at their sole discretion may award a President's Award to any individual, couple or family that they consider have made an outstanding contribution to the Club during the current season. The award will consist of a plaque and a perpetual trophy.
- 2015 The Club may present any other awards or trophies it deems appropriate.

21. TEAM WIND-UPS & SOCIAL FUNCTIONS

- 21.1 Individual team social functions (independently organised from the Club), including but not limited to end of season wind-ups will not be booked in the Club's name.

22. POSITION DESCRIPTIONS OF EXECUTIVE COMMITTEE MEMBERS

22.1 PRESIDENT

The duties of the President are defined in Part 6.1 of the Club's Constitution.

22.2 VICE-PRESIDENT

The duties of the Vice-President are defined in Part 6.2 of the Club's Constitution.

22.3 SECRETARY

The duties of the Secretary are defined in Part 6.3 of the Club's Constitution.

22.4 TREASURER

The duties of the Treasurer are defined in Part 6.4 of the Club's Constitution.



22.5 REGISTRAR

The duties of the Registrar are defined in Part 6.5 of the Club's Constitution.

23. POSITION DESCRIPTIONS OF ELECTED COMMITTEE MEMBERS

23.1 COACH AND MANAGER COORDINATOR

The Position Description of the Coach & Manager Coordinator is contained in Appendix 1.

23.2 EQUIPMENT COORDINATOR

The Position Description of the Equipment Coordinator is contained in Appendix 1.

23.3 FUNDRAISING COODINATOR

The Position Description of the Fundraising Coordinator is contained in Appendix 1.

23.4 UNIFORM COORDINATOR

The Position Description of the Uniform Coordinator is contained in Appendix 1.

23.5 UMPIRE COORDINATOR

The Position Description of the Umpire Coordinator is contained in Appendix 1.

23.6 GENERAL COMMITTEE

The Position Description of the General Committee is contained in Appendix 1.

23.7 SPONSORSHIP AND GRANTS OFFICER

The Position Description of the Sponsorship and Grants Officer is contained in Appendix 1

24. POSITION DESCRIPTIONS FOR SUB-COMMITTEE POSITIONS

24.1 Position descriptions for persons appointed to Sub-Committees will be determined by the Chairperson to the Sub-Committee in accordance with Part 4.5.4 of the Club's constitution.

25. UMPIRES

25.1 Club Umpires, aged 18 years and over who do not have children registered with the Club must hold a valid Working With Children Card.

25.2 Club Umpires are considered a volunteer irrespective of whether they receive a momentary allowance per game.

25.3 An allowance paid by the Club to an Umpire is considered a gratuitous payment.

25.4 Club Umpires must provide the Club with a copy of their Working With Children Card or their application number for a Working With Children Card prior to the commencement of each season.

25.5 The cost of the Working With Children Card will be borne by the individual Club Umpire.

25.6 If an umpire fails to show for a game which they have been rostered for, with no prior notice or valid reason and the Club are issued a subsequent fine, then that umpire must reimburse the Club the financial penalty in order to continue to umpire for the Club in future seasons. The Club will not accept that umpire in following seasons until any fines issued by JNA, that relate to that umpire, have been paid and reimbursed to the club in full.

25.7 Umpires should arrive to the court for a fixture game no less than 15 minutes prior to the official start time. The Association and Club reserve the right to replace an umpire who arrives late for a game (that is less than 15 minutes prior to the official start time).

Replacement umpires will first be sourced from available Club umpires in attendance on game day. If there are no available Club umpires to assist, an umpire will be sourced through the Association and may be from another club. Any replacement umpires will be qualified in accordance with Association and Club policies and guidelines.

26. CODES OF CONDUCT



26.1 The Club and its Members will adopt and abide by Codes of Conduct for including but not limited to its Committee Members, Coaches, Managers, Umpires, Volunteers, Players, Parents and Spectators as directed and approved by the Association & Club.

27. STRATEGIC PLAN

27.1 The Club will have a Strategic Plan.

28. POLICIES

28.1 The Club and its Members will adopt and abide by the following policies as directed and approved by the Club:

28.1.1 Member Protection and Code of Behaviour

28.1.2 Communication Policy

28.1.3 Discipline Policy

28.1.4 Grading Policy

28.1.5 Registration & Payment Policy

28.1.6 Risk Management Policy

28.1.7 Conflict Interest Policy

28.1.8 Dispute Resolution Policy

28.2 The policies listed at 27.1 will be contained in Appendix 2.

28.3 The Club and its members will adopt and abide by any further policies that the Committee approves from time to time in addition to those listed at 27.1.

28.4 The Club and its members will abide by any further policies as directed and approved by the Association.

29. CHILD PROTECTION

29.1 All Club and Team Officials, this includes Committee, Coaches, Managers, Umpires, but not limited to, aged 18 years and over who do not have children registered with the Club must have a valid Working With Children Card.

29.2 The cost of the Working With Children Card will be borne by the individual Team Official.

29.3 Club Umpires, aged 18 years and over who do not have children registered with the Club must hold a valid Working With Children Card.

29.4 The Club has the right to request a National Police Clearance for any of its members or volunteers.

29.5 The Club will abide by the Department for Child Protection Guidelines.

30. EXHIBITION & SPECIAL EVENT GAMES

30.1 Children of Committee Members will be offered priority selection to participate in any exhibition or special event games that the Club has been selected to participate in, provided they fall within the acceptable age criteria for the game.

31. TEAM NEWSLETTERS & SOCIAL MEDIA

31.1 Any team or its representative that creates or publishes and prints or distributes its own team newsletter must do so in its team name only and not in the name of the Club. The Committee must be included on the distribution list for the team newsletter.

31.2 Any team that creates their own social media page must create the page in their team name only



and not in the name of the Club. In addition, the social media page must have an Executive Committee Member as a member on that social media page.

32. TEAM FUNDRAISING

32.1 Any team or it's representative that conducts fundraising activities for the benefit of the team must first have approval by the Committee.

33. PUBLIC STATEMENTS

33.1 No Public statements are to be made on behalf of the Club other than by the Club President or by their authorised delegate.

34. CONFIDENTIALITY AND PRIVACY

34.1 All elected Committee Members are bound by confidentiality regarding Player and Club information. Any breach of confidentiality or misuse of information will be handled in accordance with Section 4.4 of the Club Constitution. No elected Committee Member is permitted to be a Committee Member for another Netball Club within the same Association, during the same season, unless first approved by the Executive Committee.

35. ALTERATION OF BY-LAWS

35.1 Should any situation arise which is not covered in these By-laws then the Association or Netball WA or Netball Australia By-laws will apply.

35.2 These By-laws may be altered or amended as deemed necessary by the Committee following the passing of an appropriate motion carried by seventy-five (75) percent (%) majority at any Committee Meeting or Special Committee Meeting convened in accordance with Parts 5.3 and 5.4 of the Club's Constitution.

36. DISPUTES & INTERPRETATION OF BY-LAWS

36.1 Should any dispute or objection arise as to the meaning or interpretation of any of these By- laws the Club's Executive Committee will hear and settle such dispute or objection. In the event that the Executive Committee is unable to resolve a dispute it may escalate the issue to the Association or Netball WA for resolution.