

EAST SUNBURY NETBALL CLUB

By Laws



These By-Laws are to be read in conjunction with and are supplemental to the Statement of Rules of the East Sunbury Sporting Group Association Inc.

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Definitions

“The Club” refers to the East Sunbury Netball Club or ESNC as referenced through these By-Laws

“Constitution” refers to the Constitution of the East Sunbury Sporting Group. It may otherwise be referred to as the Rules of Incorporation

“Bylaws” are additional rules which apply to members which generally deal with internal and administrative matters. The Bylaws are made under the Constitution. Accordingly, the Bylaws are subordinate to the Constitution and must not be inconsistent with the Constitution.

“Committee” means the committee of the Management elected by the members at the Club’s Annual General Meeting, as per the Constitution. The Committee is made up of the Executive Committee and General Committee members. The Committee is responsible for the management of the Club.

“Executive Committee Members” is the President, Vice-President(s), Secretary and Treasurer of the Club, as appointed by the members at the Club’s Annual General Meeting as per the Constitution.

“General Committee Members” includes Teams Coordinator/Registrar, Coaching Coordinator, and any other members of the Club community.

“A Playing Member” is as an individual that has paid fees in full and is registered to play in the affiliated competition representing the Club.

“A team official” is a representative of the Club who holds a position of Coach, Umpire or Team Manager.

“Volunteer” is any person who is engaged in a role within the Club that holds responsibility or authority after completing the Club’s registration and approval process.

“ESSG” means East Sunbury Sporting Group

East Sunbury Netball Club

ESNC is part of the East Sunbury Sporting Group and is based at our home courts at John McMahon Reserve, located at 155 Lancefield Road, Sunbury.

ESNC Aims and Objectives.

1. ESNC exists primarily to provide its members with an opportunity to play netball for fun and a sense of camaraderie through friendly competition and individual fulfillment.
2. ESNC aims to provide all players with the opportunity to learn and develop their netball skills in a fun, safe, fair, inclusive, friendly, and supportive environment. All Club members, parents and officials are expected to embrace and display a sense of team spirit and teamwork, to respect all officials, team members and opponents and display good conduct and sportsmanship.
3. Members are expected to conduct themselves in a fitting and respectful manner during training, whilst at games on and off the court and whenever representing ESNC.
4. ESNC affiliates itself with Sunbury Netball Association (SNA) and Netball Victoria (NV) and is committed to abiding by their constitution, policies, and by-laws.

The Executive Committee

1. The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer
2. The Executive Committee meetings will be held when required and shall make decisions on behalf of the membership on any issue that arises and must be resolved immediately.
3. A full committee meeting is required at least every 3 months and must be written up in the form of minutes.
4. Members of the Executive Committee must adhere to all relevant Codes of Conduct, By-Laws and State and Federal Laws applying to persons holding such roles.
5. All Executive Committee or General Committee members are expressly prohibited from
 - a. using their role for personal benefit and/or gain, and
 - b. withholding any and all information, material, property including bank account access and information, website and social media access and passwords and any other information or thing in their possession upon their removal, retirement or vacating of office.

Correspondence

1. All official correspondence from the Club must be in writing or emailed (from ESNC email or cc'd into correspondence) from the Club Secretary, Executive Committee, or authorised person, as authorised by The Committee.
2. All correspondence to the Club should be addressed to the Club Secretary or appropriate authorised person.

Information to members

1. Correspondence with club members will be by electronic transmission (email) or delivered through posts on the Club social media pages.
2. Team communication will be made through designated Facebook messenger groups which will be assigned at the beginning of each season and consist only of the allocated team members, their team officials and one member of the ESNC Committee. For junior teams,

only parents of the allocated team members, their team officials one member of the ESNC Committee will be granted access to the team Facebook messenger group.

3. If a member or player no longer form part of the ESNC community, they will be removed from all social media pages and messenger groups as directed by the Executive committee.

Use of social media

1. The Club adheres to the Netball Victoria Cyber Safety Policy and the Netball Australia social media Policy. Such policies cover all platforms of social media.
2. The Club recognises that social media is an important part of its member communication and community presence. Members are encouraged to participate in social media and share their netball experiences in a safe and appropriate manner
3. Any posts or communication that is deemed to be inappropriate, offensive or in breach of the associated policies will be removed by the Club. Where the Club does not have the ability to delete or remove a publication, it reserves the right to direct removal. Where a direction for deletion or removal has been given and the removal does not occur, the Club reserves its legal rights and enforcement of such rights.
4. If a member or player no longer form part of the ESNC community, they will be removed from all social media pages and messenger groups as directed by the Executive committee.

Membership

1. Membership is open to any individual interested in the stated aims and objectives of the Club
2. Individuals wishing to become either a Playing member or non-playing member of the Club shall
 - a. Complete registration for membership in the format approved by the ESNC committee.
 - b. Meet all associated financial obligations associated with their membership including but not limited to uniforms, player fees and Netball Victoria membership fees
3. Failure to comply with these registrations requirements within relevant timeframes may impact on the member's ability to be covered under the Netball Victoria public liability insurance policy.
4. All members shall agree to comply with the rules of membership as per the Club, SNA and Netball Victoria Constitutions, By-Laws, Policies and Codes of Conduct.
5. The Committee may review membership applications based on player history. The Committee is not required to supply reasons for accepting or rejecting membership registration.
6. Membership to the Club will cease or be impacted for the any of the following reasons:
 - a. On resignation
 - b. Expulsion
 - c. Failure to pay outstanding membership/competition fees within the specified time period.
 - d. Provision of false information on registration forms and other formal documentation associated with the Club or its affiliates.
7. The Club will keep an ongoing register of members, which include the member's personal details. The Club will use this information only for registration purposes within the Club and affiliations.

8. All registered players shall receive a Player Information Kit which may include information such as
 - a. Due date and amount of all fees and levies that are to be paid for the season, including registration fees, Netball Victoria Fees and any other fees that may be deemed necessary for that season.
 - b. Details of uniform requirements and any associated costs
 - c. Codes of Conduct and penalties for any breaches
 - d. Medical forms where required.

Netball Victoria Membership

1. **COMPULSORY:** All players, coaches and umpires participating in a competition or program must be a current Netball Victoria member. Registration must be completed through the appropriate online registration form as provided by Netball Victoria.
2. Netball Victoria membership fee is set annually by the Victorian Netball Association Inc. and provides personal insurance / liability cover.
3. No player, coach or umpire will be permitted to participate in the Association's activities in any capacity without a current Netball Victoria membership. Any breach of this Bylaw will be subject to sanction to the individual, Team or Club as determined by the Committee.
4. Individuals may purchase a Single Game Voucher and purchase of a voucher will allow the individual to participate as a player in the Association's activities only for the particular game or activity to which the Single Game Voucher relates.
5. A player must purchase a Single Game Voucher through the nominated process prior to becoming eligible to participating in the relevant game or activity.

Finance

Fees

1. The Committee shall review and set membership fees per season.
2. Fees must be paid by Members no later than the date determined by the Committee for each season.
3. Fees are to be paid in a manner determined by the Committee and are to be processed and receipted by the Treasurer.
4. The Committee shall have the sole discretion to waive, reduce or vary fees and arrangements for payment plans for fees for members experiencing financial difficulty.
5. Refund or Reimbursement of fees will only be considered in cases of members suffering injury or relocating and shall be the sole decision of the Committee.

Reimbursement/Payments

1. Committee members shall be entitled to claim reimbursement of legitimate expenses incurred for the benefit of the Club whilst acting in an official capacity subject to the provision of receipts verifying such expenses and the Club Treasurer or Club President authorising reimbursement.

Player age requirements

1. Player age is generally determined as of the 31st of December of the current playing year.
2. Playing members must provide their correct date of birth at the time of registering and failure to do so will result in ineligibility to participate in club activities.
3. The club age's requirements for team allocations is set by the Sunbury Netball Association Competition guidelines where a playing member's age is determined as of December of that year:
 - a. A participant aged 9 as of 31 December 2022 of that year is eligible to play for the GO playing group
 - b. A participant aged 11 as of 31 December 2022 of that year is eligible to play for the 11 and under playing group
 - c. A participant aged 13 as of 31 December 2022 of that year is eligible to play for the 13 and under playing group
 - d. A participant turning 16 as of 31 December 2022 of that year is eligible to play for the 16.5 and under playing group
4. Where a player turns 15 years of age before 30 June of that year, they are eligible to play in the Open Age Competition in the Summer Season (January-June). A player turning 15 years of age between 1 July and 31 December of that year is eligible to play in the Open Age Competition in the Winter Season (July-December). Players May not participate in both the Open Age and Junior competitions in any one season.

Uniform

1. Club members are required to wear the Club uniform as provided to playing members upon registration.
2. Players must wear appropriate clothing or uniform to training to participate, including appropriate footwear.
3. Hair should be appropriately secured, earrings and any other piercings removed or taped, with nails cut to appropriate levels or otherwise covered by tape or close-fitting sports gloves.
4. Additional clothing options are for cultural/religious modifications only in accordance with Netball Victoria policies.

Code of Conduct

1. The Club at all times observes Netball Victoria Codes of Conduct and its associated policies.
2. The Club also has its own Code of Conduct for playing members and non-playing members which must be signed at the time of registration.
3. A breach of such codes of conduct or associated policies may impact on a member's ability to remain in the Club.

Club Assets and Facilities

1. The Club has 1 x outdoor home court located at John McMahon Reserve at 155 Lancefield Road, Sunbury VIC. These facilities are smoke free.
2. The Club has access to the John McMahon Reserve Social rooms located alongside the home court at nominated times as agreed with the Hume Council and ESSG. Should access to these rooms be required, the Committee must be consulted to grant access.

3. All equipment used by the Club including kit bags, balls, bibs etc are considered club assets and property of the Club. All equipment should be returned to the Club committee at the end of each playing season.
4. Each team will be nominated with a team kit for game days. Where additional or replacement equipment is required, teams should contact the Executive Coach or a Committee member. Purchases of additional equipment should not be made without prior authorisation from the Executive Committee.
5. Training equipment is stored at the home courts (when and where possible) with access granted through authorisation of the Committee.

Fundraising

1. The Club may conduct fundraising activities during each year.
2. The Committee shall determine the fundraising activities.
3. All members are encouraged to support the fundraising activities.
4. No team will run any form of individual fundraising, team nights or other events without the prior written permission of the Club Executive Committee.

Annual Events/Social Calendar

The Club may organise social activities annually which may include:

1. Presentation Night at the conclusion of each season, with a date and format determined by the Committee.
2. The Committee will decide the type and number of awards to be presented in line with the club's statement of purpose.
3. Other social activities may be offered throughout the year. These activities will be authorised by the Committee and offered via the Club's social media channels.
4. Where training opportunities are available, the Club shall provide notification of opportunities for all members to improve their skills by attending courses, seminars, and other personal development activities.

Volunteer engagement

The Club is a volunteer-based organisation that encourages and welcomes community participation to support our players. A volunteer is considered to be any person engaged by the club that may hold responsibility or authority.

1. The Club may seek volunteers to fulfill roles such as coaches, assistant coaches, team managers and committee members. Where possible, the Club will seek to engage persons who have an existing connection with the club and are interested in supporting the stated aims and objectives of the Club.
2. Individuals wishing to become a 'volunteer' must
 - a. Complete the ESNC Volunteer Registration form in the format approved by the Committee.
 - b. Provide copies of all required documentation including, but not limited to,
 - i. Photo identification
 - ii. Valid Victoria Working with Children Check card (WWCC).
3. The Committee may review volunteer applications based on suitability for the role applied. The Committee is not required to supply reasons for accepting or rejecting a volunteer registration.
4. Appointment of these roles will be subject to maintaining a valid WWCC. Any volunteer without a valid WWCC will be unable to be on the Committee, or act as a Team Official in order for the Club to meet its member protection guidelines.

5. Following approval of the volunteer, that person must link the Club with their WWCC.
6. The Club will keep an ongoing register of members, which may include the volunteer's personal details in accordance with its obligations under Netball Victoria Child Safety policies.

Team Officials

1. Team officials shall consist of a Coach and where appointed, Assistant Coaches and Team Managers.
 - (c) Coaches
 - i. A coach is appointed for each selected team.
 - ii. The Club will pay the cost of accredited coaching courses after approval by the Committee.
 - iii. Coaches must be a minimum of 14 years of age.
 - iv. Coaches under the age of 17 years will require an adult Co-Coach/Team Manager/Supervisor at all training sessions and games for maintenance of duty of care and appropriate safety standards.
 - v. Coaches are volunteers and their decisions are to be respected and supported by both parents and players.
 - (d) Managers
 - i. A manager may be appointed for each selected team.
 - (e) Scorer/Timekeeper
 - i. A Scorer/Timekeeper is appointed for each game and would normally be provided by an attending parent.
2. Role descriptions for each of these positions will be advertised within the ESNC member community, with one role allocated per person. Team Officials are expected to work within their role descriptions. Where variations are required, the Team Official should approach the Executive Coach or a Committee member.
3. Following consultation by the Committee and completion of the Club's volunteer registration process, Team Officials will be appointed and allocated to specific teams.
4. All Team Officials are expected to adhere to the relevant Codes of Conduct, respecting and adhering to the Club's aims and objectives at all times.
5. All Team Officials are expected to comply with directions from the Executive Coach to ensure streamlined approaches.

Discipline

1. The Club has a two-tiered system for dealing with issues of discipline and/or unacceptable behaviour and such issues are dealt with in conjunction with the Netball Victoria Members Protection Policy.
2. Issues relating to players, officials, or umpires outside of the Club must be submitted in writing to the Executive Committee prior to any action being taken.
3. Records of all incidents and/or complaints must be made by the team official and submitted to the Executive Committee for recording.

Resolution Level one - Team Level

1. It is expected that the coach will address any issues of discipline and or unacceptable behaviour by any members of the team or team representative including parents.
2. If there is an issue between a player and a team official (coach, assistant coach, or team manager) it is recommended that attempts are made to resolve the issue directly by talking with the Team Official.

3. If issues cannot be resolved at a team level, they may be escalated to the Executive Committee.

Resolution Level two – Club Level

1. All general complaints will go directly to the ESNC President or the Executive Committee.
2. The ESNC President and/or the Executive Committee will assess the issues and discuss resolution options with the complainant and may seek additional information to progress the matter.
3. Potential remedies include
 - a. A formal mediation meeting between the relevant parties
 - b. Issuing of a formal letter of reprimand
 - c. Any player, coach, manager, parent, or volunteer who receives three letters of reprimand may be asked to leave the Club.
 - d. Depending on the seriousness of the situation, a player, a coach, manager, parent, or volunteer may be asked to leave the club after one incident only.
 - e.
4. Where a resolution cannot be reached, consideration will be given to further escalation, including escalation to the ESSG Executive Committee immediately.

Risk Management

Injury Reporting

1. Coaches should record all injuries of the injured player or players' guardian (player under 18) on the Injury Reporting Sheets provided (to be created)
2. All players in the Club are responsible for recording all injuries of the injury player or players' guardian (player under 18) on the Injury Reporting Sheets provided.

Child Safety in Netball

1. The Club is responsible for the observance, promotion, enforcement and monitoring of the Child Safety in Netball Policy and Code of Conduct.
2. The Club is responsible for the management and administration of the application of the Netball Victoria Working with Children Check Regulation.
3. The Club is responsible for the management and administration of complying with the Victorian Child Safe Standards.

Pregnancy

The Club adopts the Netball Victoria Policy as detailed in the Netball Victoria Member Protection Policy.

First Aid

1. The Club will provide a First Aid Kit complying with Netball Victoria Policy
2. The First Aid Kit will be stored with the Coach of each Team and all appropriate personnel (court supervisors, umpires, and coaches) will have access to it at training and match days.
3. A volunteer to be appointed by the Committee from time to time will maintain the first aid kit supplies. Where additional supplies are required, a team official should contact the Committee.
4. The Club will as far as be practicable ensure that a qualified first aider is present at all competition/training activities of each team.

Emergency Procedures

Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police is to be

displayed in the First Aid Kit.

Blood Policy and Infectious Diseases

The Club will adopt Netball Victoria policies relating to blood policy and infectious diseases.

Smoke Free

The Club will adopt a Smoke Free policy as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

Responsible Serving of Alcohol in Sporting Clubs

The Club will adopt a Responsible Serving of Alcohol Policy as prescribed by the Australian Drug Foundation's Good Sports Accreditation Program.

Sun Protection

The Club will adopt a SunSmart policy as prescribed by the Cancer Council Victoria.

Codes of Behaviour

The Club will adopt Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation.

Drug Policy

The Club does not support the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game. The Netball Victoria drug policy, August 1993 as amended from time to time, is implemented and will apply for Club activities.

SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

Where this By-law is silent, a decision can be made that ensures the integrity of the Club is maintained at all times. The Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary, or waive the requirements set out in this By-Law relating to the Club.

INDEMNITY

Except where provided or required by law and such cannot be excluded, the Club and its respective directors, officers, members, servants or agents are absolved from all liability however arising from injury or damage, however caused, arising whilst participating as a member.