

**SUTHERLAND SHIRE NETBALL ASSOCIATION INC.
CONSTITUTION**

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**SUTHERLAND SHIRE NETBALL ASSOCIATION INC.
CONSTITUTION**

1. GENERAL

a) DEFINITIONS

For the purposes of this Constitution,

'Affiliated Club' means any club (comprising one or more teams) which has paid the prescribed annual affiliation fee to the Association;

'Association' means the Sutherland Shire Netball Association Inc.;

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

'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;

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

'Registered Member' means any financial member and / or life member or of the Association;

'The Office Bearers of the Association' means the members of the Executive Committee plus the Sub-Committee Convenors.

b) INTERPRETATION

- ii. Where this Constitution conflicts with any other instrument of the Association, this Constitution shall prevail.
- iii. Where ambiguity exists between this Constitution and any other instrument of the Association, the natural interpretation of the Constitution shall prevail.
- iv. The Council 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.
- v. All nominations are to be provided by 5:30pm on the stipulated date.

c) TITLE

The name of the Association shall be the Sutherland Shire Netball Association Inc.

d) COLOURS

The Association's colours shall be Sky Blue White and Black.

e) **ASSOCIATION LOCATION**

The Association office is located at:

Bellingara Netball Complex
101 Bellingara Road
Miranda NSW 2228

Playing facilities are located at:

Bellingara Netball Complex
101 Bellingara Road
Miranda NSW 2228

Seymour Shaw Park
Wandella Road
Miranda NSW 2228

The Ridge Sporting Complex
New Illawarra Road
Barden Ridge

f) **BOUNDARIES**

The Association's boundaries shall be the boundaries of the Sutherland Shire.

g) **OBJECTS**

The objects of the Association shall be:

- ii. To further the interests of its members and promote and control the game of Netball within the boundaries of the Association;
- iii. To promote, regulate and control competition matches between Affiliated Clubs and to control all premierships and carnivals of the Association;
- iv. To select and manage the Association's representative teams;
- v. To affiliate with and support the New South Wales Netball Association Ltd;
- vi. To co-operate with other affiliated organisations in New South Wales for the furtherance of Netball;
- vii. To seek to resolve any and all disputes which may arise between members of the Association in all matters pertaining to the game of Netball within the boundaries of the Association;
- viii. To be a court of appeal in the case of an unresolved discipline matter or dispute connected with Netball within the area controlled by the Association.

The objects of the Association may only be altered in accordance with Clause 6 e) below.

2. MEMBERSHIP

a) ORDINARY MEMBERSHIP

- i. The Association is the controlling body for Netball within its boundaries and its authority shall be recognised by all Registered Members who shall adopt and obey this Constitution and the Rules and associated Policies of the Association.
- ii. Individual members of an Affiliated Club wishing to join the Association shall:
 - a) Complete the approved Register of Members Form held by the Association Registrar/Recorder;
 - b) Pay the prescribed annual membership fees to the Association Treasurer or Registrar/Recorder;
 - c) Individual members of an Affiliated Club upon joining the Association shall be classified as:
 - i) Senior Players, who shall be aged 16 years of age or over at 31 December in the year of play;
 - ii) Junior Players, who shall be aged 10 to 15 years of age at 31 December in the year of play;
 - iii) Netta Players, who shall be aged 8 or 9 years of age at 31 December in the year of play or in year 2;
 - iv) Fun Net Players, who shall be aged 7 years of age or under at 31 December in the year of play;
 - v) People with Disabilities division is for players with an intellectual or physical disability. They shall play in open and mixed age groupings and shall be of mixed male and female teams.
- iii. Membership shall also include non-players, including, but not limited to, coaches and umpires.
- iv. A person ceases to be a Registered Member of the Association if the person:
 - a) dies;
 - b) ceases to be financial under Clause 2 c) iv) below; or
 - c) is expelled from the Association under the authority of Clause 7 below;
 - d) resigns that membership.

b) LIFE MEMBERSHIP

- i) Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for a minimum period of 10 years.
- ii) Candidates for election as Life Members shall be nominated by two (2) members of the Association. Such nominations are to be received prior to 31 August in any year.
- iii) The nominations must be approved by a majority of at least two-thirds (2/3) of the members present and voting at an Annual General Meeting, provided that the Council may, from time to time, fix the maximum number of persons who may at any time hold life membership.
- iv) A Life Member of the Association may register as a member through the Association without having to register with an Affiliated Club.
- v) A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and active life members shall have full voting rights.
- vi) A Life Member must be an active member to retain full voting rights e.g. attendance at a minimum of three (3) Council meetings during the previous year or carrying out functions within the Association on a regular basis.
- vii) A person ceases to be a Life Member of the Association if the person:
 - a) dies; or
 - b) is expelled from the Association under the authority of Clause 7 below.

c) MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i. All fees to be paid by Registered Members for the following year of membership, shall be determined by resolution of Council at the Annual General Meeting each year.
- ii. All Registered Members of the Association will be financial members between 1 January and 31 December of each year (which covers all competitions and meetings conducted throughout that year).
- iii. Fees for Life Members of the Association shall be paid by the Association.
- iv. A Registered Member ceases to be financial if she or he:

- a) fails to renew her or his membership; or
- b) fails to pay to the Association money she or he owes to the Association within the required timeframe.
- v. A Registered member must be a financial member to be eligible to play in the competition;
- vi. Any outstanding fines to the Association must be paid before a Club may be eligible to participate in semi finals, finals and / or Grand finals.

d) REGISTER OF MEMBERS

- i. The Public Officer of the Association shall establish and maintain a Register of Members of the Association specifying the name and address of each person who is a Registered Member of the Association, together with the date on which the person became a Registered Member.
- ii. The Register of Members shall be maintained on the Netball NSW NMAS database and shall be open for inspection by any Registered Member of the Association at any reasonable prearranged hour; however, such inspection shall be limited to viewing the names of Registered Members only.

e) MEMBERS' LIABILITY

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

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. Must provide a committee of a minimum but not limited to Secretary and Treasurer;
- iii. An affiliation form must be lodged with the Association Secretary by 30th November of each year for the ensuing year;
- iv. An annual affiliation fee may be required, at the discretion of the Council, and determined at the Annual General Meeting;
- v. Cancellation of affiliation of a club may occur should that club fail to attend three (3) Council meetings in a year. Cancellation of that club shall be agreed to by Council.

g) CLUB DELEGATES

- i. Affiliated Clubs shall each have the right to nominate two Club Delegates plus two (2) alternate delegates to the Council. Club Delegates and alternate delegates must be a member of the relevant club.
- ii. The Secretary of each Affiliated Club shall notify the Association Secretary of the names and addresses of Club Delegates by the 30th November of each year for the ensuing year.
- iii. An Affiliated Club has the right to withdraw a Club Delegate and appoint another Club Delegate in his or her place at any time. The Secretary of the Affiliated Club shall notify the Association Secretary in writing of the changes prior to the commencement of the Council meeting.
- iv. At each meeting all Club Delegates present shall sign an attendance book and shall state the club that she or he represents at that meeting.
- v. A Club Delegate may represent one club only at any meeting.

3. MEETINGS

a) MEETINGS – GENERAL PROCEDURE

- i. The President shall take the chair at all meetings of the Council or Executive Committee. In the President's absence the chair shall be taken by the Vice President.
- ii. If neither the President nor Vice President is present within thirty (30) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii. A quorum for ordinary Council meetings shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one-third (1/3) of the Affiliated Clubs.
- iv. A quorum for Executive Committee meetings shall consist of half (1/2) of the total number of the Executive Committee plus one.
- v. If no quorum is present thirty (30) minutes after the time fixed for the commencement of a meeting it shall be adjourned for seven (7) days and meet at the same time and place on the following week. The Secretary shall give written notice thereof to each eligible voter and to the Secretary of each Affiliated Club. If no quorum is present thirty (30) minutes after the time fixed for such adjourned meeting, a quorum shall consist of those members present and the meeting will continue.

- vi. The accidental omission to give any member the required notice shall not invalidate a meeting nor any of the business of the meeting.
- vii. Questions arising at an ordinary meeting of the Council, 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 (1) 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.
- viii. In the case of an equality of votes, the President (or the person otherwise presiding) shall, have the casting vote.
- ix. There shall be no voting by proxy.

b) ANNUAL GENERAL MEETING

- i. An Annual General Meeting of the Association shall be held in on the third Wednesday in November of each year.
- ii. All Registered Members may attend but voting shall be restricted to Office Bearers, active Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- iii. Not less than twenty-one (21) days' written notice of the Annual General Meeting of the Association shall be given to each Office Bearer, Life Member, Club Delegate and the Secretary of each Affiliated Club.
- iv. A copy of the Association's Annual Report and the audited balance sheet shall accompany such notice.
- v. A quorum for an Annual General Meeting shall consist of two-thirds (2/3) the total number of the Association's Executive Committee members plus one, and at least two-thirds (2/3) of the Club Delegates.
- vi. The business of the Annual General Meeting shall be:
 - a) Confirmation of the minutes of the previous Annual General Meeting;
 - b) Consideration and adoption of the Annual Report;
 - c) Consideration and adoption of the annual balance sheet;
 - d) Appointment of an auditor for the following year;
 - e) In the absence of the Returning Officer appoint a person to act as Returning Officer for that meeting;
 - f) Such other business as the meeting thinks fit;
 - g) Election of Office Bearers who shall assume office at the conclusion of the Annual General Meeting.

- vii. The following Office Bearers shall be elected and shall form the Executive Committee:

President
Vice President;
Secretary;
Treasurer;
Registrar/Recorder (5);
Umpires Convenor;
Tournament convenor;
Representative Liaison Officer;
Coaching Coordinator.

- viii. The following Non Executive positions shall also be elected:

Assistant Umpires Convenor;
Assistant Coaching Coordinator;
Returning Officer

- ix. Nominations for election signed by two (2) Registered Members and with the written consent of the nominee shall be lodged with the Returning Officer by 31 August in each year.

Qualifications shall accompany each nomination.

- x. To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both Netball NSW and the Association.
- xi. Current Office Bearers shall be eligible for re-election.
- xii. Executive members of the Association shall not hold an Executive or Committee position of an Affiliated Club.
- xiii. No person shall be elected to more than one (1) position as an Office Bearer.
- xiv. Not more than **two (2)** members of the Executive Committee shall be members of any one Affiliated Club. A Life Member of the Association, for these purposes is not considered as a representative of an affiliated club and therefore is eligible to be an Office Bearer of the Association.
- xv. Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim.
- xvi. The Association may, at a Special Council meeting, by resolution remove any Office Bearer before the expiration of her or his term of

office and may by resolution appoint another person to hold office until the expiration of the term of office of the Office Bearer so removed.

- xvii. An Office Bearer may resign her or his position by providing written notice of her or his intention to do so to the Association 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.

c) SPECIAL COUNCIL MEETINGS

- i. Special Council Meetings shall be called by the Secretary:
 - a) at the direction of the President;
 - b) upon receipt of a requisition signed by not less than three (3) clubs.
- ii. All Registered Members may attend but voting shall be restricted to Office Bearers, active Life Members and two (2) nominated Club Delegates from each Affiliated Club.
- iii. Not less than twenty-one (21) days' written notice shall be given to members of Council and to the Secretary of each Affiliated Club, specifying the time and location of a Special Council Meeting and the nature of the business to be considered.
- iv. A quorum for a Special Council Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one-third (1/3) of the Affiliated Clubs.

d) EMERGENCY COUNCIL MEETINGS

- i. An emergency Special Meeting may be called by the Secretary with twenty-four (24) hours notice at the direction of the President provided that:
 - a) the secretary or president of each club is notified verbally,
 - b) there is an urgent requirement to resolve a matter that has a direct bearing on the immediate running of a competition or has a direct bearing on the functioning of the Executive.
- ii. The quorum shall be the same as that of a Special Meeting.

- iii. The publicised matter for the emergency meeting shall be the only matter discussed at the emergency meeting.

4. ORGANISATIONAL STRUCTURE

a) **COUNCIL**

- i. The Council shall consist of:
 - a) Office Bearers of the Association;
 - b) Life Members;
 - c) Two (2) Club Delegates from each Affiliated Club one of whom should be Secretary or President.
- ii. The Council shall meet at least four (4) times each year on dates to be fixed by the Council.
- iii. Meetings shall be held as set out in the Calendar of the Association which shall be provided to Affiliated Clubs in January of each year.
- iv. Order of business at Council meetings shall be:
 - a) Apologies;
 - b) Confirmation of Minutes;
 - c) Business Arising from Minutes;
 - d) Correspondence and business arising;
 - e) Notices of Motion;
 - f) Reports:
 - Executive Committee;
 - Sub-Committees;
 - Delegates to other organisations;
 - Any other reports;
 - g) General business;
- v. Association delegates to other organisations shall submit a written report to the Secretary of all meetings / functions attended on behalf of the Association within twenty-eight (28) days of such meeting / function.

b) **EXECUTIVE COMMITTEE**

- i. The Executive Committee shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:

- a) to control and manage the affairs of the Association;
- b) to fix fees payable by members and to ensure payment thereof;
- c) to control the funds of the Association and for that purpose to open and operate banking accounts; to invest funds in any manner authorised by law for the investment of trust funds; to acquire real and personal property of all descriptions and to sell or otherwise dispose of it; to borrow money on behalf of the Association and to give security therefore; and, generally, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Association;
- d) to deal with and adjudicate upon any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of the Association by any Registered Member;
- e) to appoint two (2) delegates and two (2) alternate delegates to represent the Association on the Council of Netball NSW;
- f) to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit;
- g) to ensure that the Secretary of the Association registers on the Netball NSW database before commencement of their relevant competition all registered members, who have paid their annual fees;
- h) to regularly update names and addresses of new members of Netball NSW on the NMAS database;

The Executive Committee shall consist of the following voting members:

- President;
- Vice President;
- Secretary;
- Treasurer;
- Registrar/Recorder (5);
- Umpires Convenor;
- Tournament Convenor;
- Representative Liaison Officer;
- Coaching Coordinator.

- i. A minimum of eight (8) Executive Committee Meetings shall be held each year as determined by the Executive Committee.

- ii. Should it be necessary to call additional meetings, all Executive Committee members shall be notified at least forty-eight (48) hours prior to the meeting being held.
 - iii. Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
 - iv. Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with Clause 3 b) xvi).
 - v. The first responsibility of a member of the Executive Committee shall be to the Association as opposed to their Affiliated club.
- d) DUTIES OF EXECUTIVE COMMITTEE**
- i. The Executive Committee shall exercise the functions and powers of the Council between meetings of the Council and its decisions shall be subject to ratification by the Council at the next meeting.
 - ii. Approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Representative Liaison Officer on behalf of the Selection Sub-Committee. Approval is based on suitability to represent the Association.
 - iii. Receive and consider reports from the managers of Association representative teams.
 - iv. Consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting.
 - v. Consider nominations for Marj Groves Award and to vote on recipient.
 - vi. Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- e) SUB-COMMITTEES**
- i. Grading Sub-Committee shall be a two tiered committee comprising of an appointed Executive member who shall be the Convenor and a Junior and a Senior Panel Coordinator. The junior and senior panels Coordinators shall be elected at the Annual General meeting each year and nominations are to be submitted to the Returning Officer by 31st August of each year.
 - ii. The following Sub-Committees shall be elected at the first Council meeting of each year:

- a) Tournament (comprising five (5) members including the Tournament Convenor) plus a member of the umpires committee as a casual member;
 - b) Coaching (comprising five (5) members plus the Coaching Coordinator);
 - c) Umpires (comprising five (5) National Badged Umpires plus the Umpires Convenor as Convenor);
 - d) Finance (comprising five (5) members including three (3) club members and the President and Treasurer who shall be the Convenor);
 - e) Uniform Committee (comprising five (5) members plus the Vice President, who shall be the Convenor);
 - f) Sponsorship (comprising five (5) members plus the Vice President);
 - g) Discipline (comprising three (3) appointed Executive members. One will be the President who shall also be the Convenor plus two (2) Reserve members, and two casual registered members who have no affiliation with the matter to be heard who will be appointed at the time of hearing).
- iii. The following Sub-Committee shall be selected by the Executive at the first Executive meeting following the Annual General meeting:
- a) Appointments Sub-Committee (comprising five (5) members of which three (3) will be Executive members including the President plus two (2) affiliated association members with representative experience. The President will be the Convenor.
- iv. The following Sub-Committees shall be elected at the July Council meeting of each year. Nominations for election stating relevant qualifications of the nominee signed by two (2) Registered Members and with the written consent of the nominee shall be lodged with the Returning Officer by 30 June in each year.
- a) Summer Night Competition (comprising seven (7) members. The Convenor shall be a member of Executive;
 - b) Senior Representative Players Selection Committee (comprising five (5) members). Up to five (5) Shadow Selectors will also be elected who will act as reserves and will take part in selection when required.
 - c) Junior Representative Players Selection Committee (comprising five (5) members including the team coach) Shadow Selectors will also be elected who will act as reserves and will take part in selection when required.

- v. The following Sub-Committees shall be casual committees convened as required:
 - a) Appeals (comprising three (3) Executive Members of which one will be the Vice President plus two (2) nominated registered members from an Affiliated Club not involved in the discipline matter being heard. The Vice President shall act as Convenor unless there is a conflict of interest in which case the Executive shall appoint an alternate;
 - b) Grading Appeals (comprising four (4) members one of whom will be the Association Secretary who will be convenor but take no part in the appeals process; the relevant Grading Panel Coordinator; an Executive member; and a member from a grading panel who was not involved in the initial decision.
- vi. Members of Sub-Committees shall be Registered Members of the Association.
- vii. Members of the Executive Committee are eligible to stand for election to Sub-Committees, but may not be elected the Convenor thereof unless otherwise stated.
- viii. No Registered Member may be a member, other than an ex officio member, of more than two (2) standing Sub-Committees.
- ix. The Executive shall be ex officio members of all Sub-Committees with the exception of the Selection Sub-Committee, Discipline Sub-Committee, Appeals Sub-Committees and the Finance Sub-Committee.
- x. With the approval of Council, persons other than the elected members may be co-opted to assist with the business of a particular Sub-Committee.
- xi. The first meeting of each Sub-Committee shall, if possible, be held within fourteen (14) days of its appointment.
- xii. The Council may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
- xiii. Casual Sub-Committees may be appointed by Council from time to time to fulfil a particular function.
- xiv. Nominations for any Sub-Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the meeting, with Council's approval.
- xv. Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.

- xvi. Each Sub-Committee shall submit a written report to the Executive, with any recommendations, prior to submitting to each meeting of Council.
- xvii. A Sub-Committee Convenor shall:
 - a) be responsible for advising Sub-Committee members, including ex-officio members and the Association Secretary, of all meetings at least seven (7) days prior to the meeting;
 - b) be responsible for keeping minutes as an accurate record of all meetings;
 - c) forward copies of the Minutes to the Association Secretary and to each member of the subcommittee within fourteen (14) days of each meeting;
 - d) submit reports for consideration by the Executive Committee and/or Council as required.

5. DUTIES

a) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- i. The **PRESIDENT** shall:
 - a) preside at meetings of the Association and direct where necessary;
 - b) be Convenor of the Discipline Committee;
 - c) be Convenor of the Appointments Sub-Committee;
 - d) be a member of the Finance Sub-Committee;
 - e) be delegate to Netball NSW;
 - f) provide mediation where required;
 - g) be the public face of the Association and promote the sport in the district;
 - h) manage employees of the Association.
- ii. The **VICE PRESIDENT** shall:
 - a) assist the President and perform such other duties as directed by Council;
 - b) shall be appointed as Convenor of the Appeals Committee convened as required;

- c) shall in the absence of the President undertake the duties of the President pending the President's return or election of another President by Council;
 - d) be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel;
 - e) be responsible for representative social functions of the Association;
 - f) be responsible for the equipment of the Association;
 - g) be an alternate delegate to meetings of Netball NSW Council meetings.
 - h) shall be responsible for obtaining sponsorship;
 - i) handle promotion of the sport within the boundaries of the Association;
 - j) facilitate knowledge and understanding of the sport in the community at large;
 - k) provide a sponsorship report to each Executive and Council meeting;
 - l) perform other duties as requested by the Executive Committee.
- iii. The **SECRETARY** shall:
- a) act as the Public Officer of the Association;
 - b) maintain a register of Life Members;
 - c) maintain a register of Registered Members;
 - d) maintain a register of Affiliated Clubs;
 - e) maintain a register of Council and alternate delegates' names and addresses;
 - f) be responsible for the compilation of the membership and insurance reports sent to NSW Netball Association Ltd and the current insurers;
 - g) be responsible for correspondence and issue notices as required;
 - h) prepare a report for presentation at the Annual General Meeting;

- i) circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
- j) be responsible for the presentation of the Executive Committee report to Council;
- k) conduct such other business as directed by Council;
- l) be Convenor of the Grading Appeals Sub-Committee;
- m) be a delegate at the Netball NSW Council meeting;
- n) be a delegate on the Sutherland Shire Council Ground Allocation meeting;
- o) arrange presentations and the purchase of trophies;
- p) ensure that minutes are taken at all Executive and Council meetings;
- q) be responsible for the retention of the records of the Association.

iv. The **TREASURER** shall:

- a) be responsible for all funds that may be established by the Association;
- b) keep a record of all assets, liabilities, and properties of the Association;
- c) keep necessary books of account and produce them on the instruction of Council;
- d) receive all monies payable to the Association and issue receipts as required;
- e) bank all monies within seven (7) days of receipt;
- f) pay other accounts as necessary;
- g) send accounts as required;
- h) submit a written financial report to each Council meeting;
- i) pay the annual New South Wales Netball Association Ltd. fees by the due date;
- j) ensure the Balance Sheet is audited each year;
- k) manage the business of the canteens of the Association;
- l) provide a report to each Executive and Council meeting;

m) present an audited Balance Sheet at the Annual General Meeting.

v. The **UMPIRES CONVENOR** shall:

- a) be the holder of a National Umpires Accreditation;
- b) be the Convenor of the Umpires' Subcommittee;
- c) organise and arrange the coaching and grading of umpires where necessary;
- d) keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
- e) keep a record of National badged umpires and district badged umpires within the Association;
- f) be responsible for the allocation of umpires for representative carnivals and the final series organised by the Association and representative competitions;
- g) research and institute methods of encouraging and improving umpiring within the Association;
- h) arrange umpiring assistance to clubs as requested;
- i) be responsible for the distribution of relevant information regarding umpiring;
- j) ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Council meetings to provide a report.
- k) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
- l) be responsible for the organisation of umpiring courses to be conducted at the Association;
- m) provide a report to each Executive and Council meeting;
- n) provide a written report to be included in the Annual Report.

vi. The **COACHING COORDINATOR** shall:

- a) be the holder of at least development level coaching accreditation or its equivalent at the current time and a good knowledge of the game;
- b) be the convenor of the Coaching Subcommittee;

- c) research and institute methods of encouraging and improving coaching within the Association;
- d) liaise and provide advice to club Coaching Coordinators;
- e) be responsible for the distribution of relevant information regarding coaching;
- f) ensure that in her or his absence a representative appointed from the Coaching Sub-Committee attends Council meetings;
- g) be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
- h) be responsible for the organisation of coaching courses and clinics to be conducted by the Association;
- i) be responsible for organising and conducting the junior representative squad camp to be held prior to the commencement of each season;
- j) be responsible for the player development programs;
- k) provide a report to each Executive and Council meeting;
- l) provide a written report to be included in the Annual Report.

vii. The **REGISTRARS/RECORDERS** shall:

- a) be responsible for age groups as designated by the Executive Committee from year to year;
- b) provide a report to each Executive and Council meeting.

On an annual basis:

- c) inform club registrars of requirements at the Information Night;
- d) accept all team registrations on a date to be determined from year to year; making sure that all registration requirements are met before a player can take the court, including signatures on individual player records, Netball NSW form completed and photos in order;
- e) allocate the respective registration forms to the Grading Convenor and the Association Secretary to be retained on file as a record of registered teams and players;
- f) be responsible for late registrations and withdrawal of players during the year;
- g) maintain information on individual player records.

On a weekly basis:

- h) accept individual registrations as submitted by the appropriate Club Executive member and include them, together with the date, on team registration forms after checking the eligibility of the player joining the team nominated;
- i) delete from the registration form the names of those players who have been granted Association permission to withdraw from a team;
- j) prepare score sheets with the time, date, court and names of both teams and have them available for collection at least ½ hour prior to the commencement of the game;
- k) be responsible for the collection of score sheets on each playing day;
- l) keep accurate records of all games and determine eligible teams for semi finals, finals and grand finals;
- m) ensure that the 2nd game registration book is completed correctly. Check names on 2nd game registration sheets with names on score sheets each play day and liaise with other registrars to check discrepancies;
- n) record all forfeits;
- o) check all score sheets to ensure that they meet the Association's requirements;
- p) deduct points or penalise for infringement of competition policy;
- q) place progressive point scores on the electronic notice board weekly;
- r) keep records of point scores and furnish the Secretary with same;
- s) maintain an annual record of results of all competitions conducted by the Association;

viii. The **REPRESENTATIVE LIAISON OFFICER** shall

- a) be Convenor of the Selection of Representative Players Sub-committee;
- b) arrange accommodation for State and State Age Championships;
- c) be responsible for arrangements to allow for fundraising for the representative teams;

- d) keep a register of all current representative teams
- e) liaise with the Selection of Representative Players Sub-committee Chairperson & Association Secretary to ensure that all selection dates are set to ensure adequate time for registration;
- f) schedule training times for representative teams;
- g) liaise with Team Managers for the organisation of representative teams;
- h) organise a representative fundraising sub-committee;
- i) ensuring that entries for all representative competitions are submitted to Netball NSW before the due date;
- j) ensure that all representative players, coaches and managers are aware of the code of conduct policies of the Association;
- k) take receipt of all player nomination forms and disseminate to the Chairperson of each selection panel and ensure that a copy is retained in the office of the Association;
- l) ensure that all players, coaches and managers complete the necessary documentation required by the Association;
- m) provide a report to each Executive and Council meeting;
- n) provide a written report to be included in the Annual Report.

ix. The **TOURNAMENT CONVENOR** shall

- a) be responsible preparing fixtures for all winter competitions;
- b) be responsible for organising all carnivals and gala days hosted by the Association;
- c) be responsible for all entry forms and correspondence from the Association for carnivals conducted by other associations;
- d) submit report to each Executive and Council meeting;
- e) provide a written report to be included in the Annual Report.

b) DUTIES OF SUB-COMMITTEES

i. The **COACHING SUB-COMMITTEE** shall:

- a) assist the Convenor to carry out his/her functions;

- b) perform such other duties as directed by Council from time to time.
- ii. The **UMPIRES SUB-COMMITTEE** shall:
- a) assist the Umpires' Convenor to carry out her or his duties;
 - b) perform such other duties as shall be decided by Council from time to time.
- iii. The **TOURNAMENT SUB-COMMITTEE** shall:
- a) assist the Tournament Officer where possible and perform such other duties as shall be decided by Council from time to time;
 - b) assist in the production of the draw for all winter competitions within the Association
 - c) take responsibility for all carnivals and gala days hosted by the Association;
- iv. The **GRADING SUB-COMMITTEE** shall:
- a) be responsible for the grading of teams at the commencement of each season in accordance with the Policy for Grading;
 - b) assist the Convenor where possible and perform such other duties as directed by Council from time to time.
 - c) Appoint graders for senior and junior grading panels
 - d) Arrange information sessions prior to registration day
- v. The **DISCIPLINE SUB-COMMITTEE** shall:
- a) be convened by the Discipline Convenor upon receipt of communication from the Executive Committee relating to a specific disciplinary matter;
 - b) be governed in its deliberations by the protocols laid down under the Policy for Disciplinary Proceedings.
- vi. The **APPEALS SUB-COMMITTEE** shall:
- a) be empowered to hear and decide any appeal arising from the decisions of the Discipline Committee of the Association. Such appeals may be lodged by a Registered Member of the Association who has been materially and adversely affected by a decision of the Discipline Committee;
 - b) allow an appeal only where it finds that:

- i) a matter has been incorrectly decided;
 - ii) a matter has been decided on the basis of incorrect factual premises;
 - iii) an Association procedure has been incorrectly followed resulting in injustice to the Appellant; or
 - iv) a penalty imposed on a Registered Member in relation to a disciplinary matter is excessive.
 - v) having allowed an appeal, be empowered to overturn or otherwise mitigate the prior decision;
 - vi) be governed in its deliberations by the protocols laid down in the Appeal Proceedings Policy as outlined and affixed to the Constitution
- vii. The **SELECTION OF REPRESENTATIVE PLAYERS SUB-COMMITTEES** shall:
- a) consist of members who preferably hold a current coaching accreditation or have relevant coaching experience
 - b) meet to receive the nominations for candidates for selection on the set form, as soon as practicable after the closing date and prior to the first selection;
 - c) present the full list of nominations to the Executive Committee for ratification prior to selections;
 - d) select Association teams as may be decided by Council from time to time. All selections made by the Selection Sub-Committee shall be final;
 - e) consider the reports of the Coaches of the previous year in making selections. These reports are to be treated as confidential and returned to the Representative Liaison Officer within seven (7) days of the first meeting of the Selection Sub-Committee to be retained as a record of the Association;
 - f) accept for consideration recommendations from the relevant senior coach prior to final selection;
 - g) advise the Executive Committee and the relevant coach of the final team selection prior to its announcement;
 - h) select players to fill cover positions should any vacancy arise in any representative teams;

- i) perform such other duties as shall be decided by Council from time to time.
 - j) provide a written report to be included in the Annual Report.
- viii. The **APPOINTMENTS SUB-COMMITTEE** shall:
- a) meet and select representative coaches and managers for all representative teams including night interdistrict and winter competitions;
 - b) stand down any member of the committee who has nominated for a position as representative coach or manager and as such is considered to have a conflict of interest. A reserve selector is to be appointed to replace him / her for that category;
 - c) select coaches and managers for winter competition
 - d) select coaches and managers for night interdistrict competition
 - e) conduct interviews of all applicants where considered necessary;
 - f) present the full list of nominations to the Executive Committee;

6. ADMINISTRATION

a) FINANCE

- i. The funds of the Association shall be derived from annual Membership fees, other fees and donations, and, subject to any resolution passed by the Association in a Council, Special Council or Annual General Meeting, such other sources as the Executive Committee determines.
- ii. The main banking accounts of the Association shall be kept at a financial institution approved by the Council and all cheques operating on the accounts shall be signed by any two (2) of the President, Secretary or Treasurer.
- iii. The Financial Year of the Association shall commence on 1st October and end on 30th September of each year;
- iv. A written financial report shall be tabled at each meeting of Council;
- v. The books of the Association shall be audited each year by a qualified person who is not a member of the Association.

- vi. An audited balance sheet shall be presented to each Annual General Meeting.
- vii. All Netball NSW fees shall be paid by the due date.
- viii. No Office Bearer of the Association shall be entitled to receive remuneration for any services as such.

b) COMMON SEAL

- i. The common seal of the Association shall be kept in the custody of the Public Officer.
- ii. The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures of one (1) member of the Executive Committee and of the Public Officer (Secretary).

c) CUSTODY OF BOOKS

Except as otherwise provided by these rules, all records, books and other documents relating to the Association shall be kept under the custody or control of the Public Officer.

d) INSPECTION OF RECORDS

Any Registered Member may inspect the books of account and minute book of the Association at any reasonable time.

e) ALTERATION TO THE CONSTITUTION AND POLICIES OF THE ASSOCIATION

- i. This Constitution may be altered by special resolution passed by at least three-quarters (3/4) of the members present and voting and an Annual General Meeting or Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution/s to be proposed has been given.
- ii. Policies of the Association may be altered by special resolution passed by at least three-quarters (3/4) of the members present and voting and a Council Meeting of the Association of which not less than fourteen (14) days' written notice specifying the resolution/s to be proposed has been given
- iii. Any alteration made to the Constitution or Policies of the Association shall be forwarded to Netball NSW within twenty-eight (28) days of the meeting at which such alteration was made.

f) DISSOLUTION OF THE ASSOCIATION

- i. The Association shall not be dissolved except by special resolution passed by a majority of at least three-quarters (3/4) of the members present and voting at a Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution to be proposed had been given.
- ii. On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to Netball NSW to be used for the promotion of Netball within the boundaries of the area referred to in Clause 1 f) above.

7. DISCIPLINE

- i. The authority of the Association shall extend to and be recognised by all Registered Members of the Association and shall be primarily vested in the Council.
- ii. The Council 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 Association by any Registered Member.
- iii. The Council shall vest responsibility for any complaint made to it of misconduct by any Registered Member on the premises of the Association or as a representative of the Association in the Executive Committee and the Discipline Sub-Committee. Such a complaint need not be lodged by a Registered Member.
- iv. The Council or its delegate may reprimand, impose a bond upon, fine, suspend or expel from membership for such period as it thinks fit any Registered Member to whom this Constitution applies. This power shall automatically be vested in the Executive Committee and the Discipline Sub-Committee.
- v. The Executive Committee may, at its discretion, refer such a matter to the Discipline Convenor.
- vi. The Discipline Convenor shall deal with a referred matter according to the procedures set out in the Disciplinary Proceedings Policy.
- vii. The Executive Committee itself shall refrain from censuring any individual Registered Member in relation to a complaint. The Executive Committee may, however, issue generalised conduct warnings to all teams.
- viii. 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. Any such appeal shall be directed to, and determined by, the Appeals Sub-Committee in accordance with the relevant Policy.