

**VICTORIAN BAPTIST
CHURCHES OF CHRIST AND
AFFILIATED CHURCHES
NETBALL ASSOCIATION
INCORPORATED
(Reg. No. A0019133C)**

BY-LAWS

Updated 7 May, 2014

In these By-Laws, except where stated the following definitions apply;

VBCCACNAI – Victorian Baptist Churches of Christ and Affiliated Churches Netball Association Incorporated, to be known as the Association

Senior Competition - 13/U, 15/U and 17/U & Open Age Groups and Sections

Junior Competition – Modified Competition and 11/U Age Groups and Sections

Grade means Age Group, e.g., 13 years and under.

Section means Division in Age Group, e.g., 13/U Sec 1, 13/U Sec 2, 13/U Sec 3

Regular season – a season of 14 or more rounds of netball.

In writing – means ink to paper or email.

The Association Committee General Meeting – all meetings called by the Association Secretary to attend to the management of the Competition.

The Association Committee shall consist of the Association Executive Committee members, Club Representatives and Co-opted members.

The Association Executive Committee members, also known as the Officer Bearers, consist of the Association President, Association Vice President, Association Secretary and the Association Treasurer.

“Calendar Year” includes 1st January – 31st December of the Competition Year

Netball Victoria Membership (formerly known as VNA) is an annual membership fee paid to Netball Victoria.

Primary Netball Victoria member – a member who has paid Netball Victoria Membership through their Club at this Association, also known as a Financial Member.

Secondary Netball Victoria Member – a member who has paid Netball Victoria membership through another Club or Association outside the VBCCACNAI Competition, also known as a Participant.

Emergency player – a player who is not a registered member of a Club and has not played in the Competition for that calendar year.

Fill-in player – a player who is a registered member of a Club and is required to play up within their age group/sections or up one age group to fulfil team requirements.

Game Day Supervisor – a member of the Association Committee who officiates on Game Day, identifiable by their fluorescent vest.

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VICTORIAN BAPTIST CHURCHES OF CHRIST & AFFILIATED CHURCHES NETBALL INC.
(Reg. No. A0019133C)

BY-LAWS
Updated 7 May, 2014

1. CORRESPONDENCE

All correspondence must be in writing from the Club Secretary or Club nominated person to the Association Secretary and vice versa.

2. INFORMATION TO CLUBS

(a) The Association shall provide the following information in writing to all Clubs prior to the start of the season:

- (i) Association contact details
- (ii) Association venue address
- (iii) Association Constitution and By-Laws
- (iv) Competition Entry Form
- (v) Fees and payment schedule
- (vi) Association Calendar of Events, Closings Dates
- (vii) Fixtures

(b) Relevant information will also be available on the Association website, www.vicbapt.netballvic.asn.au

3. FINANCE

3.1 Fees

(a) The Association shall set fees annually.

(b) The fees shall be calculated to cover the costs of:

- (i) Team Entry
- (ii) Venue Hire
- (iii) Court Hire
- (iv) Umpiring costs
- (v) Equipment
- (vi) Trophies & Awards
- (vii) Administration costs

(c) Clubs or teams that are not financial cannot take the court until all fees are paid in full.

3.2 Reimbursements and Payments

(a) The Association Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity. Receipts must be supplied.

(b) Umpires fees will be reviewed and set by the Association each year and will be paid to the Umpires at the conclusion of their last match of each round.

3.3 Funds

All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of an amount exceeding \$200 must be authorised by two members of the Executive Committee. All electronic banking and cheques must be approved by two authorised members of the Executive Committee.

3.4 Fees associated with copying and viewing of Association documents

As described in the Association's Constitution 47.3, the viewing and copying of the mentioned documents will incur the actual administration and copying fee.

4. REGISTRATION

4.1 Club and Team Registration

Clubs and Teams wishing to enter the Competition are required to complete the Competition Entry Form. The completed Competition Entry Form along with the Team Entry Fees (comprising either a non-refundable deposit of \$100 per team OR full season payment, including the non-refundable deposit amount of \$100 per

team) must be forwarded to the Association Secretary by the nominated due date. Full payment of all Team Season fees, as determined by the Association on an annual basis, must be received by the Association Secretary at least one (1) week prior to the designated date of Round 1 of the Competition.

4.2 Netball Victoria Membership

- (a) Netball Victoria membership fees are set annually by Netball Victoria and membership is one fee per calendar year. It is the responsibility of the Clubs to ensure their members have valid Netball Victoria memberships prior to participating in the Competition.
- (b) All Players, Coaches, Umpires and Executive Committee Members in the VBCCACNAI competition must hold current Netball Victoria membership. Membership must be current before taking the court.
- (c) If requested by this Association or another, proof of Netball Victoria membership payment must be provided in the form of a receipt issued or current member's card.
- (d) Single Game Vouchers may be used by emergency players who do not have current Netball Victoria membership.
 - (i) The voucher must be purchased from the Official's Desk, prior to the player taking the court.
 - (ii) The emergency player's name and "SGV" are to be noted on the team list on the score sheet prior to the start of the game.
 - (iii) Only 3 Single Game Vouchers can be purchased by an individual player as the fourth game must be played under full Netball Victoria membership and the player must be registered to the Club/Team.
- (e) Penalty: See Appendix 1 - Penalties and Fines

5. AGE REQUIREMENTS

- (a) Participant age is determined as at 31st December of the Competition year.
- (b) Boys Participation. In all age groups up to 11/U, boys may play unrestricted.
 - (ii) In the 13/U competition, eligible boys are permitted to play in this age group, but only one (1) boy is permitted to take the court at any one time.
 - (iii) There is no limit to the number of boys named on the score sheet.
- (c) Penalty: See Appendix 1 – Penalties and Fines

6. GRADING

- (a) It is for the benefit of all clubs and players that teams are placed in an Age group and Section that is appropriate for their skill level and provides the best opportunity for an even and fair competition. The Association requires all Club/Teams to grade their teams and submit their requests for Age Group and Section on the Competition Entry form.
- (b) A Grading Sub-Committee will be appointed by the VBCCACNAI to evaluate, grade and re-grade all teams. The Grading Sub-Committee will be the ultimate adjudicator of all grading decisions and all decisions will be final.
- (c) The Grading Sub-Committee in considering the grading of a team into a Age Group and Section will take into account the following:
 - (i) The age and standard of play of a team.
 - (ii) The team's position on the previous season's final ladder. The top two teams at the end of a season (before finals) are expected to move up a section. The bottom two teams are expected to remain or drop down a section.
 - (iii) A team consisting of 5 existing players from the previous season's team shall be deemed an established team.
 - (iv) A team consisting of 5 or more new players shall be deemed a new team.
- (d) The Grading Sub-Committee has the right to accept or reject any team applying for entry to the Competition in an Age Group or Section.
- (e) The first four rounds of a regular season will be used to ensure teams have been graded appropriately. Premiership points will be awarded in these rounds. After round 4 the Grading Committee will meet, and

upon recommendations made by the Grading Committee, the Association will advise the Clubs of any re-grading of teams to commence in the following round.

- (f) Premiership points and goals for and against will be transferred to the new section.
- (g) If the Competition season is shortened, the decision whether to grade teams will be at the discretion of the Association.

7. **SPECIAL REQUESTS ON ENTRY FORMS**

Due to the amount of teams now competing in our competition, we are unable to guarantee any special requests for match times or court allocations.

8. **DRESS CODE**

- (a) Each Club/Team must register its Official uniform on the Club/Team Entry form, giving full details of colours and design for approval by the Association.
- (b) Club/Team's must notify the Association in writing of any proposed changes to their uniform. The Association must approve all changes at a General Meeting.
- (c) Each team must wear the Club's registered playing uniform. Each team member must be in the same colour and design uniform including positional bibs and dark coloured sports briefs.
- (d) Bike shorts/compression garments can be worn provided they are not visible beyond the length of uniform.
- (e) Track pants, tights/leggings and long sleeved tops are not permitted on court, except on the grounds of medical condition upon receipt signed by a qualified medical practitioner or religious and cultural reasons upon applications to the committee of management in writing.
- (e) All uniform items must be without pockets, buckles, cuffs or loops.
- (f) Where two teams have a similar or same coloured uniform, the **AWAY TEAM** must wear **CONTRASTING BIBS**. If both teams wear Velcro bibs, then the **AWAY TEAM** must wear **CONTRASTING TRADITIONAL BIBS**. Traditional bibs can be borrowed from the Officials Desk, if available.
- (g) Players have two weeks from Round 1 to present themselves in their correct Club uniform. After this time, players will not be permitted to take to the court unless they are in full Club uniform.
- (h) No jewellery may be worn. A wedding band is acceptable, only if taped. Ear-rings and piercings, if they cannot be removed, must be taped using approved sports tape only. Band-aids and cellotape are not permitted. Gloves are not permitted.
- (i) Penalty: See Appendix 1 – Penalties and Fines

9. **CLEARANCES**

- (a) A clearance is required when a player wishes to transfer to another Club during the current Competition year. A player does not require a clearance to play for a new Club, if they have not taken the court for the originally registered Club in the current Competition year.
- (b) No player will be granted more than one (1) clearance per season and a clearance will not be granted after the seventh round of the season.
- (c) Players with outstanding Club fees or are in possession of Club/Team property (uniform, equipment, etc.) will not be granted a clearance.
- (d) Clearance forms are available from the Association website. The player must complete all details on the top section of the clearance form and send or email the form to the Association Secretary.
- (e) The Association will forward the clearance request to the exiting Club/Team for approval. The exiting Club/Team has 5 days to complete and return the clearance form to the Association Secretary or the Association will automatically clear the player to the new Club/Team.
- (f) If the Club/Team refuses to clear the player (refer: point 9c), the Association will write to the player and Club advising the outcome. Any dispute arising from clearance restrictions will be dealt with according to the grievance procedure outlined in the Constitution.
- (g) Once clearance has been approved, a copy of the form will be forwarded to the player and both Clubs/Teams.
- (h) All players are free to move between Clubs at the conclusion of the Competition.

- (i) Penalty: See Appendix 1 – Penalties and Fines

10. **CONDUCT OF MATCHES**

10.1 **All Age Group and Sections**

- (a) Unless stated in these by-laws, the VBCCACNAI playing rules are those of Netball Australia Official Rule Book.
- (b) Fixtures will be arranged indicating courts and times. Copies will be forwarded to Clubs via electronic mail prior to the season commencing and will also be available on the Association website.
- (c) The Association shall provide all Official Score Sheets.
- (d) All competing players must be named on the official score sheet.
- (e) All players must take the court when asked by the Umpires.
- (f) There must be a minimum of five players present on court at all times for the game to start and process.
- (h) A player can only play in one game per timeslot and for one Club.

10.2 **11/U, 13/U, 15/U, 17/U and Open Competition**

- (a) All matches will be 4 quarters of 10 minutes each.
- (b) All matches are centrally timed. A horn will sound to start and end every quarter.
- (c) As games are centrally timed, there will be no injury time. A game may be stopped by the umpires in extenuating circumstances to ensure a safe playing area is maintained.
- (d) There is no break at first quarter and third quarter. Both teams change ends and quick substitutions are permitted.
- (e) Half time interval is 2 minutes.
- (f) Only an 'on court' player can notify the Umpire of an 'on court' injury.
- (g) Only the Captain is permitted to approach the Umpire for clarification of a rule at half time or at the end of a game.
- (h) Coaches must take up a Coach's position within a third of the court and are not permitted to move beyond this.
- (i) For Age Groups 13 years and upwards, the maximum number of players in a team is 12. The approval of the Association is required to exceed this number.
- (j) Only members of a team can qualify for finals.

11. **SCORE SHEET & SCORING**

- (a) The Association shall provide all Score Sheets and all competing players must be named on the score sheet.
- (b) Score sheets are available from the Officials' Desk and must be collected before the start of the game and returned after the game by the Home Team only. The "home" team is the first-named team of the game on the score sheet.
- (c) Each team will provide a scorer, who will stand together at the designated Scorer position as outlined by the diagram attached to the Score sheet folder for the duration of the game.
- (d) The score sheet will list the Club's registered players for each team including their Netball Victoria membership numbers. The teams must fill in playing positions of all competing players for all quarters to qualify towards finals and awards.
- (e) A registered Club player filling in for a higher section team must be added to the team list with the following details added to the back of the score sheet - full name, originating team name and age group/section.
- (f) An emergency player is a player from outside the Club and this Association. The emergency player must have current Netball Victoria membership or must purchase a Single Game Voucher from the Officials desk before the start of the game. The player's name must be added to the score sheet and the following details must be added to the back of the score sheet, their full name, date of birth, team playing for and SGV noted in the Netball Victoria membership ID column.

- (g) The scorers shall record centre passes as they are taken, enter goals to the shooting position, tally quarter results and cumulative totals. Missed goals are not recorded.
- (h) The scorers shall confirm Centre Pass only if requested by the Umpires.
- (i) The scorers shall watch the Umpires and play at all times and be aware of the "no goal" call by the Umpires.
- (j) At the game conclusion, to indicate their satisfaction that the information on the Official Score sheet is correct, the Official Score sheet is to be signed by;
 - (i) the captains of both competing teams, and
 - (ii) the officiating umpires, and
 - (iii) the scorers
- (k) It is the home team's responsibility to ensure that the completed score sheet is returned to the Officials' Desk after the game.
- (l) Penalty: See Appendix 1 – Penalties and Fines

12. **FILL-IN PLAYER**

- (a) A Club player can play two matches in a higher section or age group during a season, however, once the player takes the court for the third match, they are then considered to be part of the new team and cannot return to their original team for the remainder of the season.
- (b) In the event that a Club has two or more teams in the same section, once the player has played their first match for a team they cannot fill-in or transfer across to the other team eg, a 13/U Section 2 player cannot fill in for the Club's other 13/U Section 2 team
- (c) All fill-ins will be added to the team's score sheet listing.
- (d) It is the responsibility of the Club to keep a record of the number of games players' play up.

13. **EMERGENCY PLAYER**

- (a) An emergency player is a player from outside the Club and this Association.
- (b) An emergency player must have a Netball Victoria membership or purchase a Single Game Voucher from the Officials desk before the start of the game. The Team must add the player's name to the score sheet and the following details must be added to the back of the score sheet, their full name, date of birth, team playing for and "SGV" or Netball Victoria number in the ID column. If Netball Victoria ID number is not known, please indicate this.
- (e) All emergency players will be added to the team's score sheet listing.
- (f) Penalty: See Appendix 1 – Penalties and Fines.

14. **PROGRESSIVE LADDERS**

A weekly progressive points ladder will be on the Association website.

Premiership points are recorded during the season as follows:

4 points are awarded for a win or bye.

4 points + 10 goals are awarded for a forfeit to the non-offending team.

2 points are awarded a draw.

0 points for a loss, forfeit or abandonment.

4 points are awarded to the team with a 7 goal lead after half time, if a match is cancelled by the officials due to weather.

2 points + 5 goals are awarded to each team if a game is cancelled by the Officials due to weather prior to half time or no 7 goal lead after half time.

2 points + 5 goals to each team for a wash out.

15. **FORFEITS**

- (a) The Team Manager or the Club Representative of the forfeiting team must notify the Association Administrator of its intention to forfeit before 6pm the evening before the game. The Association

Administrator will notify the Club Representative of the non-offending team of the forfeit. The Association Administrator's name and contact details are available on the Association website.

- (b) Game qualifying shall only be awarded to 10 nominated players of the non-offending team. The Team Manager is required to advise the Score Secretary of the nominated players before Monday 6pm following the game, otherwise the first 10 players on the score sheet will be noted as played.
- (c) If a team forfeits on match day an additional 2 premiership points will be deducted from the offending team.
- (d) The non-offending team shall be awarded 4 points and a win score of 10 goals to nil.
- (e) Penalty: See Appendix 1 – Penalties and Fines

16. **CANCELLATIONS**

- (a) The authority to cancel games is outlined in Section 33.6. In matches that are cancelled due to weather or some other cause prior to the start whistle or half time without a 7 goal lead by a team, both teams will be credited with two (2) points and five (5) goals each.
- (b) When matches are cancelled due to weather or some other cause after half time and one team has a 7 goal lead, then this team will be awarded the win and receive 4 points and the score will stand.
- (c) In the event that a match is cancelled due to weather or some other cause, games will be awarded to the first nine listed players.
- (d) Should circumstances occur in which successive rounds need to be cancelled, the Association will consider the position and determine a suitable course of action.

17. **PROTESTS**

- (a) A Club wishing to protest a game result must:-
 - (i) Advise their team Scorer and Captain not to sign the Official Score sheet but add a note to the back to advise of the reason for the protest. The score sheet must be returned to the Officials' Desk, to the attention of the Game Day Supervisor.
 - (ii) Lodge the protest in writing with the Association Secretary within 48 hours of the match being played.
 - (iii) The officiating umpires is required to sign the score sheet to state that they have officiated the game as well as recording the best and fairest votes.
- (b) A Club shall have a right of appeal to the Association within 48 hours of notification of a penalty.
- (c) The Executive Committee will advise the result of the appeal and their decision shall be final.

18. **FINALS**

- (a) The Junior Competition will not play finals. On Grand Final day the Junior Competition will play a round robin tournament, the format of which will be at the discretion of the Association.
- (b) Finals will be played at the conclusion of the rounds in each section in the Senior Competitions.
- (c) The number of points gained during the season shall determine teams qualifying for finals. In the event of teams being equal on points, positions shall be determined by the percentage of goals scored for and against. In the event of teams being equal on percentage, positions shall be determined by the greater number of goals scored for.
- (d) The finals series for a regular season consists of Semi, Preliminary and Grand Final in a regular season.

Semi Finals fixture –

Team on Ladder Position 1 versus Team on Ladder Position 2;
(Winner progresses to Grand Final; Loser progresses to Preliminary Final)

Team on Ladder Position 3 versus Team on Ladder Position 4
(Winner progresses to Preliminary Final; Loser is eliminated)

Preliminary Finals Fixture –

Loser of Semi final Team Ladder Position 1 versus Team Ladder Position 2 game
Plays

Winner of Semi final Team Ladder Position 3 versus Team Ladder 4
(Winner of this round progresses to Grand Final; loser of this round is eliminated)

Grand Final Fixture –

Winner of Semi Final game between Ladder Position 1 and 2.
Winner of Preliminary Final.

- (e) To be eligible to participate in an Age Group/Section's Final Series, players must have played 5 games in a regular season or 3 games in a shortened season.
- (f) Players cannot qualify for finals on a bye.
- (g) Teams found playing an ineligible player during finals will be considered to have lost that match.
- (h) Matches shall be conducted for finals as for rounds. The starting time of finals matches may alter slightly.
- (i) Drawn matches in finals:
 - (i) There will be a two (2) minute interval after the end of full time to enable teams to change ends and scores to be verified by the Association, Umpires and Scorers, before Extra time commences.
 - (ii) Positional changes and substitutions may be made during change over time and half time interval. Coaching is permitted during this time.
 - (iii) Extra time will consist of 2 x 5 minute halves, with a one (1) minute interval at half time.
 - (iv) Should there still be a draw at the end of the second half of extra time, play continues until one team has a two goal advantage.
 - (v) In the event of injury or illness during extra time, positional changes and/or substitutions may be made.
- (j) The Finals series format will be at the discretion of the Association.

19. AWARDS

19.1 Best & Fairest Awards

- (a) The Best & Fairest Winner and the Best & Fairest Runner Up Awards will be presented at the end of the season to the Senior Competition Age Group and Sections. The Best & Fairest Winner's name will be added to the perpetual trophy.
- (b) Voting for Best & Fairest shall be as follows:
 - (i) The match umpires shall award points for the best three players in each game. Voting shall be 3 points for the best player, 2 points for the second best player and 1 point for the third best player.
 - (ii) The match umpires shall complete the Best & Fairest section on the back of the score sheet. The Score Secretary shall be responsible for the Best and Fairest tally.
 - (iii) In the event of a tie, two (or more) awards shall be presented.

19.2 Team Awards

- (a) Premiership teams in the Senior Competition shall receive an award and their team's name set on the perpetual trophy for their age group and section.
- (b) The Runner Up teams in the Senior Competition shall receive an award.

19.3 President's Top Club Award

The President's Top Club Award is presented to the Club who has achieved the highest average premiership points scored per team in the Senior Competition for the season.

19.4 Umpire Awards

Awarded for dedication, commitment and achieving a high standard in Umpiring. Voted by the Administrator and Supervisors. Presented at the end of the season.

Trish Jenkins Umpire Memorial Award – Senior Umpire Award

Senior Umpire Encouragement Certificates

Junior Umpire Award

Junior Umpire Encouragement Certificates

19.5 The Beth Drayton Perpetual Shield for Association Member of the Year Award

Awarded to the Association Member for dedication, commitment and service to the Association. Voted by the Association Executive Committee.

19.6 Trophy Register

If a Club wishes to borrow a perpetual trophy for their Presentation Night, then the Club Representative or Club President must complete and sign the Trophy Register and will be held responsible for the safe return and satisfactory condition of the trophy to the Trophy Convenor on or before the fourth round of the next season. The failure to do so will incur the cost of repair or replacement to the Club.

20. WORKING WITH CHILDREN CERTIFICATE

All Association Officials, Team Managers, Coaches & Assisting Coaches, Supervising Umpires and First Aiders over the age of 18 years are required by Victorian State legislation to hold a current and valid Working with Children Certificate or a Teacher's Registration number. All Clubs must supply the Association with these details at the start of the season or soon after a new member registers.

21. CODES OF BEHAVIOUR

- (a) The Association adopts the Codes of Behaviour as prescribed in the Netball Victoria Member Protection Regulation.
- (b) Codes of Behaviour Infonets are available from the Association website, www.vicbapt.netballvic.asn.au or from the Netball Victoria website, www.netballvic.com.au
- (c) Any player disputing an Umpire's decision or using rough behaviour or unseemly language, will be given one verbal warning by either Umpire officiating the game.

If the player commits a second offence, then the Umpire may stop the game and issue a penalty. The offending player will be suspended from the court for the duration of the game and asked to leave the Competition area. The vacant position on court cannot be replaced until an interval.

- (d) Any Club Official or Spectator Any Club Official or Spectator disputing an Umpire's decision, using rough behaviour or unseemly language or making any breach of the By Laws, will be given one official warning by either Umpire officiating the game, a Game Day Supervisor, an Umpires Supervisor or member of the Association Executive Committee. The relevant Club will be notified within 48 hours and information will be provided to the Club and offender.

If a subsequent offence is committed, then the Umpire is to stop the game where appropriate and a further warning will be issued by an Umpire, Game Day Supervisor, an Umpires Supervisor, or member of the Association Executive Committee which will incur a penalty as outlined in Appendix 1. Penalties and Fines. The offender will be required to leave the Competition area immediately.

- (e) Junior umpires are required to contact an Umpire Supervisor via the assistance of a Team Manager if offensive behaviour by a Player, Coach or Spectator is directed to them before, during or after a game.
- (f) The offending Club must pay the fine in full within 5 days of issue or is not eligible to take the court.
- (g) Penalty: See Appendix 1 – Penalties and Fines

22. UMPIRES

- (a) The Association will provide an Administrator and Umpire Supervisors to oversee all Umpire scheduling, development and queries.
- (b) All Umpires must have completed the Umpire's Registration Form (supplied by the Association and found on the website) and forward this to the Association Administrator. The Association reserves the right to approve Umpire's for selection to the Competition.
- (c) All Umpires must hold current Netball Victoria membership.
- (d) All Umpires are required to have passed the Umpires Theory Examination within the last 6 years of the current Competition year and attended the Umpires Level One Practical course.
- (e) All Umpires are required to attend Association Umpire workshops and meetings held throughout the season.
- (f) All trainee Umpires must attain a pass in the Section 1 Theory Umpire Exam and completed online courses before taking the court for their first game. The trainee Umpires must attend the Umpires Level 1 practical course within their first season.

- (g) All Trainee Umpires will umpire matches allocated by the Administrator and shall wear a specified 'Umpire in training' vest.
- (h) All badged Umpires must provide proof of accreditation to the Association Administrator.
- (i) Umpires will wear predominately white uniform.
- (j) Any Umpire not in the approved Umpire's uniform or without Netball Victoria memberships cover is not eligible to take the court to umpire.
- (k) Any match umpired by an Umpire out of uniform, not registered with the Association or without Netball Victoria membership will not be paid.
- (l) Any Umpire who fails to complete the score sheet for a Senior Competition match, by not signing and voting for Best & Fairest at the end of the game will not be paid.
- (m) Any Umpire officiating in a Grand Final must be badged C grade or higher. Where possible, each Club should provide one badged Umpire.

23. COACHES

- (a) Coaches are required to be nominated by their Club, be current Netball Victoria members and hold a current Working with Children Certificate. It is preferred that all Coaches acquire a minimum level of coaching accreditation.
- (b) Coaches should familiarise themselves and abide by the Netball Australia's Coaches Code of Behaviour, refer Netball Victoria or VBCCACNAI websites.
- (c) Coaches (and off court players) are required to position themselves at the designated Team Bench, as outlined by the diagram attached to the Score sheet folder and are not permitted to move from this area.
- (d) For Modified Competition, Coaches are permitted to move up and down the sideline only if advised by the officiating Umpires on the day or as outlined by the diagram attached to the Score sheet folder.

24. TEAM AND SPECTATOR BEHAVIOUR

- (a) All Clubs participating in the VBCCACNAI competition will be held responsible for the behaviour and actions of their players, coaches and spectators. Codes of Behaviour as outlined by Netball Victoria are to be adhered to. A copy of the Codes can be found on the Association website or Netball Victoria website.
- (b) Spectators are expected to be positive and encouraging to all players and support both junior and senior Coaches and Umpires. Coaching by spectators is not permitted.
- (c) All spectators, players and team officials are required to respect the Umpire's decision at all times. Penalties and fines apply for disputing the ruling, inappropriate behaviour or unseemly language directed to an Umpire.
- (d) Spectators are required to position themselves at the designated Spectator area, as outlined by the diagram attached to the Score sheet folder. Spectators must adhere to the Umpires' and Game Day Supervisors' instructions in the interest of Player and Umpire safety.
- (e) VBCCACNAI will not tolerate verbal or physical abuse directly towards Officials, Umpires, Coaches or Players, penalties and fines will apply.

25. CLUB REPRESENTATIVE

- (a) Each Club is required to nominate a Club Representative to act on its behalf. The Club Representative is required to attend all Association General Meetings throughout the season. The Club Representative holds the voting rights of its Club. Each Club Representative has two votes at a General Meeting. The method of voting at an Association General Meeting will be at the discretion of the meeting Chairperson.
- (b) A Club Representative can be nominated for a position on the Executive Committee. If elected to the Executive Committee, the Club Representative may stand down as Club Representative and the Club is required to nominate a replacement. See Appendix 2 – Application for Membership as a Club Representative.
- (c) If the nominated Club Representative is unable to attend Association Meetings, then the Association Secretary must be notified no less than 24 hours before the scheduled meeting. If the Club

Representative cannot attend, then another Club member can be nominated to stand in for the Club Representative, The Club Representative must inform the Association Secretary in writing 24 hours before the scheduled meeting time.

- (d) A Club Representative appointing a proxy must complete and sign Appendix 3 and return this to the Association Secretary no later than 24 hours before the scheduled meeting time.
- (e) Any notification of permanent substitution of the Club Representative must be in writing from the Club Secretary and received by the Association Secretary 30 days prior to substitution.
- (f) As a Club Representative names and contact details are available on the Association website.
- (g) Fine: See Appendix 1 – Penalties and Fines

26. CLUB GAME DAY DUTIES

Each Club shall be rostered to Game day duties throughout the season. The number of weeks a Club shall be rostered will depend upon the number of teams it has registered with the Association each season. A schedule of the Club rostered to Game Day Duties will be prepared at the start of the season and Clubs can request specific dates.

Clubs will be required to roster volunteers to carry out these duties. Club Game Day Duties can be found on the Association website, Resource Library.

Penalty: See Appendix 1 – Penalties and Fines

27. FUNDRAISING

- (a) The Association may conduct fundraising activities during each year.
- (b) The Association shall determine the fundraising activities.
- (c) Clubs must seek approval from the Association for any Club benefited fundraising activities. Clubs must apply in writing at least two weeks prior to the event, providing details of and rationale for the fundraising activity. Information as to how the activity will be organised, including risk management and safety measures if relevant, must be provided.
- (d) All members are required to support the fundraising activities.
- (e) All members shall be given no less than two weeks notice, in writing, of fundraising activities.
- (f) Penalty: See Appendix 1 – Penalties and Fines.

28. LIFE MEMBERS

Life Members shall be determined by the Executive Committee Members and Club Representatives. A person may be granted life membership in recognition of services rendered above and beyond to the Association. Life members hold one vote at a General Meeting.

29. ASSOCIATION EXECUTIVE COMMITTEE MEMBERS

The Association Executive Committee Members, also known as the Office Bearers consists of the Association President, Vice President, Treasurer and Secretary. The Association Executive Committee Members are elected at the Annual General Meeting. Nomination forms can be found on the Association website, Appendix 5. Appendix 6 outlines the roles and responsibility of the Association Executive Committee.

30. ACCREDITATION

- (a) The Association shall ensure that all officials have current appropriate minimum qualifications.
- (b) Where minimum qualifications/accreditation standards are not met, the Association shall encourage and support the member/s to achieve the minimum standards.
- (c) The Association will not appoint any person to an official position unless that person to be appointed has achieved the minimum standard qualification/accreditation.

31. COURSES, SEMINARS & OTHER OPPORTUNITIES

- (a) The Association shall provide notification of opportunities via the website, for all members to improve their skills by attending courses, seminars and other personal development activities.
- (b) The Association shall encourage and support members who wish to attend appropriate courses, seminars and other personal development activities.

32. RISK MANAGEMENT

32.1 Injury Reporting

All Clubs are responsible for recording all injuries at the discretion of the injured player or players' guardian (player under 18) on the Score Sheet and the Injury Reporting Sheets provided in the Score sheet folder. Injuries must be recorded on the day of the incident.

32.2 Pre-Match Checklist

- (a) A pre-match day checklist must be completed prior to the commencement of the first game by the Equipment Officer and Game Day Supervisor.
- (b) Any hazards identified will be:
 - (i) Documented.
 - (ii) Rectified if possible.
 - (iii) Reported to the appropriate agency (Aberfeldie Primary School) if major repair is required.

32.3 Pregnancy

As per Netball Victoria Infonet RM1 – Pregnancy & Netball

32.4 First Aid

- (a) All Clubs and teams are required to have basic first aid supplies courtside.
- (b) The Association will provide a First Aid Kit located in the Officials' Desk and the appropriate personnel will have access to it.
- (c) The Association will maintain the first aid kit supplies.
- (d) The Association will have a designated area for the treatment of injuries. This area will be kept clean and accessible at all times.

32.5 Emergency procedures

Emergency phone numbers - Ambulance, Doctor, Physiotherapist, Health Clinic and Police and an Emergency Procedure Plan will be available at the Officials' Desk.

32.6 Weather

In the event of bad weather or some other cause which could cause risk or harm to players, spectators and officials, two members of the Association Committee in consultation with a Senior Umpire will decide whether games will commence, continue or be cancelled as the case may be. Each timeslot will be assessed and if the decision to cancel is made, the Association Committee Member on duty will inform all Club Representatives of the cancelled games and in turn, the Club Representatives are responsible for informing their respective teams.

32.7 SmokeFree

The Association adopts a SmokeFree policy as prescribed by Quit Victoria. This will include indoor venues and outdoor court surroundings.

32.8 Sun Protection

The Association recommends to all clubs to adopt a SunSmart policy whilst training and/or playing. Appropriate sun protection cream is available to all Umpires at the Officials' Desk.

32.9 Drug Policy

The Association 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.

32.10 Social Networking

The Association's members shall not bring the Association, its members or the game of netball into disrepute by the misuse of social networking websites.

32.11 Dogs

In accordance with Moonee Valley City Council Order Section 26(2) Domestic Animals Act 1994, dogs must be on a leash and the owner or person in charge of the dog must have immediate control of the dog. Dogs are not permitted within 15 metres of the children's playground, BBQ or exercise equipment area, ie, the courts.

33. DISPUTE RESOLUTION

- (a) The Association Committee will impose the prescribed penalty or any other penalty or fine to any member that fails to adhere to these By-laws.
- (b) Any Team or Club which does not agree with a penalty or action made under these By-laws, must advise the Association Secretary in writing within 48 hours of their intention to appeal.
- (c) The Association Committee shall excuse any Committee members who is conflicted or affected by the appeal
- (d) The Association Committee may then:
 - (i) discuss the issue with the relevant team or Club and make a decision regarding the matter. The Association Committee shall inform the party/parties involved of their decision either verbally or in writing; or
 - (ii) have an informal meeting with the relevant party/ies in order to discuss and resolve the dispute.
- (e) The Association Committee's decision is final.

34. POLICIES, REGULATIONS AND PROCEDURES

The Association also adopts the following policies, regulations and procedures:

- (a) Netball Victoria CyberSafety Policy
- (b) Netball Victoria Competition Regulation
- (c) Netball Australia Member Protection Policy
- (d) and adheres to the VBCCACNAI Constitution.

35. SPECIAL CIRCUMSTANCES/PROVISIONS CLAUSE

Where these By-laws are silent, a decision can be made that ensures the integrity of the Victorian Baptist Churches of Christ and Affiliated Churches Netball Association Incorporated is maintained at all times.

The Association Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirements set out in these By-Law relating to the Association.

36. INDEMNITY

Except where provided or required by law and such cannot be excluded, the Victorian Baptist Churches of Christ and Affiliated Churches Netball Association Inc. 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.

**VICTORIAN BAPTIST CHURCHES OF CHRIST AND AFFILIATED CHURCHES NETBALL ASSOCIATION
INCORPORATED.**

V.B.C.C.A.C.N.A.I.

APPENDIX 1 – PENALTIES AND FINES

The following penalties and fines will be applied to the Club, team, player or official as deemed appropriate by the Association for the breach of these bylaws.

Player without SGV or current NETBALL VICTORIA membership	Loss of 4 points
Player in incorrect age group or section	Loss of 4 points
Breach of player or umpire dress code	Not permitted to take the court.
Player without correct club clearance	Loss of 4 points
Home team failure to submit the completed score sheet	Loss of 2 points
Player with incorrect or insufficient details on score sheet	Loss of 4 points
Umpire failing to complete & sign off on a score sheet	No payment of game
Umpire without NETBALL VICTORIA membership	No games
Failure to notify the Score Secretary of a forfeit	Loss of 2 points
Breach of Code of Behaviour – Second Warning	\$100 fine to Club. Loss of latest applicable match premiership points and Offender suspended from court and competition venue indefinitely.
Failure of Club Representative in attending General meeting	\$25
Fundraising without Association approval at the venue	\$50

V.B.C.C.A.C.N.A.I.

APPENDIX 2

Application for Membership as a Club Representative.

I,
(name and occupation)

of
(address)

Member of the
(Netball Club)

In the event of my admission as a member, I agree to be bound by the rules of the Association for the time being in force.

Signature Date

I, of the
(name) (Netball Club)

..... as
(Executive Position held)

nominate the applicant for Club Representative to act on our Club's behalf.

Signature of Proposer Date

I,, a member of the Association, second the nomination of the applicant for membership of the Association as a Club Representative.

Signature of Secunder Date

V.B.C.C.A.C.N.A.I.

APPENDIX 3 – Appointment of Proxy Form

I,
(name)

of
(address)

being a member of
(name of Netball Club)

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Netball Club, as my proxy to vote on my behalf at the
.....
(specify meeting)

of the Association to be held on
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote *in favour or/*against the following resolution,
.....
.....
(insert details of resolution)

Signed

Date

V.B.C.C.A.C.N.A.I.

APPENDIX 4 – SCHEDULE OF ANNUAL MEMBERS FEES

Club Representative Membership Fee	\$2.00
Life Membership Fee	Nil
Annual Membership Fee per team	\$700.00
Annual Subscription Fee per Club	\$2.00

V.B.C.C.A.C.N.A.I.

APPENDIX 5 – Roles and Responsibilities of the Association Executive Committee

1. President

- Chair meetings
- Liaison between Association and School
- Liaison between Association and Council
- Association contact person
- Liaison between Association and community

2. Secretary

- To be contact for all club enquiries
- To roster on clubs for game day duties
- To roster all executive members for game day duties
- To receive and respond to all correspondence
- To report all correspondence to the Association Committee
- To distribute all season pack information to each club.
- To collate and distribute all association and club contact details
- To ensure the affiliation of teams with clubs
- To ensure AGM notifications have been sent to all association and club representatives
- To distribute Committee position descriptions

3. Vice president

- To provide support to the president and other Committee members when required

4. Treasurer:

- Present bills for payment at Council meetings
- Pay bills when authorized to do so.
- Deposit payments received as you receive them
- Send out invoices to all clubs for Team Registrations, Court Fees, Umpire Fees, NETBALL VICTORIA Registrations (once bill received from NETBALL VICTORIA), And all other Entry Fees and Fines as incurred.
- Do a Treasurers Report for Council meetings each month
- Get books audited before the AGM at the end of the season
- Send a copy of the Treasurers AGM report in to the Department of Justice.
- Formulate budget for next season to AGM for approval
- Arrange for withdrawals for umpire payments each week

V.B.C.C.A.C.N.A.I.

APPENDIX 6 2014 Association Committee Member Nomination Form

Nomination for the following positions are called for;
Executive Committee Member – President, Vice President, Secretary, Treasurer.
Co-opted Member – Minute Secretary, Score Secretary, Umpire Co-ordinator, Registration & NETBALL VICTORIA Officer, Trophy Co-ordinator, Equipment Co-ordinator, Press Secretary, Canteen Supervisor.

Position: _____

Name of Nominee: _____
(print name)

Club representing: _____

Signature: _____

Nominated by: _____
(print name)

Signature: _____

Club Position held: _____

Seconded by: _____
(print name)

Signature _____

A nominee may only nominate for one position on the Executive Committee but can also nominate and therefore hold another position as either a Club Representative or a Co-opted Member.

A Club Representative is required to be nominated by an Executive of its Club.

A nominee for a position on the Committee must accept the nomination by signing above, where indicated. A nominee cannot nominate or second their nomination.

Where there are contested positions, the members of the AGM will vote to decide the nomination.

Completed forms to be received by the Association Secretary via email at
EMAIL TO BE COMPLETED AND
DATE TO BE ADVISED.