

TINGARA NETBALL CLUB (INC.)

BY-LAWS



1st Revision
March 2011

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1. DEFINITIONS AND INTERPRETATION

(a) In these By-laws, the defined terms and the rules of interpretation used in the Constitution of Tingara Netball Club (Inc.) shall apply herein.

(b) Where there is any inconsistency between the Constitution and these By-laws or other rules or policies of the Club, the Constitution shall take priority.

2. DUTIES OF THE PRESIDENT

The President shall be responsible for:

(a) the satisfactory running of the Club in relation to the planning, implementation and co-ordination of Club activities,

(b) chairing and the proper conduct of Management Committee, Executive Committee, Annual General, General and other Club meetings,

(c) representing the Club to outside organisations and at FNA and Netball WA functions and meetings.

3. DUTIES OF THE VICE-PRESIDENTS

(a) Where the President is unable to attend a meeting or fulfil a duty of the President, one or both of the Vice Presidents shall step in to fulfil those duties.

(b) The Vice Presidents will assist the President in his or her duties and provide guidance and mentoring to the other Officers of the Management Committee.

(c) In the absence of a person specifically appointed by the Club for the role, one or both of the Vice Presidents will act as the Club's web manager to ensure that the Club's website is up to date.

4. DUTIES OF THE SECRETARY

The Secretary is the principal administrative officer of the Club and is responsible for carrying out the decisions of the Management Committee meetings, unless otherwise stipulated. The Secretary shall:

(a) ensure the Club abides by its duties as set out by FNA and Netball WA,

(b) provide meeting papers (including an agenda) to each Management Committee Officer at least seven (7) days before a Management Meeting,

(c) prepare and dispatch Notices of Meetings and associated documents for all Annual General Meetings and General Meetings of the Club,

- (d)** keep records of the events at each Club meeting and as soon as practicable provide written copies of minutes to all Management Committee members (after first settling the draft minutes with the President).
- (e)** respond to and keep copies of all incoming and outgoing Club correspondence, make these available to each Management Committee meeting and store these with the Club's archived material,
- (f)** make available any correspondence and other records and papers relating to the Club if requested by any member of the Management Committee, except where the Executive Committee imposes a limited access regime for appropriate confidentiality purposes,
- (g)** notify the FNA and/or Netball WA of all accidents that could give rise to insurance claims,
- (h)** represent the Club at official functions as required,
- (i)** ensure that the archives (including records, documents, database and books) of the Club are maintained and that the history is updated regularly,
- (j)** ensure that any Club booklet or brochure is published correctly and in a timely manner,
- (k)** maintain a contacts list for all Management Committee Officers and Life Members,
- (l)** liaise with Brentwood Primary School for the continued use of the school grounds for training purposes and for meetings of the Club,
- (m)** provide relevant information to the Club's web manager to ensure that appropriate information is placed on the Club's website.

5. DUTIES OF THE TREASURER

The Treasurer shall:

- (a)** receive and oversee the pay out of money on behalf of the Club,
- (b)** keep a proper record and books for all transactions,
- (c)** arrange a bank account and signatories to all cheque accounts and appropriate security checks for all electronic accounts,
- (d)** invest money in such a manner as the Management Committee may think fit and in accordance with the Constitution,
- (e)** present appropriate financial reports to the Club Management Meetings and Annual General Meetings,
- (f)** be responsible for the accurate preparation and submissions of applications for grants to the relevant authorities,
- (g)** ensure that an annual income and expenditure report (covering the period 1 October until 30 September) is prepared and audited prior to the Annual General Meeting,
- (h)** liaise in a timely fashion with the Club's auditor as required,
- (i)** provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website.

6. DUTIES OF THE REGISTRAR

The Registrar shall:

- (a)** ensure the Club complies with all FNA registration requirements,

- (b)** receive all registration applications and fees from all categories of Members or potential Members and maintain a register thereof,
- (c)** issue registration numbers (if any),
- (d)** double-check each team's fairest and best voting results at the end of the season as collated and counted by the Records Manager.
- (e)** Pass on the fees received from Members to the Treasurer or deposit the fees into a bank account as the Treasurer may direct,
- (f)** If appropriate, receive all uniform orders and fees with the registration applications and pass them on as appropriate to the Uniform Co-ordinator,
- (g)** Accept all registration applications up until the appointed registration day. Thereafter, keep in reserve applications received after that date on a waiting list for consideration for placement into a Club team at the discretion of the Management Committee,
- (h)** liaise with the Grading Co-ordinator to make submissions to FNA and attend the FNA team registration day on behalf of the Club,
- (i)** provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website.

7. DUTIES OF THE RECORDS MANAGER

The Records Manager shall:

- (a)** keep a progressive tally of all match results and check these against the records held by FNA,
- (b)** receive, collate, keep safe and count (on a confidential basis) the Club fairest and best voting papers and results for each team at the Club and provide details of such to the Management Committee when required,
- (c)** provide the provisional fairest and best counting results to the Registrar for double-checking.
- (d)** oversee and administer information relating to historical Club membership registrations to enable, amongst other things, the ascertainment of proper recipients of the Club 10 year playing awards.
- (e)** provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website.

8. DUTIES OF THE EQUIPMENT CO-ORDINATOR

The Equipment Co-ordinator shall:

- (a)** purchase and control all equipment necessary for training and the running of Club competition days and ensure that the correct equipment specifications are adhered to,
- (b)** prepare the team bags containing the appropriate equipment and materials for each Club team prior to the start of the season for distribution to each team manager or coach,
- (c)** ensure that the competition equipment is in good repair and meets current standards and is appropriately stored in the Club's shed or storeroom,
- (d)** provide a stock-take prior to the start of the season and also at the end of the season,
- (e)** oversee the use and/or hire of the Club equipment,

- (f) oversee the use and security of the gate and door keys used by the Club,
- (g) provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website.

9. DUTIES OF THE UNIFORM CO-ORDINATOR

The Uniform Co-ordinator shall:

- (a) purchase the correct FNA-approved uniforms and ensure that the uniforms are of reasonable quality and cost,
- (b) co-ordinate the sale of the uniforms and ensure that adequate supplies of all sizes are available but that the Club does not over-stock,
- (c) provide a price list to all Members on request
- (d) provide an annual stock-take when required,
- (e) assist in any process that may look at updating or changing the Club uniform from time to time,
- (f) provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website.

10. DUTIES OF THE UMPIRING CO-ORDINATOR

The Umpiring Co-ordinator shall:

- (a) draw up in a timely fashion the umpiring rosters for the season.
- (b) liaise with all teams and Members regarding their umpiring responsibilities.
- (c) organise and oversee the training of umpires provided by the Club,
- (d) liaise with FNA for all aspects of umpire training and education,
- (e) organise payments to all umpires and oversee any fines for any breach of umpiring duties.
- (f) oversee the processes for the replacement of umpires who cannot umpire on particular days.
- (g) provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website.

11. DUTIES OF THE GRADING CO-ORDINATOR

The Grading Co-ordinator shall:

- (a) oversee the pre-season grading of all players into teams by a committee of graders ("Grading Committee"), members of which are to be appointed by the Grading Co-ordinator,
- (b) ensure the members of the Grading Committee act impartially and with due diligence in the grading processes.
- (c) ensure that no member of the Grading Committee is involved in the grading of any player within their own family.
- (d) liaise with the Registrar to make submissions to FNA and attend the FNA team registration day on behalf of the Club.

(e) provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website.

12. DUTIES OF THE COACHING CO-ORDINATOR

The Coaching Co-ordinator shall:

- (a) oversee the pre-season appointment of the coaches and managers of all teams at the Club.
- (b) assist coaches in understanding and learning their coaching duties.
- (c) store and make available to the Club's coaches appropriate coaching literature,
- (d) disseminate information from FNA on coaching courses throughout the season.
- (e) provide relevant information to the Club's web manager to ensure that this information is placed on the Club's website

13. DUTIES OF THE GENERAL COMMITTEE MEMBERS

The General Committee Members shall:

- (a) assist the other Officers of the Management Committee in their duties where required.
- (b) pro-actively assist in the general running of the Club where needed.

14. DUTIES OF THE CLUB DELEGATES TO FNA AND NETBALL WA MEETINGS

The Club delegates shall:

- (a) represent the Club at FNA and Netball WA meetings by supporting the decisions that are made by the Club's Management Committee, and
- (b) promote the Club at such meetings.
- (c) provide the Club's Management Committee with feedback from any such meetings.

15. USE OF CLUB EQUIPMENT

The Club's Netball equipment may be used outside of authorised training and competition times in accordance with any Club policy in operation from time to time.

16. LIFE MEMBERSHIP

Life membership of the Club may be given to any person whom the Management Committee deems to have provided outstanding service to the Club over a period of five (5) years (which period does not need to be continuous). Active participation on the Club's Management Committee will be favourably considered. Once a person becomes a Life Member, that person is a Member of the Club for life and annual applications for Club membership are not required.

17. CLUB TROPHIES

The Club shall present trophies and awards at the Club windup(s) as soon as practicable after the end of each season. Only current and financial Members will qualify to be recipients of any trophies or awards. The trophies and awards shall be as follows:

(a) Life Membership

Awarded to Members according to the criteria in the Constitution and these By-laws.

(b) 10 Year Playing Award

Awarded to Members who have played 10 consecutive years at the Club. The 10 years playing requirement can be non-consecutive if the break is due solely to reasons beyond their control or other special circumstances such as:

- (i) injury
- (ii) pregnancy
- (iii) work relocation
- (iv) work or study commitments

(c) Gladys Buckingham Perpetual Trophy

Awarded to a senior Member (playing or non-playing) to recognise that Member's contribution to the Club over the course of the season or a number of seasons for the benefit of the Club as a whole.

(d) Junior Club Member Award

Awarded to a junior playing Member to recognise that player's contribution for coaching and/or umpiring over the course of the season or a number of seasons for the benefit of the Club as a whole.

(e) Pat Marsh Encouragement Award

Awarded to a playing Member to recognise that player's courage, determination, consistency, teamwork or other special characteristics (beyond just their playing ability) over the course of the season or a number of seasons.

(f) Fairest and Best for Each Team

- (i) Awarded to the player in each team judged as the fairest and best player over the course of the season by one (1) or two (2) judges at each game on a 3, 2, 1 basis as voted by each judge. The judge or judges may consist of the coach, manager or parents (on a rotational basis) or any combination of these, at the discretion of the coach and manager of each team at the start of each season.
- (ii) For Club teams comprising of all adults or a majority of adults, the players may elect an alternative method of choosing the Fairest and Best player for their team, provided that the method is agreed prior to the start of the season.

(g) 2nd Trophy for each team

Awarded at the discretion of the coach of each team to either of:

- (i) the player in each team judged as the runner-up fairest and best player as voted by the judges over the season; or
- (ii) the player who in the coach's view is worthy of receiving a trophy to recognise that player's courage, determination, consistency, teamwork or other special characteristics over the course of the season.

(h) General

Any other trophy or award that the Management Committee may deem appropriate in the circumstances from year to year, although it is noted that these additional trophies or awards should be kept to a minimum from year to year.