

BYLAWS OF SPRINGWOOD SEALS NETBALL CLUB INC.

June 2015



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1. Introductory provisions

1.1. Interpretation

- 1.1.1. In these bylaws:
- a. **the club** means Springwood Seals Netball Club Inc.;
 - b. **special resolution** means a resolution that is passed at a general meeting (including the annual general meeting) by the votes of at least 75% of the members who are present and entitled to vote.

1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the club.
- 1.2.2. It is the responsibility of all management committee members to familiarise themselves with the club's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the club.

2. Headquarters and Affiliations

2.1. Headquarters

- 2.1.1. The club's home is Underwood Park Netball Association, Underwood Park Underwood Road, Priestdale.

2.2. Affiliations

- 2.2.1. The club is affiliated to Underwood Park Netball Association (UPNA) and Netball Queensland.

3. Logo, Colours and Uniform

3.1. Logo

- 3.1.1. The club logo comprises a seal balancing a netball on its nose, the acronym S.S.N.C. and Est. 1991.
- 3.1.2. Any amendment to the club's logo requires the passing of a special resolution at a general meeting.

3.2. Colours

- 3.2.1. The club's colours are predominantly pink, black and white.
- 3.2.2. Any amendment to the club's colours requires the passing of a special resolution at a general meeting.

3.3. Uniform

- 3.3.1. The club uniform consists of the club's colours of pink, black and white.
- 3.3.2. Club uniforms must be purchased through the club to maintain consistency.
- 3.3.3. Players will not be permitted to take the court unless they are in full club uniform.

4. Communication

4.1. Correspondence

- 4.1.1. All formal club correspondence must be on club letterhead and signed by the president or secretary.
- 4.1.2. All correspondence to the club is to be addressed to the club secretary.

4.2. Information to members

- 4.2.1. The club will make the following information available to all members:
 - a. Club contact details;
 - b. UPNA address;
 - c. Rules and bylaws;
 - d. Fixture details;
 - e. Team training details (days, times and venues);
 - f. Contact details for team officials (coaches and managers);
 - g. Contact details for club officials;
 - h. Calendar of club events and important dates;
 - i. Details of courses, seminars and other professional development opportunities;
 - j. Codes of behaviour;
 - k. Calendar of events and social activities;
- 4.2.2. The club will produce and distribute a club newsletter.
 - a. The newsletter will be produced as required from February to September each year.
 - b. The newsletter will be distributed to members electronically. Hard copy newsletters are available upon request.

4.3. Electronic communication

- 4.3.1. The club abides by the social media policies of UPNA and Netball Queensland.
- 4.3.2. The club recognises that electronic communication is essential for sharing club-related news and information with members. The club uses a range of electronic tools to communicate with members in a timely and appropriate manner.
- 4.3.3. All club communication protects members' privacy, maintains clear boundaries and ensures that bullying and harassment do not occur.
- 4.3.4. The management committee provides accountability and control over material published on the club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

- 4.3.5. No offensive content or photos may be published through any form of electronic communication in connection with the club.
- 4.3.6. Management committee members, coaches and team managers may use email to provide information about competitions, training, events and other club business.
- 4.3.7. Communication involving children is directed through their parents or guardians.
- 4.3.8. The club treats all social media postings, blogs, status updates and tweets as public comment. Postings (written, photos or videos) on any club social media forum must be family-friendly and feature positive club-related news and events.
- 4.3.9. The club expects members to conduct themselves appropriately when using all forms of electronic communication related to the club. For example:
 - a. No person may make statements that are misleading, false or likely to injure a person's reputation;
 - b. No person may make statements that might bring the club into disrepute;
 - c. Abusive, discriminatory, intimidating, bullying or offensive statements will not be tolerated;
 - d. All members must respect and maintain the privacy of other members.
- 4.3.10. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member.

5. Governance

5.1. Management committee

- 5.1.1. The management committee of the club consists of the following positions:
 - a. president;
 - b. vice president;
 - c. secretary;
 - d. treasurer;
 - e. registrar;
 - f. umpire convenor;
 - g. head coach;
 - h. uniform convenor;
- 5.1.2. The management committee aims to meet at least once every month during regular netball activities.

5.2. Meeting procedures

5.2.1. Standing Orders:

- a. these standing orders shall be applicable to all general meetings and management committee meetings and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the rules of the club;
- b. meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of;
- c. in the event that a meeting lapses, all business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business;
- d. any member desiring to speak at general meetings or in the Committee of the Whole shall rise in his or her place and when called upon by the chair shall address the chair. If two or more members rise simultaneously, the chair shall call upon the member who first caught the eye of the chair;
- e. when the chair rises to speak any member standing shall sit down;
- f. except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes;
- g. a motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted;
- h. if required to do so by the chair, the proposer of any motion or amendment shall submit it in writing;
- i. subject to leave of the meeting, the mover may reword a motion or amendment before the chair;
- j. except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment;
- k. a member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently;
- l. when an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of;

- m. the chair shall, as far as practical, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate;
- n. any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order;
- o. any member disagreeing with the chair's ruling on a point of order may move dissent. The chair shall then vacate the chair and such motion shall be put forthwith without debate;
- p. subject to the provisions of the rules and bylaws of the club, on an equality of voting, the chair shall declare the question resolved so as to maintain the status quo;
- q. a member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the chair, shall be put without amendment or debate. The chair shall have absolute discretion to accept or refuse the motion. The chair may also without returning a motion put the question if the chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only;
- r. a member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor;
- s. during the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move: "That the question be not now put." This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put until all amendments have been disposed of;
- t. a member may move: "That the debate [or meeting] be now adjourned." Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take

- precedence over other business before the chair except points of order and personal explanations;
- u. a general meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole;
 - v. standing Orders (a)-(u), or any of them, may be suspended by a majority of those present. A motion to this effect shall be open to debate;
 - w. no member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a clause in the club's rules or a standing order, except on a motion (of which due notice was given) to amend or repeal such rule or order;
 - x. notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision had been made;
 - y. any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

6. Finance

6.1. Fees

- 6.1.1. As per rule 7.1.a in the club's rules, the management committee shall set fees annually.
- 6.1.2. Club fees shall be calculated to cover the costs of:
 - a. Team entry fees;
 - b. Netball Queensland membership fee;
 - c. UPNA fees;
 - d. Venue hire for training (e.g. lights);
 - e. Equipment;
 - f. Umpire costs;
 - g. Trophies and awards;
 - h. Administration costs;
 - i. Photos.
- 6.1.3. Fees must be paid prior to the first game of the season unless a payment plan is agreed with the management committee. The management committee may offer a discount for members who pay their fees in full prior to the first game of the season and/or may charge a surcharge for members who enter into a payment plan.
- 6.1.4. If a member on a payment plan misses a payment, that player will be excluded from any games until payments are brought up to date.

- 6.1.5. Subject to extenuating circumstances at the discretion of the management committee, no refunds shall be given after a member has been allocated to a team.
- 6.1.6. Notwithstanding 6.1.5, any non-refundable expenses paid by the club on behalf of a player shall not be refunded.
- 6.1.7. Any member who has membership fees in arrears for at least two months may have their membership terminated in accordance with rule 9.3.c in the club's rules.

6.2. Reimbursements and umpire payments

- 6.2.1. Club management committee members shall be entitled to claim reimbursement for out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the club, with the exception of travel or fuel costs. Receipts must be supplied within one month of incurring expenses.
- 6.2.2. Reimbursement for travel or fuel costs for official duties may be determined by the management committee on a case-by-case basis.
- 6.2.3. Umpires will be paid a set fee per match, as determined by the management committee. Payment terms are to be determined by the management committee prior to the season.

6.3. Fundraising

- 6.3.1. The management committee shall determine club fundraising activities from time to time.
- 6.3.2. Individual teams must seek approval from the management committee for any individual fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided to the management committee before approval can be given.

7. Netball

7.1. Player Registration

- 7.1.1. The management committee shall nominate a player registration day (also called sign-on day) each season that shall be at least one month prior to the start of the competition for which teams are to be selected.
- 7.1.2. Players wishing to be considered for selection into a team must:
 - a. Complete the official registration form;
 - b. Pay fees in full, or pay a deposit and enter into an approved payment plan with the management committee;
- 7.1.3. All players who submit a registration form shall receive a player information kit. The player information kit shall include:
 - a. Due date and amount of all fees and levies that are to be paid for the season, including registration fees, UPNA fees, Netball Queensland fees and any other fees for that season;

- b. Details of uniform requirements and costs;
- c. Information regarding any meetings or other activities of the club and UPNA;
- d. Medical indemnity form/consent form for completion and returning;
- e. Media consent form for completion and returning;
- f. Details regarding how members can access the information noted in bylaw 4.2.

7.2. Age requirements

- 7.2.1. A participant's age is determined based on their age as at 31 December of that year.
- 7.2.2. The club abides by the age and gender requirements set by Netball Queensland and UPNA.

7.3. Selection of teams

- 7.3.1. A team selection subcommittee shall be formed whose duties shall be to review all players' registration details and establish teams based on age, ability and any other criteria that the team selection subcommittee deems appropriate.
- 7.3.2. Requests for a player to play in the same team as friends can be taken into consideration by the team selection subcommittee, however the team selection process is based on ability so the club makes no guarantee that such requests will be accommodated.
- 7.3.3. The team selection subcommittee shall comprise the head coach, at least one other management committee member and other delegates as appointed by the management committee.
- 7.3.4. The selection of all teams shall be via a paper selection process unless the team selection subcommittee deems it necessary to conduct selection trials.
- 7.3.5. If selection trials are deemed necessary, the selection trials shall be conducted under the following procedure:
 - a. All players who have submitted a player registration form shall be informed in writing of the date, time and place where selection trials are to be held;
 - b. Notice of selection trials must be given at least 14 days prior to the date of the trials;
 - c. Players shall be notified of the team in which they have been selected within seven days of the selection trials;
 - d. The team selection subcommittee's decision is final.

7.4. Team officials

- a. The team officials for each team are a coach, manager and captain.

7.4.2. Coach:

- a. A coach shall be appointed for each selected team;
- b. A call for applications for coaching positions shall be made no later than one month prior to the commencement of the season;
- c. Applications must be in writing stating each applicant's qualifications and experience;
- d. The club will support all coaches to maintain necessary levels of accreditation and to participate in skill development opportunities.

7.4.3. Manager

- a. A manager shall be appointed for each selected team;
- b. A call for applications for team manager positions shall be made no later than one month prior to the commencement of the season;
- c. Those wishing to be team managers are to submit a volunteer expression of interest form to the management committee;
- d. Team managers are responsible for scoring and timekeeping or appointing a scorer and timekeeper for each game.

7.4.4. Captain

- a. A captain shall be named for each team;
- b. The captain shall be appointed at the discretion of the coach and team manager.

7.5. Umpires

- 7.5.1. The club must provide one accredited umpire to UPNA per cadet team.
- 7.5.2. Applications for umpiring positions must be received by the management committee at least one month prior to the start of the season and are to include the applicant's qualifications and experience.
- 7.5.3. Applications for umpiring will be considered by the management committee.
- 7.5.4. All umpires must maintain relevant levels of accreditation.

7.6. Representative teams

- 7.6.1. The club will support players who wish to try out for UPNA representative teams and any other representative teams.

7.7. Carnivals

- 7.7.1. All club teams are required to participate in the annual UPNA carnival unless the management committee approves non-participation.
- 7.7.2. Individual teams may apply to the management committee to enter carnivals hosted by other associations, even though the club may not be participating at full club level.

7.7.3. All costs of entering a carnival are to be met by the participating team.

8. Presentations and Awards

8.1. Presentations

- 8.1.1. At the conclusion of each season, a presentation event shall be held.
- 8.1.2. The date and format of the presentation event shall be determined annually by the management committee.
- 8.1.3. Details of the date, time, venue and format of the presentation event shall be provided to all members at least one month prior to the event.
- 8.1.4. Presentation of all awards shall be made at the presentation event.
- 8.1.5. Recognition of achievements shall be made at the presentation event.

8.2. Awards

- 8.2.1. The following awards shall be presented each season:
 - a. A participation award for each player;
 - b. An award for the player in each team displaying overall excellence;
 - c. An award for the most improved player in each team;
 - d. The Palmer Perpetual Shield awarded to the club coach of the year;
 - e. The Barbara Stone Perpetual trophy for excellence in umpiring;
 - f. The Excel Shield awarded to the team with the highest season goal count;
 - g. The Founding President's Cup for the team displaying best all-round team excellence;
 - h. The Springwood Seals Shield of Honour awarded to the player showing the best unending enthusiasm;
 - i. The Founding President's Trophy for team encouragement;
 - j. The Moroney Perpetual Trophy for club person of the year.
- 8.2.2. The Moroney Perpetual Trophy shall be awarded to the person or family considered to best demonstrate the following qualities:
 - a. Regular attendance at training, game days and other club functions;
 - b. Demeanour;
 - c. Willingness to provide assistance at training, on game days and at other club functions;
 - d. Availability for other duties, e.g. umpiring, coaching.
- 8.2.3. The following perpetual trophies are awarded each year by the management committee to recognise players who have devoted long-term commitment to the club:
 - a. Five year award

- b. Seven year award
- 8.2.4. Games played milestone certificates are awarded to players who have played 50 games and 100 games for the club.
- 8.2.5. Other forms of recognition or encouragement may be awarded by the management committee as deemed appropriate.

9. Professional Development

- 9.1.1. The club encourages members to take advantage of opportunities for skill development by attending courses, seminars and other personal development activities.
- 9.1.2. The club may cover up to 50% of the cost of members attending courses, seminars or other training that is considered to be of benefit to the club, subject to management committee approval. The balance of the costs paid by the member may be reimbursed following 12 months service to the club subject to management committee approval.
- 9.1.3. All club officials will be encouraged to obtain relevant accreditation to support their skill development and to improve the quality of instruction provided to club members.
- 9.1.4. The club will not appoint any person to an official position unless that person has achieved the minimum standard of accreditation required or has committed to obtaining the relevant minimum standard accreditation within an agreed timeframe.