

# **Willunga Netball Club Inc**

## **Regulations**

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# ASSOCIATIONS INCORPORATION ACT 1985 (SA)

## REGULATIONS

### of WILLUNGA NETBALL CLUB INCORPORATED

#### 1. DEBATE AT MEETINGS

##### 1.1 The Chairperson Shall

- (a) Decide who is to speak first if two or more members raise their hand at the same time.
- (b) Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
- (c) May terminate any discussion that is not, at that time, relevant to the business before the meeting.

##### 1.2 Conduct of Speakers

- (a) All remarks shall be addressed to the Chairperson and any question to another person shall be put through the Chairperson.
- (b) A speaker wishing to speak or move a motion shall raise their hand when addressing the chair.

##### 1.3 Chairperson's Ruling

- (a) The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded and carried 'that the Chairperson's ruling be disagreed with. The mover may speak briefly in support of his/her motion and the Chairperson's explains why his/her ruling was given. The Chairperson then takes the vote.

##### 1.4 Motions

- (a) A motion shall be seconded before it is debated and shall not then be withdrawn without the consent of the seconder and unanimous consent of the meeting.
- (b) No speaker shall speak more than once to any motion amendment except in personal explanation, unless he/she is the mover of the original motions exercising the right of reply.
- (c) No more than two speakers shall follow successively on the same side of the motion. If the speaker has so spoken, there being no speaker to take the opposite view, the motion shall be put therewith.

##### 1.5 Amendments

- (a) An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise his/her right of reply before the amendment is voted upon. The mover of an amendment has no right of reply.
- (b) No second or subsequent motion shall be received until the first amendment has been voted upon. An amendment that is carried becomes the motion and is open for further amendment.

- (c) The mover and seconder of the motion under discussion are not entitled to move or second an amendment to it.
- (d) The mover and seconder of a motion or amendment may speak to subsequent amendments. If the mover is in agreement with any proposed amendment, he/she can accept it and may seek leave to alter the motion accordingly.
- (e) An amendment, which is a direct negative of the motion, shall not be allowed.

## **1.6 Rescinding Resolutions**

Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a resolution may be rescinded. A resolution may be rescinded on notice of motion at the next Committee meeting.

## **1.7 Closure**

Any person may at any time move “that the question now be put”, which motion, if accepted by the Chairperson, shall be put without debate. If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not prevent the mover of the original motion exercising the right of reply.

## **2. DUTIES OF MANAGEMENT COMMITTEE**

### **2.1 The President shall:**

- (a) Have good communication skills.
- (b) Have a close working relationship with all office bearers, committee members, coaches, umpires and players.
- (c) Chair Committee Meetings and arrange dates and a venue for all meetings.
- (d) Invite all coaches to attend the end of year Committee meeting during which voting for the club junior & senior netballer of the year and club person of the year awards will be conducted.
- (e) Liaise with players, coaches, umpires and selectors when required.
- (f) Lead the Exec Committee meeting to finalise all team selections at the beginning of the season.
- (g) Co-ordinate and discuss end of year presentation night with the committee and organise the agenda for the night.
- (h) Attend GSNA AGM, meetings and Presentation nights as required
- (i) Be an authorised signatory on the club’s books of accounts.
- (j) Arrange the trophy selection sub-committee and order at the end of the year.
- (k) Ensure that the courts are maintained throughout the season and cleaned at the end of the year ready to hand over to the tennis club.
- (m) Ensure that all actions accepted at the meetings and general presiding of the club are being followed through with and completed where necessary.
- (n) Liaise with Junior & Senior Team Coordinators re any complaints from players or coaches that may be raised with the committee.

## **2.2 The Vice President Shall:**

- (a) Attend Committee meetings and chair when required to.
- (b) Have a close working relationship with President, Secretary and Treasurer.
- (c) Assist all committee members wherever possible.
- (d) In the event of the President being unable to fulfill his/her duties to step into that role
- (e) In the absence of the President, chair committee meetings ensuring that they are running effectively and efficiently.
- (f) Be an alternate signatory for the club for legal and financial purposes.
- (g) Assist the President in deciding which matters are dealt with by the executive, the full committee, and delegate to the committee.
- (h) Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the committee, and enacted as required.
- (i) Represent the Club at meetings and forums as agreed with by the President.
- (j) Other duties as nominated by the President and/or Committee.

## **2.3 The Secretary shall:**

- (a) This role requires the Secretary to have good communication and record keeping skills.
- (b) Have a close working relationship with the President, Vice President and Treasurer.
- (c) Attend Committee meetings and report all correspondence in and out.
- (d) Ensure the PlayHQ Database is updated with registered players, committee and coaches and their information is correct.
- (e) Maintain Player, Coaches, Umpires and Life Member register.
- (f) Liaise with President, players, coaches, umpires, affiliated associations and/or tennis and football clubs when required.
- (g) Filing, both hard copy and electronic forms.
- (h) Be an authorised signatory on the club's books of accounts.
- (i) Maintain any legal documents such as constitution, leases and titles.
- (j) Act as the Public Officer for the club.
- (k) Help any of the committee with any job when required.
- (l) Contact opposition clubs to arrange and/or change game times if required. Liaise this information with umpires, publicity Officer, canteen manager and coaches Coordinators.
- (m) Send invitations to Life Members for presentations and any other club functions during the year.

- (n) Create Nominate Game times for GSNA.
- (o) Liaise with the Child Protection Office regarding WWCC information.
- (p) Create Competition and program registration forms each season in PlayHQ.
- (q) Set up club teams in PlayHQ.

#### **2.4 The Treasurer shall:**

- (a) Have a close working relationship with President, Secretary and Vice president.
- (b) Attend Committee meetings and report all profit and loss statements.
- (c) Bank monies weekly.
- (d) Arrange signatories and liaise with the bank on club Accounts.
- (e) Pay all accounts as they come in within the due date.
- (f) Notify the committee at every meeting of any outstanding invoices including subs.
- (g) Reconcile the bank accounts on a monthly basis.
- (h) Organise a float for the canteen officer.
- (i) Liaise with Publicity Officer to ensure that all paid club sponsors have their details put into the club newsletter.
- (j) Liaise with fundraising and sponsorship co-ordinator re raising invoices for the sponsors during the season.
- (k) Liaise with umpire's co-ordinator and arrange umpires' payments.
- (l) Produce audited reports for the AGM.
- (m) Help any of the committee with any other Job as required.
- (n) Pay all honorary payments, League and Senior 2 coaches the amount due to them at the end of the season, before the AGM.

#### **2.5 The Recording Secretary Shall:**

- (a) Have a close working relationship with President and Secretary.
- (b) Attend Committee meetings.
- (c) Record all Minutes of all club meetings.
- (d) Collect and collate any reports from office bearers relating to each meeting.
- (e) Type and forward all Minutes to committee members as soon as possible.
- (f) Send out a reminder note to all committee members about the next meeting.
- (g) Forward to committee members the agenda for each meeting.

- (h) Organise scorecards – ensuring they are ready for match days, completed correctly and sent to the relevant associations recording secretaries as required.
- (i) Organise Match Day report – ensuring they are collected on Match Day and sent to the relevant media publications.
- (j) Collect Best and Fairest votes for the associations.
- (k) Help any of the committee with any other job when required.

**2.6 The Great Southern Netball Association Representative shall:**

- (a) Have a close working relationship with President, Secretary and Treasurer.
- (b) Attend all GSNA meetings. If unavailable, you must arrange for someone else to attend and send your apologies through.
- (c) Attend Committee meetings and report all procedures, issues, concerns, events and actions raised at the GSNA meetings.
- (d) Discuss any correspondence required on behalf of WNC at the GSNA meetings.
- (e) Arrange collection of any perpetual trophies and return back to the association near the end of the season.
- (f) Attend GSNA Presentation night, and any other event it may hold or arrange someone else to attend in your absence.
- (g) Help any of the committee with any other job when required.

**2.7 The Umpires Coordinator shall:**

- (a) Have a close working relationship with President, Secretary, Treasurer and all umpires involved.
- (b) Attend Committee meetings.
- (c) Report any relevant Information to the Committee and ensure that all umpires are kept up to date.
- (d) Attend trainings to arrange and confirm all umpires for each game and complete the game day notice board.
- (e) Ring opposition clubs to arrange help with umpires.
- (f) Keep accurate records of umpires and liaise with treasurer to arrange payments.
- (g) Assist and train both junior (trainee program) and new umpires that show an interest and guide them to complete the Umpires Exam.
- (h) Check Netball SA and GSNA for up-coming umpire's courses throughout the season.
- (i) Liaise with GSNA Umpire coordinator to Umpire training/information/rule clarification session for club umpires.
- (j) Help any of the committee with any job when required.

## **2.8 The Canteen Manager Shall:**

- (a) Have a close working relationship with President and Treasurer.
- (b) Attend committee meetings.
- (c) Create canteen price lists, procedures and roster for teams to run canteen during the season and share accordingly.
- (d) Purchase all goods relating to the canteen at the best prices.
- (e) Keep a logbook of all expenditures, receipts and current places of purchases.
- (f) Maintain the canteen float and use the profits to continue purchasing stock.
- (g) Create a Canteen checklist for the teams to follow whilst on duty. Check list should contain set up and clean up canteen and clubrooms.
- (h) Set up canteen on a Saturday morning, collect food ~~from bakery~~ and close down at the end of the day ensuring you have enough stock for the following week.
- (i) Liaise with suppliers for all food orders.
- (j) Secure cash at the end of each home game ready for Treasurer collection.
- (k) Stock up both fridges during winter.
- (l) Assist any other committee members when required.

## **2.9 The Senior Players and Coaches Representative shall:**

- (a) Have a close working relationship to President, Secretary, Umpire's co-ordinator, Property Steward, Junior coaches and players Representative.
- (b) Attend Committee meetings.
- (c) Report any relevant information to the committee, coaches, and players.
- (d) Liaise with President & Selectors for team and coach selections.
- (e) Liaise with Property Steward about purchases of new balls, bibs, uniforms etc.
- (f) Check websites and coaching manuals for any coaching and training drills for coaches to use during the season.
- (g) Address any coaches' and player issues raised with you during the season with consulting of the executive committee.
- (h) Up-date Coaches folders at the beginning of the season ensuring they have basic skills and drills, important player and team information, relevant contact details and accessories such as pens.
- (i) Up-date coach's bag's ensuring they have 2 balls, coaches' folders, one set of Velcro bibs, one spare set of bibs, and first aid kit.
- (j) Ensure that all first aid kits are full of supplies and all supplies are in date. If more first aid supplies are required notify the committee if purchase is more than \$100. This also includes the clubs main first aid kit.
- (k) Hold a meeting with all coaches at the beginning and in the middle of the season.

- (l) Check Netball SA website's or ask GSNA for any up-coming coach's courses throughout the season.
- (m) Arrange and collate players surveys in the middle and at the end of season.
- (n) Ensure that we abide by the guidelines of Netball SA regarding Child Safety.
- (o) Assist any other committee member when required.

**2.10 The Junior Players and Coaches Representative shall:**

- (a) Have a close working relationship to President, Secretary, Umpire's co-ordinator, Property Steward, Senior Players and Coaches Representative.
- (b) Attend Committee meetings.
- (c) Report any relevant information to the committee, coaches, players and or players representatives concerned.
- (d) Address any coaches and player issues raised with you during the season with consulting of the executive committee.
- (e) Up-date Coaches folders at the beginning of the season ensuring they have basic skills and drills, important player and team information, relevant contact details and accessories such as pens.
- (f) Up-date coach's bag's ensuring they have 2 balls, coaches' folders, one set of Velcro bibs, one spare set of bibs, and first aid kit.
- (g) Ensure that all first aid kits are full of supplies and all supplies are in date. If more first aid supplies are required notify the committee if purchase is more than \$100. This also includes the clubs main first aid kit.
- (h) Hold a meeting with all coaches at the beginning and in the middle of the season.
- (i) Check Netball SA website's or ask GSNA for any up-coming coach's courses throughout the season.
- (j) Arrange and collate players surveys in the middle and at the end of season.
- (k) Ensure that we abide by the guidelines of Netball SA regarding Child Safety.
- (l) Assist any other committee member when required.

**2.11 The Publicity Officer shall:**

- (a) Have a close working relationship with all office bearers, to ensure their messages and stories are being continually promoted and communicated.
- (b) Attend Committee meetings.
- (c) Create, and e-mail the club newsletters to Club Secretary for distribute to all members, coaches, Life Members, committee and sponsors.
- (d) Design posters for up-coming events for the club and display in relevant places.
- (e) Organise any advertising throughout the season as required for coaches, key activities and events throughout the season.
- (f) Liaise with treasurer and sponsorship co-ordinator to ensure that sponsor details are included in the newsletters.

- (g) Promote the club's social media platforms.
- (h) Cost and organise purchasing for Club Merchandise and promotional material.
- (i) Assist with any other committee member when required.

**2.12 The Willunga Sports & Social Club Representative shall:**

- (a) Have a close working relationship to President, Secretary and Treasurer.
- (b) Attend Committee meetings.
- (c) Attend yearly Willunga Sports & Social Club AGM (usually held in Oct) and any other meeting that may be held.
- (d) Report any relevant information to the committee.
- (e) Assist any other committee member when required.

**2.13 The Willunga Recreation Park Representative shall:**

- (a) Have a close working relationship to President, Secretary and Treasurer
- (b) Attend Committee monthly meetings.
- (c) Attend Willunga Recreation Park meetings throughout the year.
- (d) Report any relevant information to the committee and act on behalf of the Club.
- (e) Assist any other committee member when required.

**2.14 The Sponsorship and Fundraising Coordinator shall:**

- (a) Have a close working relationship with President, Secretary, Treasurer and Publicity Officer.
- (b) Attend Committee meetings.
- (c) Report to committee with any new information or suggestions you may have to benefit the club.
- (d) Up-date the sponsorship letter and potential sponsor format and have it approved by the committee.
- (e) Send out emails to sponsors at the end of the year and beginning of the year.
- (f) Identify and collate sponsorship information e.g., logos and names for printing on t-shirts etc and forward onto secretary, president, publicity officer's, property steward and any other relevant person.
- (g) Arrange making of sponsorship signs when required.
- (h) Liaise with treasurer for invoices, payments and receipts.
- (i) Ensure all sponsors are mentioned at all club functions or events.
- (j) Liaise with property steward for printing on uniforms etc.
- (k) Suggest and co-ordinate fundraising events that have been approved by the

committee.

- (l) Assist any other committee members when required.
- (m) Send invitations to all Sponsor for presentations and any other club functions.

**2.15 The Property Steward shall:**

- (a) Have a close working relationship with President, Secretary, Treasurer, Players and Coaches Representative and Sponsorship Officer.
- (b) Attend Committee meetings.
- (c) Report to committee regarding purchasing requirements throughout the year.
- (d) Complete a stock take of all club properties at the beginning, of the year and liaise with treasurer to offset through the accounts.
- (e) Co-ordinate uniforms for any new players if required at the beginning of the season.
- (f) Find the best prices to purchase equipment for the club throughout the year.
- (g) Keep a logbook of all expenditures and current places of purchases for each item.
- (h) Arrange for uniform campaigns to be available for players to purchase uniforms at the beginning and during the season.
- (i) Assist any other committee member when required.

**2.16 The Member Protection Officer**

- (a) Ensure a child safe environment at all times in accordance with Netball SA Member Directory
- (b) Assist any other committee member when required.

**2.17 The Committee Member Shall:**

- (a) Attend monthly committee meetings.
- (b) Encouraging members of the club and seeking volunteers to assist the club and committee throughout the year with events and game day assistance.
- (c) Help the President or Committee with any jobs that they require you to do.

**2.18 The Auditor shall:**

- (a) Liaise with treasurer for any questions they may have whilst auditing the books.
- (b) Audit the financial statements and records for the club.

### **3. MEMBERS**

#### **3.1 Life Members**

**3.2.1** Life Membership may be awarded to a person who:

- (a) Has made an outstanding contribution to the Club as a Committee Member over a period of ten (10) continuous years. It is favourable for the recipient to also be involved in Coaching/Umpiring/Fundraising or other Club activities.

**3.2.2** Nominations for Life Membership shall be made in writing by Members to the committee 21 days prior to the Annual Presentation Dinner.

**3.2.3** The committee in its absolute discretion will consider a vote on all nominations and successful nominations will be awarded at the Annual Presentation Dinner.

**3.2.4** Life Members:

- (a) Shall not be required to pay fees excluding Club Trial fees.
- (b) Will receive one complimentary admission to the Annual Senior Presentation Dinner.
- (c) Names will be displayed on the club's honour board.

#### **3.2 Honorary Life Members**

**3.3.1** Honorary Life Membership may be awarded to a person who:

- (a) A member as per Clause 5.1 of the constitution has completed 15 years' service with the Club.

**3.2.2** Nominations for Honorary Life Membership shall be made in writing by Members to the committee 21 days prior to the Annual Presentation Dinner.

**3.2.3** The committee in its absolute discretion will consider a vote on all nominations and successful nominations will be awarded at the Annual Presentation Dinner.

**3.2.4** Honorary Life Members:

- (d) Shall not be required to pay fees excluding Club Trail Fees.
- (e) Will receive one complimentary admission to the Annual Senior Presentation Dinner.
- (f) Names will be displayed on the club's honour board.

### **4. MEMBERSHIP APPLICATION**

#### **4.1 Application for membership**

An application for membership must be:

- (a) in ~~writing~~ in the manner prescribed from time to time by the Committee.
- (b) payment of an appropriate subscription when required.

## 4.2 Discretion to Accept or Reject Application

- (a) The club may accept or reject an application whether the applicant has complied with the requirements in **clause 4.1** or not. The club shall not be required or compelled to provide any reason for such acceptance or rejection.
- (b) Where the club accepts an application, the applicant shall become a member. Membership shall be deemed to commence upon acceptance of the application by the club. The register shall be amended accordingly as soon as practicable.

## 4.3 Renewal

Members must pay their subscriptions annually in accordance with the procedures set down by the Club in the annual Club Policy.

## 4.4 Deemed Membership

All persons who are, prior to the approval of the constitution under the Act, members of the club shall be deemed members from the time of approval of this constitution under the Act.

## 5. DISCIPLINE

5.1 The Committee may commence or cause to be commenced disciplinary proceedings against a member who has allegedly:

- (a) breached, failed, refused or neglected to comply with a provision of this constitution, the regulations or any resolution or determination of the committee or any duly authorised committee.
- (b) acted in a manner unbecoming of a member, or prejudicial to the purposes and interests of the club and/or netball.
- (c) brought the club, any other member or netball into disrepute.

That member will be subject to and will submit unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms of the club set out in the constitution &/or regulations.

5.2 The Committee / Executive may appoint a judiciary committee to deal with any disciplinary matter referred to it. Such judiciary committee shall operate in accordance with the procedures expressed in the constitution &/or regulations but is subject always to the Act.

## 6. SUBSCRIPTIONS AND FEES

- (a) The subscriptions / fees shall be set by the Committee as soon as possible after the date of the Annual General Meeting

## 7. AWARDS

The following awards shall be presented at the Annual Presentation ceremonies:

- (a) Junior Netballer of the Year;
- (b) Senior Netballer of the Year;
- (c) Veronica Hartnett Award for Club Person of the Year (excluding players);
- (d) Jill May Perpetual Trophy for the highest polling junior player in the GSNA best & fairest votes.

Awards (a), (b) & (c) will be nominated and voted on by the Committee and Coaches

## **8. ACKNOWLEDGEMENTS (HONORARIUMS)**

- (a) The Honorarium may be paid to any Committee member.
- (b) The Committee may approve the donation, in suitable form, of such honoraria as it may consider having been merited, to any member of the Club, and the acceptance of such honorarium shall not affect the recipient's amateur status.
- (c) All honorariums are to be moved and voted at the AGM.

## **9. GRIEVANCE PROCEDURE**

- (a) The grievance procedure set out in this rule applies to disputes under these rules between a member and:
  - (i) another member; or
  - (ii) the Club.
- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all parties.
- (c) If parties are unable to resolve the dispute at the meeting, each party is to forward a notice in writing to the Secretary setting out the basis of complaint and brief history.

The Secretary will refer the complaint to the Executive Committee who will conduct an investigation and make a determination.

- (d) Such determinations may consist of:
  - (i) Verbal / written warnings
  - (ii) Signing of Codes of conduct
  - (iii) Pecuniary penalties
  - (iv) Match bans / suspensions
  - (v) Termination of membership
- (e) Any disputes not satisfactorily resolved at Committee level are to be referred to GSNA or Netball SA for guidance.

## **10. SPECIAL CIRCUMSTANCES CLAUSE**

Where the Regulation is silent, a decision can be made that ensures the integrity of the Club is maintained at all times. The Management Committee may in using its reasonable discretion, in exceptional or extenuating circumstances, alter, vary or waive the requirement set out in the Regulations relating to the Club.