

**SOUTHPORT CARRARA NETBALL
ASSOCIATION INC**

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**CONSTITUTION
AND
BY-LAWS**

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CONSTITUTION

1 TITLE

The title of the within-mentioned association shall be the Southport Carrara Netball Association Incorporated.

2 INTERPRETATIONS AND DEFINITIONS

The following terms shall, wherever used in this Constitution, bear the meanings respectively referred to in this paragraph unless the same be inconsistent within the context in which they are used:

(a) **NA**

All Australia Netball Association Ltd

(b) **NQ**

Queensland Netball Association Incorporated

(c) **SCNA**

Southport Carrara Netball Association Incorporated

(d) **Team**

A netball team comprising not fewer than seven (7) male or female players. Conditions apply for mixed teams. Refer By-law 12. (d).

(e) **Club**

A club comprising no fewer than one (1) netball team.

(f) **Amateur**

As defined by the International Federation of Netball Association – In accordance with the International Olympic Committee as in Rule 26 and its By-laws and furthermore, no player shall carry on her/his person any trademark exceeding 16 sq.cm.

(g) **Players**

Players shall be male or female who are amateurs, financial members and properly registered with an affiliated club.

(h) **Affiliated Clubs**

An affiliated club shall be a club entering team/s in SCNA competitions. Clubs affiliate as either Full Members or Social Members.

Clubs shall affiliate directly with SCNA on the appropriate form at a fee to be fixed by the Executive Committee each year.

(i)

Type of affiliation chosen shall be for the current membership period [refer Constitution 7. (c)] and shall not be subject to change during that membership period.

The number of affiliated clubs shall be unlimited.

(i) **Full Member Affiliation**

Subject to further provisions hereof, a Full Member Club shall be entitled to vote at a Council or General Meeting of the Association. Each club shall have one vote only.

(ii) **Social Member Affiliation**

A Social Member Club shall have the right to be represented at Council and General Meetings of the Association but shall have no right to speak on issues or vote at such meetings.

(j) **Delegate**

Appointed representative of full member clubs to vote at Council and/or General Meetings of SCNA.

A delegate shall be a registered player of that club or one (1) of three (3) delegates named on the affiliation form.

Delegates shall not represent more than one club.

(k) **Life Members**

Life Members are those elected by the Association at a General Meeting in recognition of outstanding service to the Association for not less than a period of ten (10) years as an Executive Committee member. They are to be nominated in writing by two members of an affiliated club and accepted by a three-quarters majority of members at the General Meeting who attend and who are entitled to vote, such nomination to be in the hands of the Secretary at least 21 days prior to the relevant meeting. Nominations shall be called for by the Secretary in August each year.

Life Members shall be entitled to attend all Council and General Meetings of the Association. Only active Life Members ie. having involvement in SCNA in the last two years shall be entitled to form part of quorum or vote at Council or General Meetings. The vote of a Life Member shall be equal to the vote of a Full Member Affiliated Club.

The number of Life Members shall be unlimited.

Life Members shall not be entitled to vote at Council or General Meeting while holding an Executive Position on another Association.

(l) **Honorary Life Members**

Honorary Life Member are those elected by the Association at a General Meeting in recognition of outstanding service to the Association for no less than a period of ten (10) years. They are nominated in writing by two members of an affiliated club and accepted by three-quarters majority of the members at the General Meeting who attend and who are entitled to vote. Such nominations to be in the hands of the Secretary at least 21 days prior to the relevant meeting. Honorary Life Members shall be entitled to attend all Council and General Meetings of the Associations and shall not be entitled to vote at any such meetings.

The number of Honorary Life Members shall be unlimited.

(l) **Associate Members**

Associate Members shall be those people over the age of 18 years who have an interest in netball. They shall affiliate directly with SCNA on the appropriate form, at a fee to be fixed by the Executive Committee each year.

Associate Members shall have the right to attend all Council and General Meetings of the Association but shall have no right to vote at same.

Associate Members may be nominated for positions on the Executive Committee and/or sub-committees. If any Associate Member is elected to the Executive and/or sub-committee she/he shall enjoy full voting rights at Executive Meetings and sub-committee meetings respectively.

The number of Associate Members shall be unlimited.

(m) **Honorary Members**

Honorary Members are those members invited to join the SCNA in the interest of netball for such period as may be determined by the members in a General Meeting provided that they are nominated by at least two members of the Executive Committee and their nomination is approved by three-quarters of the Executive Committee.

Honorary Members shall be entitled to attend all Council and General Meetings of the Association but shall not be entitled to vote at any such meetings.

The number of Honorary Members shall be unlimited.

(n) **The Council**

Shall consist of the Executive Committee, Life Members and financial member delegates, one from each Full Member Club, meeting in accordance with the Constitution and By-laws of the SCNA.

3 OBJECTS

- (a) To further the interest and to control the game of netball and also to encourage companionship whilst engaging in healthy sport in the Southport area and surrounding districts.
- (b) To promote competition matches between affiliated clubs and/or teams.

- (c) To select and manage representative teams.
- (d) To do all acts, matters and things in any way incidental or ancillary to the above objects.
- (e) To promote the game of netball in accordance with the rules set down by NA.
- (f) The income and property of the SCNA whensoever derived shall be used and applied solely in promotion of its objects and in accordance to its powers.

4 HEADQUARTERS

The headquarters of the SCNA shall be the netball complex situated in Benowa Road, Southport.

5 AFFILIATION

The SCNA shall affiliate with the NQ and with such bodies as the Council shall from time to time deem fit.

6 COLOURS AND UNIFORMS

- (a) The official colours of the SCNA shall be light blue, navy blue and white.
- (b) No club is to play under SCNA colours in any competition.
- (c) SCNA uniform shall be as described in the By-laws.

7 MEMBERSHIP

SCNA abide by the NA Members Protection Policy

- (a) The SCNA shall consist of:
 - (i) Affiliated Clubs
 - (ii) Life Members
 - (iii) Associate Members
 - (iv) Honorary Members

(b) Application for Membership

Application for membership shall be as described in the Constitution under Section 2.

(c) Membership Period

The period for membership of SCNA shall be for one (1) year from January 1 to December 31 unless sooner terminated by withdrawal or suspension.

(d) Fees

Fees shall be as described in the By-laws and shall include separate fees for each season of fixtures played.

(e) **Withdrawal**

Any member who withdraws from SCNA during a playing season shall forfeit all fees paid.

(f) **Suspension of Membership**

The Executive Committee may, in relation to any member whose financial levy is paid to date, at any time suspend or exclude as a member of the Association, any member, player or team constituting a group of members of the Association, who wilfully infringe, in the opinion of the Executive Committee, the rules of this Association, or is guilty of misconduct, prejudicial to the objects of the Association or to the interest of netball.

Any member/members reported for an offence/allegation shall be suspended immediately from all SCNA competitions until the offence/allegation has been investigated by the Executive Committee.

The accused member/members must be given written notice detailing the alleged offence/allegation within 48 hours of the report being received by the Executive Committee.

(g) **Tribunals**

(i) Disciplinary

The Executive shall appoint an Independent Disciplinary Tribunal to hear a charge or report of alleged misconduct by a player, coach, SCNA or Club Official, parent/guardian or any other SCNA member. The Disciplinary Tribunal will have the power to conduct a hearing and to impose a penalty, but not the suspension or termination of membership if the tribunal finds the person to be guilty.

(ii) Appeals

The SCNA Executive may appoint an Independent Appeals Tribunal to hear appeals from decisions of the Disciplinary Tribunal. The members of the Appeals Tribunal must not be Executive members or members of the Disciplinary Tribunal.

A member penalized by the Disciplinary Tribunal has the right of appeal to the Appeals Tribunal. The appellant must give notice in writing of the grounds of the appeal Secretary within forty-eight (48) hours of the service of notice of the Disciplinary Tribunal's decision. All appeals must be accompanied by a \$55 fee which will be non-refundable.

(iii) Disciplinary and Appeals Tribunal – Terms of Reference

The Executive will provide Terms of Reference for the Tribunals.

8 CONSTITUTION AND BY-LAWS

- (a) Subject to the provisions of the Associations Incorporations Act 1981, this Constitution may be amended, rescinded or added to from time to time by a special resolution carried at a Special General Meeting or Annual General Meeting. However, an amendment, rescission or addition is valid only if it is registered by the Chief Executive, Office of Fair Trading.
- (b) Any proposed alteration, repeal or addition to this Constitution shall be accepted only if it is in writing, signed by the mover and seconder who must be financial members, and in the hands of the Secretary 21 days prior to the relevant General Meeting.
- (c) Notice of a special resolution setting out in full the proposed amendment, rescission or addition shall be given to each Full Member Club, Executive Committee Members and Life Members at least 14 days prior to the General Meeting. Copy of additions and amendments to be made available to Social Member Clubs upon request.
- (d) The By-laws of the SCNA shall be made for the purpose of enlarging upon, extending and developing the provisions of the Constitution and its interpretations thereof and shall be attached to the Constitution as an appendix thereto.
- (e) Any proposed alteration, repeal or addition to the By-laws shall be accepted only if it is in writing, signed by the mover and seconder who must be financial members, and in the hands of the Secretary 21 days prior to the next Council or General Meeting.
- (f) No alteration, repeal or addition to the Constitution and By-laws shall be effective unless it is carried by a majority of three-quarters of Life Members and Full Member Clubs present and entitled to vote.
- (g) A motion on which due notice has been given, if unsuccessful, cannot be resubmitted nor any other motion having similar effect be moved within three (3) months from the date of rejection.
- (h) All financial members, Clubs, Life Members, Honorary Members as well as members of the Executive Committee and sub-committees shall be entitled to a copy of the Constitution and By-laws.
- (i) No copy of the Constitution shall be issued unless it be a correct copy in force at the date of issue and that the By-laws in force at that time are attached.
- (j) For the purpose of controlling the operation of the Association, the Constitution and By-laws shall be equally binding on all members.

9 FINANCE

- (a) The Council shall have sole control of all monies and property of the SCNA.
- (b) SCNA shall conduct its banking at a bank approved by Council.
- (c) Signatories on the accounts shall be any two of the following persons:

President
Secretary
Treasurer

In the event of a vacancy in any of the above positions, the Executive Committee has the power to appoint another member who shall be an authorised signatory.

- (d) Reconciliation of bank accounts to be tabled at SCNA Meetings
- (e) The Treasurer shall present a financial report of receipts and expenditure and current bank balances to all meetings of SCNA.
- (f) The Treasurer shall make no disbursements of the funds of the SCNA without the sanction of the Council except in matters of necessity.
- (g) A report of all such disbursements shall be submitted at the next Council Meeting for ratification.
- (h) Disbursements of \$100 or more must be paid by cheque or electronic transfer. Two signatories must authorize payments via the internet. A petty cash system shall be used for small items only.
- (i) Annual records of accounts of SCNA shall be closed on the 30th June each year and a report on the financial affairs of the SCNA including audited Statements of Receipts and Expenditure and Balance Sheet shall be tabled at the Annual General Meeting
- (j) Any surplus funds not required for immediate use shall be deposited in an investment account approved by the Executive Committee.
- (k) The SCNA shall purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real or personal, and any rights or privileges which may be requisite for the purpose of or capable of being conveniently used in connection with any of the objects of the SCNA, provided that in case the SCNA shall take on hold any property which may be subject to any trusts the SCNA shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (l) The SCNA shall borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the SCNA's property or assets present or future and to purchase, redeem or pay off any such securities.

10 INCOME AND PROPERTY

- (a) The income and property of the SCNA whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.
- (b) The Common Seal of the Southport Carrara Netball Association Incorporated shall be as follows shall be held by the President and shall be used only in conjunction with the signature of the President and the Treasurer of SCNA.

11 EXECUTIVE COMMITTEE

- (a) The Executive Committee of SCNA shall consist of the following officers elected as provided herein:

President
Vice-President
Secretary
Treasurer
Senior Convenor
Junior Convenor
Umpires Convenor
Coaching Convenor
Public Relations Officer

- (b) The duties of the officers shall be as described in the By-laws.
- (c) At the Annual General Meeting of the SCNA all members of the Executive Committee for the time being shall retire from office, but shall be eligible, upon nomination, for re-election.
- (d) All office bearers must be current financial members of SCNA & NQ. An office bearer's position becomes vacant if they are deemed unfinancial or the qualifications, relevant to their position, lapse during their term of office. The Executive Committee shall notify Clubs of the vacancy and call nominations as per Constitution 17.
- (e) The decisions of the Executive Committee made in accordance with this Constitution and By-laws shall be conclusive and binding on all members.
- (f) The Executive Committee shall have full power to inquire into any matter if it thinks fit and may suspend, fine or otherwise deal with any member/s deemed guilty of conduct not in the best interest of netball of the SCNA subject to that member's/members' rights as prescribed in the Constitution 7. (f).
- (g) The Executive Committee shall:
- (i) Control and manage the business of the SCNA.
 - (ii) Make recommendations to members on matters of policy and finance.
 - (iii) Act on behalf of the SCNA when so empowered.
 - (iv) Be a disputes committee for all matters.
 - (v) Appoint delegates to represent the SCNA at all meetings to which the SCNA requires representation including affiliated bodies and, in particular NQ. Such delegates shall attend all meetings as directed and shall express the opinions and decision of the SCNA.
 - (vi) Call for trials for selection of representative teams by the Selection Committee.
 - (vii) Call for nominations and appoint representative team coaches, managers and umpires.

- (viii) Consider nominations for representative teams in accordance with guidelines as described in Constitution 18 (a), (b) and (c).
 - (ix) Receive and consider reports from representative team coaches and managers, convenors and sub-committees.
 - (x) Conduct appropriate SCNA carnivals.
 - (xi) Have the power to appoint sub-committees other than those mentioned in this Constitution, when necessary.
- (h) The voting power of Executive Committee members shall be limited to meetings of Executive Committee only. Members of the Executive Committee shall not represent their clubs as delegates to SCNA meetings nor shall they vote at Council or General Meetings.
 - (i) The Executive Committee may appoint paid personnel, upon a resolution from Council, to carry out duties as necessary. The Executive Committee may terminate such an appointment where there is just cause and make another in its stead at its discretion.
 - (j) The Executive Committee shall have the discretion to waive or remit any penalty where the Committee considers that in all circumstances of the case it would be reasonable to do so.
 - (k) No Executive Committee member shall use her/his position for financial or personal gain.
 - (l) No SCNA Executive Committee member shall be on the Executive/ Management Committee of any other Netball Association/company except for the NQ state body.
 - (m) No SCNA Executive Committee member shall hold a paid position.
 - (n) No SCNA paid personnel may hold more than one position.

Paid personnel are:

- Office Manager
- Office Assistant
- Competition Co-ordinators
- Umpires Co-ordinators
- Canteen
- Cleaner

12 SUB-COMMITTEES

- (a) All members of sub-committees shall be either members of affiliated clubs, Associate Members, Life Members or serving members of the Executive Committee. All Sub-committee members must be financial and hold accreditation as required.
- (b) Each sub-committee shall submit its recommendations to the Executive Committee for approval and shall report to the Executive Committee as required.
- (c) The duties of sub-committee members shall be as described in the By-laws.

- (d) The Convenor shall be responsible for reporting to the Executive Committee and ensuring the sub-committee carries out its tasks.
- (e) The President and Secretary of the SCNA shall be ex-officio members of all sub-committees.
- (f) Sub-committees shall perform the functions described by this Constitution and By-laws in the manner therein described or as advised by the Executive Committee where the By-laws are silent.
- (g) The following sub-committees shall be elected annually:
 - (i) Umpires Sub-committee
 - (ii) Coaching and Selection Sub-committee
 - (iii) Events/Fundraising/PR Sub-committee
 - (iv) Constitution Sub-committee
- (h) At the Annual General Meeting of SCNA all members of sub-committees for the time being shall retire from office, but shall be eligible, upon nomination, for re-election.
- (i) A Sub-committee member's position becomes vacant if they are not present personally at 3 consecutive meetings of the sub-committee without the committee's leave. The Sub-committee shall notify the Executive Committee who shall notify Clubs and call nominations as per Constitution 17.
- (j) A Sub-committee member's position becomes vacant if they are deemed unfinancial or the qualifications, relevant to their position, lapse during their term of office. The Sub-committee shall notify the Executive Committee who shall notify Clubs of the vacancy and call nominations as per Constitution 17.

13 EXECUTIVE COMMITTEE MEETINGS

- (a) Subject to the By-laws and to the proviso that it shall meet one week prior to all Council Meetings, the Executive Committee may meet for the dispatch of business adjourned and otherwise regulates its meetings and proceedings as it sees fit provided that the Executive Committee shall meet at least once every two calendar months.
- (b) An Executive Committee Meeting may be called by the President and Secretary at the request of any one member of the Executive Committee and 24 hours notice thereof shall be given where practical to all Executive Committee members.
- (c) An Executive Committee member's position becomes vacant if they are not present personally at 3 consecutive meetings of the committee without the committee's leave. The Executive Committee shall notify Clubs and call nominations as per Constitution 17.
- (d) The order of business of the Executive Committee shall be described in the By-laws.
- (e) At all Executive Committee Meetings, the vote shall be one voice, show of hands or ballot. Each member of the Executive Committee shall have one vote. The President shall have a casting vote in the event of an equality of voting.
- (f) If there is present five (5) members of the Executive Committee then such shall be deemed a quorum for the purpose of conducting business of the Executive

Committee. Should there be vacancies on the Executive Committee then the majority of elected members shall form a quorum.

- (g) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee Meeting to be entered into a book to be available for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Executive Committee Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Executive Committee Meeting verifying their accuracy

14 COUNCIL MEETINGS

- (a) **Attendance**

As per the By-laws.

- (b) **Voting**

As per the By-laws.

- (c) **Quorum**

As per the By-laws.

- (d) **Notices of Meeting**

As per the By-laws.

- (e) **Adjournment/Postponement of Meeting**

As per the By-laws.

- (f) The order of business of Council Meetings shall be as described in the By-laws.

- (g) Should the chairperson desire to address the meeting, she/he shall leave the chair and a temporary chairperson shall be appointed by the meeting.

- (h) The By-laws may be added to and altered provided notice in writing of such proposed alterations and additions signed by the mover and seconder shall have been received by the Secretary 21 days prior to the meeting.

- (i) A motion of which due notice has been given, if unsuccessful, cannot be resubmitted nor any other motion having similar effect be moved within three months from the date of rejection.

- (j) Notice of motion to rescind a resolution carried at a previous meeting shall only be accepted on the written requisition of not less than three financial members of the Executive Committee and in the hands of the Secretary 21 days prior to the next Council/General Meeting.

At the relevant meeting a delegate will be asked to second the motion when voting shall take place. Motion to be carried by a simple majority.

Advice of notice of motion to rescind to be forwarded to all Full Member Clubs, Executive Committee members and Life Members at least 14 days prior to such meeting. Copy of notice of motion to be made available to Social Member Clubs upon request.

- (k) All resolutions passed at said meeting shall be binding on all members of the SCNA whether present at said meeting or not.
- (l) It shall not be necessary to give notice of motions brought forward at Council Meetings except as mentioned in Constitution clauses 8 (e) and 14 (h).
- (m) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Council Meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Council Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Council Meeting verifying their accuracy
- (n) Minutes of Council Meetings to be distributed to all full member clubs, Life Members and executive Committee members within 14 days of such meeting.

15 GENERAL MEETINGS

- (a) The Annual General Meeting of the SCNA shall be held within three months of the close of the financial year.
- (b) **Attendance**
 - (i) Club delegates, Executive Committee members, Life Members, Associate Members and Honorary Members. Executive Committee members cannot represent their club as a delegate.
- (c) **Voting**
 - (i) To be eligible to vote at General Meetings clubs must have full membership status and have competed in one full competition in that year.
 - (ii) To be eligible to vote at the Annual General Meeting, Full Member Clubs and Life Members must have attended no less than three (3) Council Meetings during that year.
 - (iii) One vote per Life Member.
 - (iv) Executive Committee members, Social Member Clubs, Associate Members and Honourary Members are not eligible to vote.
- (d) **Quorum**
 - (i) One half of voting delegates shall constitute a quorum.
 - (ii) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.

- (iii) If no quorum is present within half an hour of the nominated time, such meeting shall be postponed to a date to be set by the Executive Committee.

(e) Notices of Meeting

- (i) Notice of date, time, place and agenda of all General Meetings shall be given in writing to all Executive Committee members, Life Members and affiliated clubs one month prior to such meeting.
- (ii) Notices convening all General Meetings shall be published in the local newspaper and social media 14 days prior to such meeting.

(f) Adjournment/Postponement of Meetings

- (i) The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - (ii) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
 - (iii) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
 - (iv) Should a meeting be postponed following notification to relevant members, the requirement of 21 days notice shall take effect from the date of the postponed meeting.
- (g) Special General Meetings shall be called by the President or Secretary of the SCNA or at the request of two or more Full Member Clubs, in writing, with at least 21 days notice of such meeting to the Secretary.
- (h) The order of business of the General Meeting shall be described in the By-laws.
- (i) Notice of motion to rescind a resolution carried at a previous meeting shall only be accepted on the written requisition of not less than three financial members of the Executive Committee and in the hands of the Secretary 21 days prior to the next Council/General Meeting.

At the relevant meeting a delegate will be asked to second the motion when voting shall take place. Motion to be carried by a simple majority.

Advice of notice of motion to rescind to be forwarded to all Full Member Clubs, Executive Committee members and Life Members at least 14 days prior to such meeting.

- (j) All resolutions passed at said meeting shall be binding on all members of SCNA whether present at said meeting or not.
- (k) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every General Meeting to be entered into a book

to be available for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Council Meeting or General Meeting verifying their accuracy

- (l) Minutes of Annual and Special General Meetings to be distributed to all full member clubs, Life Members and Executive Committee members within 14 days of such meetings.

16 ELECTIONS

- (a) All positions shall be declared vacant at the SCNA Annual General Meeting.
- (b) Nominations shall be in writing, signed by the proposer, seconder and nominee and must be in the hands of the Secretary at least 21 days prior to the meeting at which such election is to take place.
 - (i) the nominee, proposer and seconder must all be current financial members of SCNA & QNA.
 - (ii) qualifications relevant to the position/s must accompany the nomination.

Details of such nominations shall be forwarded to all Executive Committee members, Life members & full member affiliated clubs at least 14 days prior to the relevant meeting.

- (c) All nominated candidates must attend in person at the Annual General Meeting or Special General Meeting for election unless unforeseen circumstances prevail.
- (d) When only one nomination for a position is received an election by ballot shall be held.
- (e) If there is more than the required number of nominees nominating for any position, then an election shall be by ballot.
- (f) In the event of no written nominations then they shall be called for from the floor.
- (g) No more than two (2) members from the same affiliated club may serve on any committee and/or sub-committee at any one time.

17 VACANCIES ON COMMITTEES

The Executive Committee shall notify clubs of any casual vacancies which occur on the Executive Committee or any of the sub-committees. Nominations shall be called for the position/s. Nominations shall be lodged as per SCNA Constitution 16 (b) and the election shall take place in accordance with the SCNA Constitution item 16, clauses (d), (e), (f) and (g).

If necessary the Executive Committee may call voluntary assistance until the position is filled. SCNA Constitution 16 clause (g) shall be applied when selecting the volunteer who shall have no voting power on any committee &/or sub-committee until elected to the position.

18 REPRESENTATIVE TEAMS

- (a) All registered players of the required age shall be eligible to nominate for selection for representative teams.
- (b) Players wishing to stand for selection in the representative teams shall:
 - (i) Players wishing to stand for selection shall complete the nomination form setting out the conditions for selection and in signing the nomination form shall have accepted the conditions shown thereon. Completed nomination form is to be forwarded to the Vice President. Players shall be ineligible to stand for selection into Southport Carrara Netball Association Representative Teams if they have already been selected and accepted a position at another Association.

Acceptance of nomination will depend on prior behaviour at Championships and/or carnivals as reported by the Coach and/or Manager. The Executive Committee may ask nominees as to why their nomination should be accepted.
 - (ii) Nominate for her/his most suitable first and second position, and she/he will be tried in both nominated positions.
- (c) Any player who is invited into a representative team shall complete the nomination form and accepts the conditions shown thereon.
- (d) Representative team captains shall be selected in accordance with the By-laws.
- (e) Nominations for representative team coaches, manager and umpires to be received in the office by the date set by the Executive Committee prior to selection of the representative teams.
- (f) Duties and responsibilities of representative team players, coaches, managers and umpires are as described in the By-laws.
- (g) No player or official shall book any expense to the SCNA whilst on tour without written consent first being obtained from the SCNA.

19 DISSOLUTION

The SCNA shall not be dissolved without the consent of three-fourths of its members. A motion to dissolve the SCNA signed by the proposer and seconder must be submitted in writing to the Secretary, who shall advise the President. The President shall then call a special meeting of its members to deal with such motion by giving at least 21 days notice and no more than 60 days notice (in writing) of such meeting.

If upon winding up or dissolution of the SCNA there remains after satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of SCNA but shall be given or transferred to some other association having objects similar to those of this association and which shall prohibit the distribution of its or their income and property amongst its or their members, and which is a fund, authority or institution approved by the Commissioner of Taxation as a fund, authority or institution which is exempt under Section 23 of the Income Tax Assessment Act 1936 as amended.

20 INDEMNITY

- (a) No affiliated club, official, delegate or member of the Association shall have any claim, legal or otherwise, against the Association or its officers for any act done in good faith in the execution of their duties.
- (b) This Constitution shall repeal all previous regulations, but except as specially provided, shall not affect any right, duty or liability or any matter or act done or commenced, acquired or imposed under the previous Constitution.
- (c) The Association shall indemnify any officer of the Association acting in good faith and within the scope of her/his duties as described in the By-laws consequence of any act, omission or error on her/his part.
- (d) The SCNA insurance is governed by QNA and is compulsory to all members.
- (e) The SCNA cannot accept responsibility, nor can it be held responsible for any injury to players, officials or spectators.

21 AUDITORS

- (a) The Auditors shall be appointed at the Annual General Meeting.
- (b) The Auditors shall conduct a full and proper audit, examine the accounts, papers, records and correspondence dealing with the finance of the Association and shall make inquiries they deem fit or expedient in connection with reporting upon its financial affairs. They shall audit the books prior to the Annual General Meeting or any adjournment thereof and shall have the power (if requested to do so by the Executive Committee) to make a special audit at any time.

22 PATRON

The SCNA shall annually invite a person to be patron of the SCNA to further public interest in the sport of netball.

23 AWARDS

(a) Service Award

To be eligible to receive a Service Award the nominee must adhere to the following:

- (i) Give not less than ten (10) years continuous meritorious service to the Association on any sub-committee or official position, ie, manager, coach or umpire for representative teams or any other recognised voluntary service.
- (ii) Each Full Member Club may nominate for consideration by the Executive Committee not more than one (1) person per year. Not more than two (2) awards shall be conferred by the Association in any one year.
- (iii) An award shall be presented at the Annual General Meeting.

- (iv) Nominations shall be called for by the Secretary in August each year. The Executive Committee shall decide the award recipient/s from nominations received and the recipient/s notified in time to enable attendance at the Annual General Meeting.
- (v) Paid employees of the Association are not eligible to receive this award unless they have also contributed to the Association in a voluntary manner.

(b) Player Award

- (i) May be awarded to a player who has given ten (10) years continuous meritorious service to the Association either in a playing capacity or in other areas where the efforts of the player contribute to the success of the Association's activities.
- (ii) Each Full Member Club may nominate for consideration by the Executive Committee not more than one (1) person per year. Not more than two (2) awards shall be conferred by the Association in any one year.
- (iii) An award shall be presented at the Annual General Meeting.
- (iv) Nominations shall be called for by the Secretary in August each year. The Executive Committee shall decide the award recipient/s from nominations received and the recipient/s notified in time to enable attendance at the Annual General Meeting.

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BY-LAWS

1 APPLICATION FOR MEMBERSHIP AND AFFILIATION

- (a) Application for affiliation and membership shall be on the appropriate form and shall be lodged with the SCNA Secretary not later than the date fixed by the Executive Committee each season.
- (b) Any club whose team/teams continually fails/fail to carry out their rostered duty or have outstanding monies to be paid shall be screened by the Executive Committee before their affiliation is accepted the following season.
- (c) The Association shall advise clubs of their acceptance/non-acceptance.

2 CLUB NAMES AND UNIFORMS

- (a) New clubs should apply to the SCNA Secretary for approval of club name, colours and uniform.
- (b) Club names must be approved by the Executive Committee. Acceptance of a name may be refused on the following grounds:
 - (i) Close similarity with an existing name as to cause confusion.
 - (ii) An unsuitable name having regard to the image of the SCNA and netball.
 - (iii) Such other grounds as the Executive Committee may consider.
- (c) Club uniforms must have the approval of the Executive Committee.
 - (i) Skirts - Must be identical in style and colour and must be sufficiently long enough to cover the pants when walking.
 - (ii) Shirts - Must be identical in colour and style and must be tucked into skirts or shorts.
 - (iii) Pants - All female team members must wear black sports pants, bike pants or body suits as per registered uniform. Bike pants must not show below skirt.
 - (iv) Socks - Are to be ankle length, ie, no cut-down, pom-pom socks or football socks are to be worn.
 - (v) Shorts - Male team members' shorts to be identical in colour and style. Female team members may not wear shorts.
 - (vi) Shoes - Sports shoes must be worn.
- (d) Clubs with more than one team in various competitions may seek approval from the Executive Committee to have more than one registered club uniform. Clauses 2 (c) to 2 (j) still apply. Uniforms must comply with colours as per registered affiliation.

- (e) No tracksuit pants may be worn whilst playing.
- (f) If a jumper or tracksuit top is worn during a competition game, it must be the same colour as the club's shirt.
- (g) A matching set of positional patches must be worn by each team whilst playing.
- (h) No item of jewellery except a wedding ring shall be worn and it must be taped.
- (i) Fingernails must be cut short not taped. Gloves as approved by the Executive Committee may be worn. No jewellery to be worn under gloves.
- (j) All body jewellery must be removed – no taping is allowed.
- (k) All members of a team who take part in competition matches must be dressed in correct uniform.
- (l) Failure to comply with Clauses (c) to (l), players will be sent from the court until in correct uniform.

3 FEES

- (a) The following fees shall be levied by the SCNA:

- (i) **Club Affiliation Fee**

Fees are payable from the first of January each year and must be paid in full prior to the commencement of fixtures.

- (ii) **Game Fees**

Fees per game as set for relevant competitions are payable prior to the commencement of games. Should two (2) games be played fees shall be twice the game fees.

Game fees are payable for all games played including grading games and social games.

- (iii) **Registration Fee**

Registration fee (as set by QNA and is compulsory) is payable by all players in all competitions. Fees are to be paid by the date set down by the relevant Competition Convenor. Penalty as per By-law 15.

- (iv) **Insurance Fee**

Insurance fee (as set by QNA and is compulsory) is payable by all players once only to cover a period from 1 February to 31 January. Fees are to be paid by the date set down by the relevant Competition Co-ordinator. Penalty as per By-law 15.

- (v) **Associate Member Fee**

Fee shall be paid on application for membership and shall be for one (1) year to cover the period from 1 January to 31 December.

(vi) **Non-playing Member Fee**

Fee shall be sufficient to include compulsory insurance. Fee is optional to non-playing club members and badged umpires but is compulsory for non-playing committee members.

(vii) **Bond**

A bond amounting to twice the weekly game fees shall be levied on teams and retained to cover outstanding monies. Bond will not be refunded if teams withdraw from the competition.

- (b) Players may play one game prior to paying registration and insurance fees provided they register on a Temporary Registration Card. Should they wish to play a second game they must register on the official team card, lodge proof of age and consent form if necessary and pay registration and insurance fees as required prior to taking the court. Failure to comply – player deemed unregistered – penalty as per By-law 15.

A maximum of two players may be registered on the Temporary Registration Card per team per game. Penalty – disqualification.

A player may not register on a Temporary Registration Card for more than one team in a competition unless approved by the Executive Committee. Penalty – disqualification.

- (c) The Executive Committee shall set all fees referred to in 3. (a) prior to the Annual General Meeting where they will be tabled.
- (d) Should any fees be levied separately during a seasonal fixture by anybody with which SCNA is affiliated, then such levy shall be additional to those fees set by the Executive Committee under By-law 3. (a).
- (e) Carnival fees shall be additional to all other fees and shall be payable separately according to carnival requirements.
- (f) Failure to pay fees by the set date set down by the Executive Committee shall render the member unfinancial and shall cease the right of such member to the rights, privileges and benefits conferred as a member of the SCNA. In the event of a club's fees not being paid by the specified date said club team/teams shall be deemed unregistered and will no longer be eligible to participate in relevant competition until fees are paid. Unfinancial clubs shall have no rights of delegation to SCNA meetings.

4 COUNCIL MEETINGS

- (a) Unless otherwise notified, meetings will be held at the SCNA Headquarters clubrooms on the second Wednesday of March, May, July, August and October starting at 7.00 pm.
- (b) The order of business shall be as follows:
- (i) Recording of attendance
 - (ii) Open meeting
 - (iii) Apologies

- (iv) Minutes of the previous meeting
- (v) Business arising from the minutes
- (vi) Correspondence
- (vii) Business arising from the correspondence
- (viii) Treasurer's Report
- (ix) Other reports
- (x) Additions and amendments to the By-laws
- (xi) Election of Office Bearers
- (xii) General business

(c) **Attendance**

- (i) Club delegates, Executive Committee members, Life Members, Associate Members and Honourary Members.

Executive Committee members cannot represent their club as a delegate.

(d) **Voting**

- (i) To be eligible to vote at Council Meetings clubs must have full membership status and have competed in one full competition in that year.
- (ii) One vote per Life Member.
- (iii) Executive Committee Members, Social Member Clubs, Associate Members and Honourary Members are not eligible to vote.

(e) **Quorum**

- (i) One quarter of voting delegates.
- (ii) No business shall be transacted at any Council Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (iii) If within half an hour from the time appointed for the commencement of a Council Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (iv) If a quorum is not present within half an hour of a Council Meeting convened at the requisition of members of executive Committee or association, such meeting shall lapse.

(f) **Notices of Meeting**

- (i) Notice of date, time, place and agenda of all Council Meetings shall be forwarded to all affiliated clubs, Life Members and Executive Committee members one week prior to such meeting.

(g) **Adjournment/Postponement of Meeting**

- (i) The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
 - (ii) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
 - (iii) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
 - (iv) Should a meeting be postponed following notification to relevant members, the requirement of 21 days notice shall take effect from the date of the postponed meeting.
- (h) Council Meetings may be called by the President or at the request of two or more financial clubs in writing to the Secretary with at least 21 days notice of such meeting.
- (i) Members may be governed by a minute on the books to cover situations peculiar to the current competition/s. Such resolutions shall remain in force for the time stipulated or until added to the Constitution and By-laws.

5 GENERAL MEETINGS

(a) **Attendance**

As per the Constitution.

(b) **Voting**

As per the Constitution.

(c) **Quorum**

As per the Constitution.

(d) **Notices of Meeting**

As per the Constitution

(e) **Adjournment/Postponement of Meetings**

As per the Constitution

(f) The order of business at an Annual General Meeting shall be as follows:

- (i) Recording of attendance
- (ii) Open meeting
- (iii) Apologies
- (iv) Minutes of previous Annual General Meeting and/or Special General Meeting

- (v) Business arising from the minutes
- (vi) Treasurer's Report and presentation of audited Balance Sheet, Statement of Receipts and Expenditure
- (vii) Other reports
- (viii) Recommendations
- (ix) Amendments to the Constitution and By-laws
- (x) Dates and fees
- (xi) Election of office bearers
- (xii) Appointment of Patron and Auditor
- (xiii) General Business

(g) The order of business at a Special General Meeting shall be as follows:

- (i) Recording of attendance
- (ii) Open meeting
- (iii) Apologies
- (iv) Minutes of previous Special General Meeting
- (v) Business arising from the minutes
- (vi) Additions/Amendments to the Constitution and By-laws
- (vii) Election of office bearers
- (viii) General Business

(h) The following officers shall be elected at the Annual General Meeting, however, should positions remain vacant officers may be elected at a Special General Meeting or Council Meeting.

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer
- (v) Senior Convenor
- (vi) Junior Convenor
- (vii) Umpires Convenor
- (viii) Coaching Convenor
- (ix) Public Relations Officer
- (x) Assistant Treasurer
- (xi) Umpires Sub-committee
 - * Six (6) National Badged Umpires
- (xii) Coaching and Selection Sub-committee
 - * Six (6) Level 1 or higher accredited coaches
- (xiii) Fundraising Committee
 - * Sub-committee of at least four (4)
- (xiv) Constitution Sub-committee
 - * Sub-committee of at least three (3)

(i) Recommendations are to be submitted in writing to the Secretary at least 21 days prior to the Annual General Meeting.

Recommendations to be carried by a simple majority and are to remain in force till the next Annual General Meeting.

(j) Members may be governed by a minute on the books to cover situations peculiar to the current competition/s. Such resolutions shall remain in force for the time stipulated or until added to the Constitution and By-laws.

6 EXECUTIVE COMMITTEE MEETINGS

- (a) The order of business at Executive Committee Meetings shall be as follows:
 - (i) Open meeting
 - (ii) Apologies
 - (iii) Minutes of the previous meeting
 - (iv) Business arising from the minutes
 - (v) Correspondence
 - (vi) Business arising from the correspondence
 - (vii) All reports
 - (viii) General business

7 BALLOTS

When a ballot is required, the following procedure will be followed:

- (a) Blank ballot papers will be handed to each member at the meeting entitled to vote.
- (b) Two scrutineers to count the votes will be appointed.
- (c) Each member voting will mark her/his ballot paper in an appropriate manner as advised by the chairperson and handed to the tellers.
- (d) The tellers will report the results to the Chair.

8 DUTIES OF EXECUTIVE COMMITTEE MEMBERS

(a) President

- (i) Chair Council, general and executive committee Meetings with a casting vote only.
- (ii) Supervise the duties of all Executive Committee members.
- (iii) Represent the SCNA whenever possible.
- (iv) Be available for official duties at the SCNA fixtures, carnivals and functions.
- (v) Submit a written report to the Secretary 21 days prior to the Annual General Meeting.

(b) Vice President

- (i) Carry out the President's duties in her/his absence.
- (ii) Ensure office personnel control representative team uniforms and other SCNA equipment.
- (iii) Convene the Representative Team Sub-committee.
- (iv) Be available for official duties at the SCNA fixtures, carnivals and functions as directed by the Executive Committee.

- (v) Keep a record of all SCNA representative teams' results at all State Championships and/or carnivals and submit a written report of same to the SCNA Council Meetings following said event.
- (vi) Obtain and present travel and accommodation quotes for the SCNA representative teams and officials to the Executive Committee.
- (vii) Supervise office personnel with the collection and receipting of all representative levies, accommodation and travelling expenses.
- (viii) Ensure that first aid kits for representative teams are well stocked at all times.
- (ix) Submit a written report at each Council and Executive Committee Meeting.
- (x) Submit a written report to the Secretary 21 days prior to the Annual General Meeting.
- (xi) Ensure each team member conducts herself/himself in all particulars as a sportsperson who upholds the honour of SCNA and the prestige of netball
- (xii) Be a final court of appeal in all matters pertaining to the team whilst on tour
- (xiii) Report to the Executive Committee any team member guilty of unbecoming conduct prejudicial to the interest of the SCNA and netball. The Rep Convenor's decision shall be final and binding. The Executive Committee shall deal with the matter as it thinks fit.

(c) Secretary

- (i) Attend all Council, General and Executive Meetings of the SCNA.
- (ii) Cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee, Council and General Meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every Executive Committee Meeting shall be signed by the chairperson of the meeting or the chairperson of the next succeeding Executive Committee Meeting verifying their accuracy. Similarly, the minutes of every Council and General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Council or General Meeting, provided that the minutes of any Annual General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Council or Annual General Meeting.
- (iii) Carry out all directions as given at such meetings.

- (iv) Supervise inward and outward correspondence and filing in proper order along with other SCNA records.
- (v) Forward copy of minutes of Executive Committee Meetings to all Executive Committee members within 7 days of such meeting.
- (vi) Ensure office personnel a week prior to all Council Meetings, forward notice of forthcoming Council Meeting and agenda and distribute copies of previous Council Meeting minutes to Full Member Clubs, Life Members and Executive Committee members. Notice of such meeting and agenda to be distributed to Social Member Clubs to whom a copy of the minutes will be made available upon request.
- (vii) Ensure office personnel forward additions and amendments to the Constitution and By-laws to Full Member Clubs, Life Members and Executive Committee members at least 14 days prior to the Council Meeting. Copy of additions and amendments will be made available to Social Member Clubs upon request.
- (viii) Ensure office personnel Issue all notices of General Meetings and agenda in accordance with the Constitution and By-laws.
- (ix) Ensure office personnel forward a list of all nominations for office bearers together with additions and amendments to the Constitution and By-laws and recommendations to all Executive Committee members, Life Members and Full Member Clubs at least 14 days prior to the General Meeting. Copy of such nominations and additions and amendments will be made available to Social Member Clubs upon request.
- (x) Ensure office personnel maintain and issue copies of the Constitution and By-laws as prescribed by the Constitution.
- (xi) Ensure office personnel maintain a file of applications for affiliation.
- (xii) Ensure office personnel keep a record of colours and uniforms of all affiliated clubs with the SCNA.
- (xiii) Ensure office personnel notify all SCNA members of carnival dates.
- (xiv) Submit a written report to the President 21 days prior to the Annual General Meeting.

(d) Treasurer

- (i) Ensure office personnel keep all financial books, records and accounts of the SCNA. These books to be available to the Executive Committee and members at all times at the SCNA Headquarters.
- (ii) Ensure office personnel prepare a statement of receipts and expenditure for presentation to Council and Executive Committee Meetings.

- (iii) Ensure office personnel receive and issue receipts for all incoming money and deposit intact into the SCNA bank accounts on the next business day following receipt.
- (iv) Ensure office personnel keep an accurate record of all receipts.
- (v) Ensure office personnel present all accounts for payment to Council Meetings for approval and/or ratification in accordance with the Constitution.
- (vi) Ensure office personnel keep a record of hours worked by paid personnel
- (vii) Ensure office personnel prepare wages and arrange for distribution.
- (viii) Ensure office personnel prepare estimated budget for the following year for discussion at last Executive Committee Meeting before that year's Annual General Meeting.
- (ix) Prepare annual financial statements, including receipts, expenditure and balance sheet, for audit and presentation to the Annual General Meeting and for distribution to all members.
- (x) Ensure office personnel Arrange for audit of the SCNA financial books and records referred to in By-law 8. (d) (vii).
- (xi) Ensure office personnel submit a copy of the audited report to the Secretary 21 days prior to the Annual General Meeting.
- (xii) Ensure office personnel perform such other duties as may be required by the Constitution and By-laws or as directed by the SCNA members and/or Executive Committee from time to time.

(e) Senior Convenor

- (i) Supervise the conduct of all senior competitions ensuring collection of fees is recorded correctly and penalties are being implemented according to the Constitution and By-laws.
- (ii) Assist at senior competitions when necessary.
- (iii) Fill vacancy in the absence of the Co-ordinator or request assistance through the Executive Committee.
- (iv) Call for volunteer assistance at the request of the Co-ordinator.
- (v) Conduct and chair regular meetings of senior competition co-ordinators.
- (vi) Submit a written report at each Council Meeting.
- (vii) Submit a written report to the SCNA Secretary 21 days prior to the Annual General Meeting.

(f) **Junior Convenor**

- (i) Supervise the conduct of all junior competitions ensuring collection of fees is recorded correctly and penalties are being implemented according to the Constitution and By-laws.
- (ii) Assist at junior competitions when necessary.
- (iii) Fill vacancy in the absence of the Co-ordinator or request assistance through the Executive Committee.
- (iv) Call for volunteer assistance at the request of the Co-ordinator.
- (v) Conduct and chair regular meetings of junior competition clubs
- (vi) Submit a written report at each Council Meeting.
- (vii) Submit a written report to the SCNA Secretary 21 days prior to the Annual General Meeting.

(g) **Umpires Convenor**

Who shall be a national badged umpire.

- (i) Chair all meetings of the Umpires Sub-committee.
- (ii) Ensure duties of the sub-committee are carried out.
- (iii) Stimulate interest in coaching of umpires and organise umpiring clinics with QNA.
- (iv) To report and record all alterations and interpretations as set down by AANA/QNA.
- (v) Arrange for theoretical and practical examination of umpires and keep a permanent record with detailed results. Ensure a theory result is provided before a practical assessment.
- (vi) Deal with all umpiring interpretations and business that may arise in the SCNA.
- (vii) Ensure office personnel keep a record of all badged umpires within the SCNA and involve them when and where necessary for the satisfactory control of games.
- (viii) Shall organise umpiring seminars within the SCNA on a regular basis.
- (ix) Submit a written report at each Council and Executive Committee Meeting.
- (x) Submit a written report to the Secretary 21 days prior to the Annual General Meeting.

(h) Coaching Convenor

The Coaching Convenor shall be a Foundation or higher accredited coach and shall :

- (i) Convene all meetings of the coaching and selection sub-committee.
- (ii) Ensure duties of the sub-committee are carried out.
- (iii) Advise and assist all coaches on techniques and provide guidance if necessary.
- (iv) Organise coaching clinics within the SCNA.
- (v) Assist in the preparation and supervision of suitable programs for Nippers and NetSetGo
- (vi) Arrange coaching classes for club members and interested persons who will be available to coach Nippers and NetSetGo
- (vii) Ensure office personnel keep a record of all accredited coaches within the SCNA and involve them when and where necessary to improve the standard of all coaches and players.
- (viii) Submit a written report at each Council and Executive Committee Meeting.
- (ix) Submit a written report to the SCNA Secretary 21 days prior to the Annual General Meeting.

(i) Public Relations Officer

- (i) Report results and details of matches to the social media
- (ii) Seek favourable publicity for the SCNA and netball generally
- (iii) Arrange all publicity and advertising as required
- (iv) Liaise with all teams and clubs in general
- (v) Inform all teams of coaching and umpiring clinics and courses and any other events pertaining to netball
- (vi) Arrange functions and other entertainment & events as requested by the Executive Committee
- (vii) Convene Events/Fundraising Committee, organizing events for the greatest participation enjoyment and fundraising opportunities
- (viii) To actively pursue sponsorship deals for representative teams
- (ix) Submit a written report at each council meeting
- (x) Submit a written report to the SCNA Secretary 21 days prior to the Annual General Meeting

9 DUTIES OF OTHER OFFICE BEARERS

(a) Assistant Treasurer

- (i) Assist Treasurer whenever required.

(b) Coaching and Selection Sub-committee

Shall consist of the Convenor and six (6) others who shall all be accredited Level 1 or higher coaches. Other accredited coaches may be co-opted to assist the sub-committee.

(i) **Convenor**

As per By-law 8. (h)

- (ii) A Secretary shall be appointed from within the sub-committee to maintain and record all minutes of sub-committee meetings and submit a copy to the SCNA Secretary and sub-committee members within 7 days of such meeting.
- (iii) Appoint a panel of three (3) members of the sub-committee to prepare, promote and conduct the Nipper programme.
- (iv) Appoint a panel of three (3) members of the sub-committee to prepare, promote and conduct the NetSetGo programme.
- (v) Assist with coaching courses, clinics and squad trainings within SCNA.
- (vi) Appoint selection panels of three (3) persons each from within the sub-committee or suitably qualified to select teams and/or talent squads as required.
- (vii) Select junior and senior representative teams to attend state championships and/or carnivals as stipulated by the Executive Committee.
- (viii) Select Representative teams comprising number of players as directed by Executive Committee. (The number of players shall be a maximum of twelve (12) and not less than eight (8) per team). Team lists to be submitted to the Executive Committee.
- (ix) Under the direction of the Executive Committee the sub-committee may invite players to fill vacancies, names are to be submitted to the Executive Committee.
- (x) In consultation with Rep Convenor arrange fitness tests for injured players. If a medical clearance has not been sighted and it is decided that a player is to be withdrawn advise the Executive Committee and arrange a replacement player.
- (xi) Should a member of a selection panel or her/his daughter/son trial for a representative team she/he must vacate the selection panel and another accredited level 1 coach be appointed in her/his place. The selection panel member trialling or whose daughter/son is trialling shall have no participation in the selection of the team for which she/he or her/his daughter/son is trialling.
- (xii) Should a member of a selection panel be absent during team trials another accredited level 1 coach may be appointed by the sub-committee to fill the casual vacancy.

- (xiii) The sub-committee shall meet on a regular basis during the netball season but those coaches co-opted or invited to attend sub-committee meetings shall have no voting rights at such meetings.

(c) **Umpires Sub-Committee**

Shall consist of the Convenor and six (6) others which can include paid personnel, all be National badged umpires. Other national badged umpires may be co-opted to assist the sub-committee.

(i) **Convenor**

As per By-law 8. (g).

- (ii) A secretary shall be appointed from within the Sub-committee to maintain and record all minutes of sub-committee meetings and submit a copy to the SCNA Secretary and sub-committee members within seven (7) days of such meeting.
- (iii) The allocation of umpires to finals.
- (iv) To conduct umpiring seminars within SCNA on a regular basis.
- (v) To test umpires for the SCNA umpires awards.
- (vi) To carry out preliminary screening of umpires before nomination to QNA.
- (vii) To appoint national badged umpires to accompany the SCNA representative teams to representative carnivals.
- (viii) The sub-committee shall meet on a regular basis during the netball season but those umpires co-opted or invited to attend the sub-committee meetings have no voting rights at such meetings.

(d) **Events/Fundraising/PR Sub- Committee**

Shall consist of Convenor and any number of interested persons. Those involved in the workings of any events held, i.e. Treasurer, Canteen Convenor, as well as personnel with interest and skills in the promotion of SCNA may be co-opted to assist the sub-committee.

(i) **Convenor**

As per By-law 8. (i)

- (ii) Appoint a Secretary from within the committee to maintain and record the minutes of sub-committee meetings.
- (iii) Be informed of SCNA calendar of events, so as to plan and create the best possible activities for the enjoyment of all members and fundraising opportunities

- (iv) Brainstorm a variety of activities to raise the public profile of SCNA and wherever possible to raise funds for Representative and Premier League Teams.
- (v) Ensure all monies raised be submitted to the office immediately after each event for banking
- (vi) Ensure office personnel keep a record of all activities, monies received and associated expenses

(e) Representative Team Sub-committee

The Representative Team Sub-committee shall consist of the Vice President as Convenor and all representative teams' managers for respective State Championships and/or carnivals and their duties are to carry out all matters relating to the representative teams.

A Secretary shall be appointed from within the sub-committee to maintain and record all minutes of sub-committee meetings and submit a copy to the SCNA Secretary and sub-committee members within 7 days of such meeting.

(f) Grading Sub-committee

Shall consist of the Competition Co-ordinator, members of the Executive Committee and those appointed by the Executive Committee to assist.

The Grading Sub-committee shall:

- (i) Place teams in their nominated division.
- (ii) Compile a draw for grading games for each division if time permits or paper grade as described in By-law 12. (e).
- (iii) Observe teams during grading and record comments.
- (iv) Upgrade or downgrade teams if necessary after grading games ensuring teams in each division are of the same or similar standard.
- (v) The Grading Sub-committee's decision is final and no correspondence shall be entered into.

(g) Constitution Sub-committee

Shall consist of at least three (3) members who shall work to ensure that the SCNA Constitution and Bylaws are relevant and appropriately maintained up to date in line with the requirements of SCNA.

10 PAID PERSONNEL

(a) Competition Co-ordinator

Competition Co-ordinators are paid personnel who must apply in writing for the position. They shall be appointed by the Executive Committee and/or an independent panel after considering such applications. Duties shall be:

- (i) Co-ordinate the competition.
- (ii) Collect and record fees and fines and issue receipts for such monies which are to be handed over to the SCNA Secretary as soon as possible after the conclusion of the week's fixtures.
- (iii) Prepare the draw and score sheets for competition games. A copy of the draw to be lodged with SCNA Headquarters immediately it is available.
- (iv) Ensure that players' registrations are in order according to the constitution and By-laws and enforce penalties as required.
- (v) Check score sheets and apply penalty if required.
- (vi) Notify teams in writing of respective penalties, fines and disqualifications.
- (vii) Notify teams of those players eligible to play in the final series of games.
- (viii) Advise teams of players who have played 5 games in a higher division.
- (ix) Time games or appoint an assistant to do.
- (x) Supervise assistants.
- (xi) Notify Competition Convenor of all outstanding fees/monies.

Competition Co-ordinators shall have no association with a team, as either a player or coach nor can they umpire, in their respective competitions.

(b) Umpires Co-ordinator

- Allocate umpires to the competition games
- Liase with the Umpires Convenor and sub-committee concerning interpretations that may arise in the competition.
- Report immediately to the Umpires Convenor on all matters and incidents which occur during the competition.

11 REPRESENTATIVE TEAMS

(a) Representative Players

Upon selection shall:

Eligibility:

The SCNA Executive may use its discretion to consider a player eligible for Representative selection:

- (i) If a player has not played in at least 50% of games in an SCNA competition in the previous season

- (ii) If a player is unable to attend trials due to injury, illness or unforeseen circumstances or is new to the Gold Coast
- (iii) If prior to trialling these said players submit supporting documentation and a written summary of past performance and netball history
- (iv) Players shall be ineligible to stand for selection if they have already been selected and or accepted a position at another Association.

Withdrawals

The SCNA Executive may impose the following:

- (v) For withdrawal on unreasonable grounds (after squad and team selection) a player may be ineligible to be selected in a Representative team for a period of up to twelve (12) months from the date of withdrawal or up to and including the same event in the following year.
- (vi) A player withdrawing will not be refunded any nomination fee, deposit or money paid towards any costs

Upon Selection

- (vii) Comply with conditions on nomination form.
- (viii) Attend all training sessions. Any player who fails to attend three (3) training sessions must show just cause as to why she/he should not be omitted from the team.
- (ix) Co-operate with team coach and team manager.
- (x) Wear the SCNA uniform as specified by the Executive Committee.
- (xi) Ensure standard of play, sportsmanship and behaviour is of the highest order.
- (xii) Represent the SCNA at the event or events appropriate to selection.
- (xiii) Any player whose behaviour contravenes the conditions on the nomination form and which is not in the best interest of SCNA shall be asked to show cause why she/he should not be dismissed from the team for the current representative season.

(b) Representative Team Captain

Upon appointment shall:

- (i) Help develop team spirit and to encourage the team to co-operate with the coach and manager.
- (ii) Conduct herself/himself in all particulars as a sportswoman regarded to uphold the honour of the region and the prestige of netball.
- (iii) Be responsible for the conduct of the players on the court.

- (iv) Assist team coach and manager in team observance of rules of training and proper conduct by all team members.

(c) Representative Team Coach

Upon appointment shall:

- (i) Take up her/his duties immediately.
- (ii) Until after the completion of the championships and/or carnivals, enforce her/his authority on each player to
 - Carry out such training as may be deemed necessary;
 - Attend such practices as may be called'
 - Observe simple rules of training as regard diet and rest;
 - Co-operate with her/him at all times.
- (iii) Submit a written report within fourteen (14) days after the State Championships and/or carnivals.
- (iv) Be responsible for the selection of the team captain.

The SCNA shall be responsible for a nominated portion of her/his travelling expenses incurred whilst travelling to and from State/Country Championships and/or carnivals with the representative team.

(d) Representative Team Manager

Upon appointment shall:

- (i) Take up duties immediately.
- (ii) Be a member of the Representative Team Sub-committee.
- (iii) Attend all training that may be called.
- (iv) Submit a written report to the Executive Committee within 14 days after the State Championships and/or carnivals.
- (v) Be responsible for all social arrangements. Any outings must include all members of the team.
- (vi) Be responsible for the health and well being of the team and ensure that the team has adequate rest on each night prior to and during the tournament/carnival day/days.

(e) Representative Team Umpire

Upon appointment shall:

- (i) Attend all training sessions when requested by the team coach which she/he has been appointed to.
- (ii) Representative Umpires uniforms are to be obtained at their own expense
- (ii) The SCNA shall be responsible for a nominated portion of her/his travelling expenses incurred whilst travelling to and from State/Country Championships and/or carnivals with the representative teams

(f) Representative Team Uniform

The uniform of the SCNA Representative Teams shall be:

As per current design of the day

(g) State League Uniform

The uniform of the SCNA State League teams shall be:

As per current design of the day

(h) Expenses/Subsidies

Representative teams and/or talent squads officials and/or players shall be subsidised a portion of their travelling expenses. The amount of subsidy shall be decided yearly taking into account the destination of venues and the number of teams involved.

The total amount of subsidy shall be limited to the profits from the canteen in the previous financial year and any monies raised by the Fundraising Committee.

(i) Injuries

Any player incurring an injury prior to state/country carnivals must undergo a fitness test as arranged by the selectors and supply a medical clearance

If, after fitness test or non sighting of medical clearance player is found to be unable to fulfil her/his obligations she/he will no longer be considered a member of that team and therefore not entitled to travel to representative carnival with that team.

12 COMPETITIONS

Competition games of the SCNA shall be conducted at:

- Headquarters, Benowa Road, Southport

- Carrara Indoor Complex

and at such other venues as arranged by the Executive Committee.

Type of competition played shall be determined by the Executive Committee.

(a) **Monday Competition**

- (i) The competition shall be conducted in grades as determined by the Grading Sub-committee.
- (ii) Players must turn 14 years by the 31st December of that year to play in the open divisions in this competition.
- (iii) Intermediate divisions will be included in this competition as a 16 years and under division, ie, players must turn 13 years and not turn 17 years by 31st December of that year, and if number of teams permit, graded divisions could be compiled.
- (iv) Teams entered into the Intermediate Division competition may apply to have players aged 12 years as at 31st December of that year play in the second season of the year. The players would have to be assessed as capable by the coaching sub-committee to be eligible to play in this competition.

(b) **Junior Competition**

(i) **Juniors**

- Games will be conducted in ages or grades as determined by the Executive Committee.
- Players must turn 11 years and may not have turned 17 years by 31st December of that year to play in junior competition.
- Boys may play in junior competition up to the age of 12 as at the 31st December of that year.
- Club 11 years and under teams may borrow a maximum of two (2) players from 10 year old club nipper teams should 11 years and under teams have less than seven registered players taking the court.
- No 10 years and under nipper may play more than a total of two club 11 years and under matches. Penalty as per By-law 15.
- Once a player is registered in a higher aged team she/he may not play in a team or her/his own age during that season. Penalty – player deemed unregistered – refer By-law 15. (i) (ii).
- No 8 years and under and 9 years and under nippers may be borrowed to play in junior teams. Penalty as per By-law 15.

(ii) **Nippers**

- Coaching games shall be conducted under the modified rules as set down by NA.
- Nipper divisions are 10 years and under, 9 years and under and 8 years and under 7 years and under. (Minimum age shall be 7 years as at 31st December of that year.
- No Scoring and Manual Rotation to be for Nippers 7 years and under 8 years and under 9 years and under, 10 years and under.
- Nippers affiliate with clubs of their choice but play under the supervision of the Coaching Sub-committee.
- No 10 years and under player is eligible to register with a junior team except in extenuating circumstances and only at the discretion of the Executive Committee.
- Once registered as a nipper, a player may not play in a junior team except as in By-law 11. (b) (i) Point 3. Penalty will be imposed on the junior team concerned as per by-law 15. (g) (i).
- No 10 years and under nipper may play more than a total of two (2) club 11 years and under matches. Penalty will be imposed on the junior team as per By-law 15.
- 10 years and under nippers to sign registration card in the event that they may be used by an 11 years and under club team. Penalty will be imposed on the club team if player borrowed has not signed the registration card.

(c) Indoor Competitions

Headquarters of SCNA indoor competitions shall be the GCCC Indoor Complex, Nerang-Broadbeach Road, Carrara. Games shall be conducted at the Carrara complex and/or other indoor venues arranged by the Executive Committee.

- (i) Teams shall be graded at the discretion of the Grading Sub-committee.
- (ii) Players must turn 14 years by 31st December of that year to play in this competition.

(d) Mixed Competition

- (i) Teams shall have a minimum of 2 males or a maximum of 3 males, a minimum of 2 females or a maximum of 5 females on court at any one time.
- (ii) Each male may only play in one third of the court, ie, GK or GD - WD, C or WA – GS or GA.
- (iii) Teams shall be graded at the discretion of the Grading Sub-committee.

- (iv) For open divisions minimum age is 16 years as at 31 December.
- (v) For intermediate divisions only players aged between 13 years and 15 years (as at 31st December in that year) may compete.
- (vi) Teams must have a minimum of 5 registered or a maximum of 7 registered players on court at any one time.

(e) Twilight Competition

Competition shall be conducted as per the Junior Competition with the following exceptions:

- (i) Minimum age is 7 years as at the 31st December of that year.
 - (ii) No player from a knowing higher division or competition shall be eligible to play in Twilight after grading.
- (f) The Executive Committee may conduct other competitions at their discretion other than those mentioned above.
 - (g) The SCNA may co-operate with other affiliated associations in the organisation of an inter-association competition.
 - (h) All competitions must be financially self-supporting. The amount spent on trophies shall be determined by the type of competition, length of competition, outlays by players, etc, and shall be apportioned accordingly.
 - (i) Profit from the competition shall be used to assist all members of SCNA, eg, coaching and umpiring clinics, equipment, building and courts (repairs and maintenance, extensions), special events, etc. Unused monies in any one year shall be set aside and may be drawn on only with the sanction of Council.

13 GRADING

- (a) Only registered team members are to take part in grading matches.
- (b) No team will be registered with fewer than seven (7) players for grading unless a clearance is first received from the Executive Committee. Penalty – team's nomination will not be accepted.
- (c) All players must be in correct uniform to take part in grading matches. teams without uniforms shall make written application to the Executive Committee for temporary exemption.
- (d) The Grading sub-committee's decision is final and no correspondence shall be entered into.
- (e) Should the appropriate delegates' meeting so approve, practical grading may be dispensed with and paper grading conducted as follows:
 - (i) Clubs will be responsible for submitting accurate details of players in their registered teams, including details of new players' previous experience and that team's position in any previous competition fixture.

- (ii) Clubs will be responsible for nominating each team in a grade that they deem applicable having regard to experience and ability of the team.
- (iii) On basis of information supplied by the clubs and from SCNA records, the Grading Sub-committee will grade all nominated teams and their decision is final and no correspondence will be entered into.

14 REGISTRATIONS

- (a) A completed team registration card must be in the hands of the relevant competition co-ordinator prior to the start of competition.
- (b) The player's name, address, telephone number, occupation, date of birth and signature must be entered on the official team card prior to that player taking the court. Failure to comply – player deemed unregistered – penalty as per By-law 16. (f).
- (c) Players may play one game prior to paying registration and insurance fees provided that they register on a Temporary Registration Card. Should they wish to play a second game they must register on the official team card, lodge consent form and proof of age if necessary and pay registration and insurance fees as required prior to taking the court. Penalty as per By-law 16.

First game played shall be classed as a qualifying game for the final series of games. As per By-Law 15 (m)

A maximum of two players may be registered on the Temporary Registration Card per team per game. Penalty – disqualification. As per By-Law 15 (m)

A player may not register on a Temporary Registration Card for more than one team in a competition unless approved by the Executive Committee. Penalty – disqualification. As per By-Law (m)

- (d) Only twelve (12) players to be registered with one team at any time.
- (e) All members in age divisions must produce proof of age which must be presented to the relevant competition co-ordinator by the date set by the competition co-ordinator or the player is deemed unregistered. Penalty – refer By-law 16.

The following documents are accepted as proof of age:

- Birth Certificate or extract thereof
- Passport
- Baptismal Certificate
- Statutory Declaration from a Justice of the Peace that proof of age has been sighted
- Health Care book
- Commonwealth Immigration papers
- Naturalisation papers
- Queensland Transport Department Learner's Permit
- Statement from school quoting full name and date of birth with official school stamp
- School identification card

- (f) Players in age divisions registering during a season must produce proof of age prior to their second fixture game or they will be deemed unregistered. Penalty – refer By-law 16.
- (g) All players aged 17 years and under as at December 31st in that year must lodge a completed consent form each year by the set date or they will be deemed unregistered. Penalty – refer By-law 16.
- (h) Only two known grade players be allowed to register and play in a lower division team after grading subject to Executive Approval
- (i) Non-playing club members and volunteers must register their details in a Club Duty Card to be able to fulfil duties for their club.
- (j) Non-playing badged umpires must register their particulars as required on a Non-playing Registration Data Base and pay fee as referred to in Bu-Law 3 (c) (vi) should they require to be covered by the NQ insurance scheme.
- (k) Non-playing committee members who must be financial are required to register their particulars on a NQ Data Base and pay fees as referred to in By-Law 3 © (v)
- (l) Life Members are required to register their particulars with NQ Data Base and pay fees as referred to in By-Law 3 © (vii)

15 PLAYING REGULATIONS

(a) General

- (i) All players must be registered with the SCNA prior to taking the court. Penalty – player deemed unregistered – Refer By-law 16.
- (ii) Players may play one game prior to paying registration and insurance fees provided that they register on the Temporary Registration Card. Should they wish to play a second game they must register on the official team card, lodge consent form and proof of age if necessary and pay registration and insurance fees as required prior to taking the court. Penalty as per By-law 16.

First game played shall be classed as a qualifying game for the final series of games.

A maximum of two players may be registered on the Temporary Registration Card per team per game. Penalty – disqualification.

A player may not register on a Temporary Registration Card for more than one team in a competition unless approved by the Executive committee. Penalty – disqualification.

- (iii) No player may play in a lower grade than that in which she/he is registered. Penalty – player deemed unregistered – refer By-law 16.
- (iv) A registered club player may not de-register and register in a lower division club team within the same season unless approved by the Executive Committee. Penalty – player deemed unregistered – refer By-law 16. (g) (iv).

- (v) A club may play a player from a lower grade team in a higher grade team, provided the higher grade team has at least five (5) registered team members taking the court. Penalty – player deemed unregistered – refer By-law 16. (g) (v).
- (vi) A player having played five matches in a higher grade than that in which she/he is registered shall be considered a player of a higher grade and she/he shall complete the registration card of:
 - the team in which she/he has played five games
 - or
 - one of the higher grade teams in which she/he has played
 Penalty – player deemed unregistered – refer By-law 16. (f) (iii).
- (vii) If a player is used by another of her/his club's teams in accordance with playing regulations this must be noted on the score sheet.
- (viii) When a club is fielding more than one team in any one grade, players must not interchange in that same grade. Penalty – player deemed unregistered – refer By-law 16. (g) (vi).

In extreme circumstances, a player may register, subject to Executive Committee's approval, with the other club team on a permanent basis provided that the player does not re-register with the original team.

- (ix) To be eligible to play in a semi-final, final or grand-final match, a player must have played in at least three (3) of the competition games set down for that team during that particular competition.
- (x) To be eligible for an association trophy, a player must have played in at least three (3) competition games set down for that team during that particular competition.
- (xi) Late team nominations will only be accepted if a bye exists in a division of suitable standard. All conditions of acceptance of a late team nomination will be at the discretion of the relevant competition coordinator but where possible catch up games will be played where time permits.
- (xii) In the event of a team withdrawing during a competition, the team set down to play the withdrawn team shall have a bye and all previous games against the withdrawn team shall be classed as social and previous points allocated shall be withdrawn.
- (xiii) A player may de-register from a team and re-register in the same team at a later date once only at the Executive Committee discretion but to be eligible to play in semi-finals, finals and grand finals, the player must have played in at least (3) competition games, set down for that team in that particular competition, from the date of re-registration..

(xiv) Teams to be advised regularly of situation concerning qualifying players for the final series of games.

(b) Playing Substitutes

(i) The substitution rules to be used as per NA Rule Book.

(c) Commencement of Competition Matches

(i) Games must start and finish on scheduled time. A timer shall be used to time all matches.

(ii) The buzzer sounds the start and finish of the time. The umpire's whistle starts and stops the game.

(iii) Play should commence at the time set down. Once time has been set by the Competition Co-ordinator Teams will be allowed up to 5 minutes, as timed by the Co-ordinator, to field a team so that games may go ahead.

(iv) Injury time does not apply during SCNA competitions. When an injury or illness occurs the substitution and/or team changes rule as per NA Rules may be applied but no extra time is to be added to the game.

(v) Team managers or captains will assist in overcoming unnecessary time delays by:

- Having their team assembled ready to take positions as soon as the court is clear;
- Reminding girls in their team who are required to umpire to go as quickly as possible to the courts where they are required;
- Collecting score sheet from the control desk before the match and having court players sign before they take the court
- Captains to advise the umpires of the centre pass or goal end after the decision has been made. Teams will take up positions on the court ready for the start of play.

(d)

Forfeits and Disqualifications

(i) A forfeit may be claimed if the opposition cannot field the minimum of five (5) registered team members within 5 minutes of time being set. Refer By-law 15 (c) (iii).

A social game may be arranged up until the end of the first quarter with the game fees due as follows :- the offending team pays 1 ¼ times their usual game fee and the non-offending team pays ¾ of their game fee.

- (ii) Teams who forfeit without sufficient notice are required to pay the entire fees for the game, ie game fees for both teams at the rate set down for their particular competition.

Teams intending to forfeit are asked to notify the office as a courtesy so that the opposing team/s may be informed.

- (iii) Teams who advise their intention to forfeit with sufficient notice to allow notification to the Umpires and the opposing team are required to pay 1 ½ times their usual game fee at the rate set down for their particular competition.

Should the team receiving the win on a forfeit have players who need to qualify for finals, it shall be necessary for those players to sign the score sheet, and complete the registration card if necessary, at any time during the games on the relevant day or evening of the forfeit.

- (iv) A team may be asked to show cause why their team should not be withdrawn from the competition after its third forfeit.
- (v) A team forfeiting during a game shall forfeit all goals recorded on the score sheet and match will be awarded to the opposing team and no points awarded to the forfeiting team.

(e) Score Sheets

- (i) There is only one score sheet per court on which both scorers will record results.
- (ii) Score sheets shall be available from control ten (10) minutes prior to game time. Both teams shall complete signatures on the score sheet prior to match start. The winning team shall return the completed score sheet to control immediately following the match.
- (iii) Only scores recorded on the official score sheet will be accepted.
- (iv) All players must sign the score sheet as per the registration card. Should there be a query on signatures players may be asked to verify their signature by signing in front of the relevant competition coordinator. If there is a breach of the rules penalty as per by-law 16 shall apply.
- (v) All team members who take part in any match must sign the score sheet prior to taking the court.
- (vi) The captain of the team is responsible for signing the score sheet correct. If she/he considers the score sheet incorrect, except as in By-laws 15. (h) (iv), (v) and (vi), she/he shall sign it on the back and give her/his reasons for not accepting the score sheet as correct. She/He

should report to the officials so that they may investigate as they deem necessary.

- (vii) Should the captain omit to sign the score sheet, she/he must accept as correct, without challenge, the score sheet as submitted.
- (viii) It is the responsibility of the umpire to check that the number of signatures on the score sheet corresponds with the number of players on the court.
- (ix) Should there be less than 5 signatures on the score sheet penalty as per By-law 16. (g) (vii) will apply.

(f) Duties

- (i) Registered club members may do team duty.
- (ii) Clubs set down for canteen duty must have at least three (3) registered club/team members on duty at the time set down on the draw. They must sign the Duty Book and report to the Canteen Convenor for duties. Penalty as per By-Law 16 (a) (ii)

(g) Scorers

- (i) Each team must supply a scorer for their game.
- (ii) Scorers must stand together on the sideline opposite the centre circle and carry out the responsibility of scoring.
- (iii) Scorers must keep an accurate record of all goals scored, all unsuccessful shots, record centre pass and call centre pass if appealed to by the umpire.
- (iv) Should a team not supply a scorer, that team must accept the score as recorded on the official score sheet.
- (v) Should there be no scorers for any part of the game the official score accepted will be that recorded from the time scorers are available.
- (vi) Should there be no scorers for the entire game, the game shall be classed null and void and no points awarded to either team.

(h) Umpires

- (i) Umpires must umpire as per the rules set down in the AANA Rule Book.
- (ii) Umpires will be allocated by Umpire Coordinators
- (iii) Umpires must handle games as set down on the draw unless otherwise advised by the Umpires Coordinators.
- (iv) The umpire must be available to the team captain for Open players and Coach for Juniors during an interval or after a game for clarification of any rule.

- (v) Umpires must report to the Umpires Coordinators any player or players she/he has sent from the court for any length of time and for any reason, immediately such match has ended. The she/he will submit a written report to the Umpires Coordinator within 48 hours of said match. The Umpires Coordinator shall pass this to the Executive Committee for any action under Section 7. (f) of the Constitution.
- (vi) Umpires must wear clothes distinct from those of the players preferably white in colour. Club uniforms are not allowed.

(i) Duration of Play

- (i) During competition fixture games times shall be either of the following:

Four quarters of 15 minutes or four quarters of 10 minutes with intervals of 1-2 minute at quarter and three-quarter time and either 2 – 4 minutes at half time.

OR

- Such other times as the competition requires.

Times will be stipulated prior to each fixture season.

- (ii) Double point games may be played where there are divisional changes or there is a need for catch up games during a competition season. Teams will be advised of double point games.

(k) Points

- (i) Competition points are awarded as follows:

- Win - 3 points
- Draw - 2 points
- Loss - 1 point
- Win on forfeit - 3 points
- (Teams who forfeit receive no points)
- Bye 0 points

- Competition points will be doubled for results of double point games

(l) Spectators Barracking

- (i) Clubs are responsible for their spectators. Harassment of umpires and officials by spectators or players will not be tolerated and the team responsible may be penalised by the umpire or officials.
- (ii) The SCNA requests clubs to ensure that their spectators respect the umpires and officials.
- (iii) Calling of play or positions by spectators or coaches is definitely not permitted.
- (iv) Encouragement in general terms is permitted.

(m) **Temporary Registration Card**

The Temporary Registration Card allows teams to register players who will be playing one game only without having to pay registration and insurance fees for that player. Players are not covered by insurance for this game.

Should those players incur an injury during the game and wish to lodge an insurance claim they must pay registration and insurance fees and complete the official team registration card prior to lodging the claim.

Should those players wish to play a second game they must register on the official team card, lodge consent form and proof of age if necessary and pay registration and insurance fees as required prior to taking the court.

First game played shall be classed as a qualifying game for the final series of games.

A maximum of two players may be registered on the Temporary Registration Card per team per game. Penalty – disqualification.

A player may not register on a Temporary Registration Card for more than one team in a competition unless approved by the Executive Committee. Penalty – disqualification.

16 PENALTIES

- (a) Penalties will be imposed on affiliated clubs and/or registered teams under the following circumstances and for the following reasons:
- (i) Failure of club/team to supply umpires as per draw – a fine of \$10 and a loss of 2 points.
 - (ii) Failure of club/team to do standby umpiring, canteen court duty as per draw – a fine of \$10.
 - (iii) Teams who forfeit (with or without notice) will be asked to pay the full game fee relating to their particular competition. Teams intending to forfeit are asked to notify the office as a courtesy so that the opposing team/s may be informed
- (b) Clubs or teams must be given written notification of penalties.
- (c) Clubs and/or registered teams continually failing to fulfil their duty requirements may be asked to show cause why they should not be disqualified from the competition.
- (d) Teams will be penalised for unregistered players as follows and for the following reasons:
- Match awarded to the opposing team. No points or goals recorded for the infringing team:
 - (i) Registration card not fully completed.
 - (ii) Player not registered before taking the court.

- (iii) Player, who has played 5 games in a higher division club team, fails to complete the registration card of the team in which she/he has played 5 games or one of the higher grade teams in which she/he has played.

Penalty for all of the above will continue until registration is completed.

- (iv) Proof of age not lodged.
- (v) Consent form not lodged.
- (vi) Transfer form not lodged *
- (vii) Financial clearance not lodged *

* Action at the instigation of clubs involved and validity of clubs' claim at the discretion of the Executive Committee.

Penalty for the above will continue until forms are lodged.

- (viii) Game fees not paid.
- (ix) Registration and insurance fee not paid.
- (x) Player failing to pay registration and insurance fees prior to second game after having played first game while registered on the Temporary Registration Card.

Penalty for the above will continue until fees are paid.

- (xi) Signature does not correspond with registration card or not verified as that of a registered player.

- (e) Teams will be penalised for infringing playing regulations as follows and for the following reasons:

- Match awarded to the opposing team. No points or goals recorded for the infringing team.
 - (i) Nipper player borrowed to play in junior team except as in By-law 11. (b) (i) Point 3.
 - (ii) Junior player registered in higher aged team playing in team of own age.
 - (iii) Playing in lower grade than that in which player is registered.
 - (iv) Player de-registering and re-registering in a lower division club team without Executive Committee approval.
 - (v) Playing a player from a lower division club team when the higher grade team has less than 5 registered team members on the court.
 - (vi) Player inter-changing amongst club teams in the same division.

- (vii) Less than five signatures on score sheet.
- (viii) Player failing to register on the Temporary Registration Card.
- (ix) More than two players registered on the Temporary Registration Card per team per game.
- (x) Registering on a Temporary Registration Card for more than one team in a season without Executive Committee approval.
- (xi) 10 year and under nipper playing more than two games in 11 year and under club team.
- (xii) 8 years and under and 9 years and under nipper borrowed for junior game.
- (xiii) Player transfers without financial clearance penalties apply. Penalty deemed unregistered.

17 TRANSFERS

- (a) All players are released for transfer to any club at the end of each season provided they have received a financial clearance from the transferring club. Clearance must be lodged with the Competition Co-ordinator prior to the commencement of the player's first fixture game of the season. Penalty – player deemed unregistered – refer By-law 16. (f) (vi) and (vii).
- (b) A player wishing to transfer from one club to another during the playing season shall require a transfer signed by the releasing club to which she /he wishes to transfer. These forms shall be sent to her/his club for clearance and the form to be forwarded to the SCNA Secretary for the approval by the Executive Committee.
- (c) Should the player register with another club team without Executive Committee approval she/he shall be deemed unregistered. Penalty – refer By-law 16. (f) (vi) and (vii).

18 PROTESTS

- (a) Protests must be put in writing by the captain, manageress/manager or coach and lodged with the relevant competition co-ordinator within 48 hours. If necessary, it will be handled at an Executive Committee Meeting. All protests must be accompanied by a \$10 fee which will be non-refundable.
- (b) Points will be reallocated if a breach of the rules has occurred.

19 FINALS

- (a) **Draw and Method of Play**
 - (i) At the conclusion of the competition, except Round Robin, final series games will be conducted to determine winners and runners-up in each division.
 - (ii) Semi-finals, finals and grand-finals shall be played between the top four teams.

- (iii) In the event of a tie on points, when any position has to be decided, the team with the highest goal percentage shall be awarded the higher position.

Goal percentage is decided as follows :-

“Goals for “ divided by “Goals against” multiplied by 100 divided by the number of games played by the team during that competition.

A win by forfeit is not deemed as a game played. A loss by forfeit or disqualification is deemed as a game played.

- (iv) Semi-finals - 1 plays 2
(winner goes to grand-final)
3 plays 4
- (v) Finals - Loser of 1 V 2 plays winner of 3 V 4
- (vi) Grand-finals - Winner of 1 V 2 from semi-finals plays winner of finals. There will be no right of challenge.
- (vii) Injury time for semi-finals, finals and grand-finals, of up to two (2) minutes per injury shall be allowed and added to that quarter. The umpire shall request an official or responsible person to note the time and report to the control point if possible.
- (viii) If a semi-final, final or grand-final should result in a draw, there shall be a 2 minute recess, after which an extra five (5) minutes each way shall be played. If the score is still tied play resumes until a team gains a two (2) goal lead. Time is then called with team ahead by 2 goals declared the winner.
- (ix) When there is fewer than four (4) teams in any grade, the team in first position automatically goes into the grand-final and two and three play off, with the winner playing the top team in the grand-final.
- (x) Where there are time constraints during any competition the following method will be used in the final series of games between the top four teams to determine winners & runners-up. Teams should be advised of the method to be used at the start of the competition.

Semi Finals - 1 plays 4
2 plays 3

Grand Finals - Winner of 1 v 4 plays Winner of 2 v 3

(b) Player Eligibility

- (i) To be eligible to play for a team in a semi-final, final or grand final match, a player must have played in at least three (3) competition matches set down for that team during that particular competition.

Penalty disqualification.

- (ii) Clubs, who have teams short of players during the finals, may play a player/s from a lower division club team within that same competition, providing that player has played in at least three (3) competition games for her/his team during that particular competition. Teams must have 5 original team members on court throughout the game. Request in writing must be approved by the Executive Committee

(c) Forfeits and Disqualifications

- (i) If a team forfeits a semi-final it forfeits the right to continue in those finals except in extenuating circumstances when the Executive Committee shall deem otherwise.
- (ii) If a team forfeits a grand-final it surrenders any right to be named runners-up and forfeits any rewards or trophies normally associated with the title, unless due to extenuating circumstances, the Executive Committee deem otherwise.

If notification of intention to forfeit is received by the relevant sub-committee not less than 24 hours prior to commencement of the grand-final, the non-offending team will be notified.

- (iii) Should the team/teams as below be penalised for any infringement of the Constitution and By-laws during the semi-finals the following shall take place:
 - Winner of 1 V 2 Forfeits the right to continue and the right to play in the grand final is relegated to the loser.
 - Loser of 1 V 2 Forfeits the right to continue
 - Both 1 and 2 Forfeits the right to continue and grand-final relegated to 3 V 4
 - Winner of 3 V 4 Forfeits the right to continue
 - Loser of 3 V 4 Eliminated
 - All teams No grand-final will be played for that division
- (iv) Should the team/teams as below be penalised for any infringement of the Constitution and By-laws during the finals the following shall take place:
 - Winner Forfeits the right to continue and the right to play in the grand-final relegated to the loser
 - Loser Eliminated
 - Both teams No grand-final shall be played and the winning trophy shall be awarded to the winner of 1 V 2
- (v) Should a team be penalised for any infringement of the Constitution and By-laws during the grand-finals the following shall take place:

- Winner Forfeits the right to be named winner or runner-up and forfeits any rewards or trophies normally associated with the title. Winning place will be awarded to the runner-up.
- Loser Forfeits the right to be named runner-up and forfeits any rewards or trophies normally associated with the title.
- Both teams Grand-final shall be classed as a no-game and trophies will be awarded to neither team.

(d) **Postponements**

Should wet weather or other circumstances cause the postponement of games during the final series of games then those games shall where time permits be played on the day and at the venue appropriate to that competition.

Should exceptional circumstances and/or time constraints apply then the competition co-ordinator shall apply to the Executive Committee to arrange a suitable time and place for the games to go ahead.

- (e) Trophies shall be awarded to winners and runners-up.
- (f) Perpetual trophies are not permitted to be removed from the clubhouse or presentation venue by clubs/teams without first applying to the Executive Committee in writing.

20 CANCELLATIONS

- (a) If unforeseen circumstances cause the cancellations of competition games, games will continue as per the draw. Each team that was to play shall be awarded two points. However, if a team forfeited before the cancellation, points will be awarded as per forfeit rules.
- (b) If wet weather or other circumstances put play in doubt, competition co-ordinators in consultation with Executive Committee shall decide whether games should be played. If it is decided that games go ahead but conditions change before or during play, then the competition co-ordinator and Executive Committee members present shall again decide whether games will continue.
- (c)
 - (i) Should one or two games have already been played when rain or other circumstances stop play, their points stand, but the remaining game/s will be treated as per By-law 20 (a).
 - (ii) Should rain or other circumstances cause the game/s in progress to be cancelled, results will stand as per the score sheet/s when games are cancelled during or after the half time break, game/s cancelled before half time will be treated as per By-law 20 (a).
 - (iii) When games are cancelled as per clauses 20 (c) (i) & (ii) Teams may have registered players, who are present and prepared to play at the time set down, sign the score sheet, to have this game classed as a qualifying game for the final series of games.

- (d) If games are cancelled the competition co-ordinator shall contact each club if time permits. Clubs are responsible for notifying their teams. Under no circumstances are the SCNA members to contact Executive Committee or sub-committee members with regard to cancellation of games.
- (e) The contact number for game cancellations is 55395195 – SCNA clubrooms.
- (f) Notice will also be given over local radio stations.

21 ROUND ROBIN

Round Robin competition shall be conducted under the same rules and regulations as described in the By-laws with the following exceptions:

- (a) The team on highest points at the conclusion of the Round Robin shall be declared the winner.
- (b) In the event of a tie for first place in any division, a count-back on goals for and against shall determine the winner.
- (c) Trophies shall be awarded to winners only.

22 NETBALLS

Teams must supply own netball of regulation size, weight and material with umpires to check that the ball in use is in accordance with the regulations as set down by AANA Rule Book.

23 SPONSORSHIP

Details of all sponsorship and/or proposed sponsorship must be submitted by clubs to the SCNA prior to acceptance. In this regard, the Executive Committee must give consideration to:

- (a) Amateur status
- (b) Responsibilities by and/or to netball in respect to sponsorship.