Lynbrook Stingers Netball Club

By-Laws

Updated May 2023.

Registration No. A0051328H

ABN No. 50 304 637 895



**Objects of Club**

* Promote and encourage accessibility to all that allows people of all – abilities to play and become actively involved in the sport of netball.
* Continue to actively promote the development of all participants by working to increase participation, allowing for individual physical development, increased resilience, and unprecedented support in achieving netball goals.
* Lynbrook Stingers Netball Club have adopted the Netball Victoria commitment to the Child Safety Standards as outlined by Netball Victoria <https://vic.netball.com.au/child-safety-netball-resources>

**Rules and Powers of an Incorporated Body**

* By-Laws are additional rules which apply to all members of any club or association which generally deal with internal and administrative matters.
* When a matter cannot be resolved or answered with the By-Laws then we refer to the constitution to help resolve or answer the matter at hand.
* We also follow all policies, procedures, and related documentation from Netball Victoria & Netball Australia.
* The current constitution to be used is the Consumer Affairs Victoria Associations Incorporation Reform Act 2012 Model Rules for an Incorporated Association.

<https://www.consumer.vic.gov.au/library/forms/clubs-and-not-for-profits/incorporated-associations/model-rules-for-an-incorporated-association.doc>

**Code of Conduct**

* Lynbrook Stingers Netball Club will follow the codes of conduct in accordance with Netball Victoria Guidelines:
* Netball Victoria has put together a series of Codes of Conduct that are expected of every person involved in the netball community, as well as identifying the types of behaviors that will not be tolerated.

[General Code of Conduct.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2020-05/General%20Code%20of%20Conduct.pdf)

[Child-Safety-Code-of-Conduct.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2020-01/Child-Safety-Code-of-Conduct.pdf)

[Code of Conduct - Junior Player.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2020-09/Code%20of%20Conduct%20-%20Junior%20Player.pdf)

[Code of Conduct - Player.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2020-09/Code%20of%20Conduct%20-%20Player.pdf)

[Code of Conduct Coaches.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2022-09/Code%20of%20Conduct%20Coaches.pdf)

[Code of Conduct - Administrator.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2020-09/Code%20of%20Conduct%20-%20Administrator.pdf)

[Code of Conduct - Guardian.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2020-09/Code%20of%20Conduct%20-%20Guardian.pdf)

[Code of Conduct - Spectator.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2020-09/Code%20of%20Conduct%20-%20Spectator.pdf)

**Child Safety Standards**

* Lynbrook Stingers Netball Club have adopted the Netball Victoria commitment to the Child Safety Standards as outlined by Netball Victoria

<https://vic.netball.com.au/child-safety-netball-resources>

* Every member of Lynbrook Stingers Netball Club and the netball community have a responsibility to understand and undertake their role in ensuring the safety and wellbeing of all children and young people in their care.
* Lynbrook Stingers Netball Club is committed to promoting and protecting the rights of every child and preventing abuse from occurring by fostering a culture where children feel safe and empowered.
* Lynbrook Stingers Netball Club also seek to ensure that the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

[Child Safety Policy & Code of Conduct - Netball VIC](https://vic.netball.com.au/child-safety-policy-code-conduct)

[Child Safe Standards - A Guide for Teens - 13-18.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2022-06/Child%20Safe%20Standards%20-%20A%20Guide%20for%20Teens%20-%2013-18.pdf)

# Conflict of Interest

* Whilst in an executive club official role for Lynbrook Stingers Netball Club, you cannot be on the executive committee of another domestic netball club that has teams participating in the same competitions/association or an independent team that has conflicting interests.
* If a member of Lynbrook Stingers Netball Club wished to be involved with or play for another club/team within the same competitions/association as Lynbrook Stingers Netball Club, a formal request must be sent to Lynbrook Stingers Netball Club Committee for approval or a resignation from executive club role sent.

# Provision Clause

* Where the by-law is silent, a decision can be made that ensures the integrity of the Lynbrook Stingers Netball Club is always maintained.
* The committee may, in using it reasonable discretion, in exceptional circumstances or extenuating circumstances, alter, vary, or waive the requirements set out in the by – laws relating to the Lynbrook Stingers Netball Club.

# Indemnity

Except where provided or required by law and such cannot be excluded, the Lynbrook Stingers Netball Club and its respective committee members and club officials (Coaches and Team Managers) are absolved from all liability however arising from injury or damage, however caused, arising whilst in participation as a club member.

# Committee / Board Meetings

# Annual General Meeting (AGM) – held annually LSNC usually hold this in November / December

# General Meeting (GM) – held approximately every quarter of the calendar year.

# Special General Meeting (SGM) – held when the club needs to deal with a matter that cannot wait to be discussed at a general meeting.

# Committee / Board Members

# Executive Committee – President, Vice President, Secretary and Treasurer

# Specific Roles – Head Coach, Fundraiser Manager, Uniform Manager

# Other Roles – General Members and Junior General Members

# Official Club Roles – Junior Coach, Junior Team Manager and Senior Team Manager

# Requirements: Anyone over 18 must have a working with children’s check

# [Home | Working with Children](https://www.workingwithchildren.vic.gov.au/)

**Executive Committee - Position Descriptions**

# President: The president is responsible for overseeing the running of the club and will be responsible for the following:

* + Attending the Casey Netball Association delegates and AGM.
  + Chair all club committee meetings.
  + Sign off official letters.
  + Delegate jobs/tasks to the appropriate personnel of the club.
  + Be part of the voting panel for decision making.
  + Provide the president’s report to club secretary prior to committee meetings.

# Vice President: The Vice President of the club is responsible for the overseeing the running of the club in the absence of the President. If the President is unavailable for the above tasks, then the Vice President assumes the responsibility. The Vice President will also be responsible for the following:

* + Assisting other committee members if needed
  + Be part of the voting panel for decision making.

# Secretary: The Secretary of the club is responsible for correspondence to and from the club. The Secretary will also be responsible for the following:

* + Minutes of the committee meeting
  + Follow up committee members with their actions from the meetings.
  + Communicate the meeting times to committee members.
  + Organize any official letter that needs to be sent out.
  + All correspondence to be given to the secretary to be read out at meetings.
  + Maintaining the club’s database
  + Signatory for club bank accounts
  + Be part of the voting panel for decision making.

Treasurer**:** The Treasurer of the club is responsible for the money going out and coming into the club. The Treasurer will also be responsible for the following:

* + Accounts are kept for all transactions.
  + Receipts are given for fees and uniform purchases.
  + Accounts Payable actions
  + Accounts Receivable actions
  + Signatory for club bank accounts
  + Management of the club’s cash flow
  + Develop a budget at the start of every season.
  + Determine the fee structure with the help of the committee.
  + Collect the fees.
  + Provide the treasurer’s report to the club secretary prior to committee meetings.
  + Develop the yearly balance statement for consumer affairs.
  + Follow up any outstanding fees.
  + Be part of the voting panel for decision making.

# Official Club Roles - Position Descriptions

Head Coach**:** The Head Coach of the club is responsible for the mentoring and supervision of the junior club coaches and senior team managers. This position will usually be filled by a coach who has more experience than most of the coaches in the club. The Head Coach will also be responsible for the following:

* + Monitoring the Coaches’ progress.
  + Ensuring the coaches have appropriate working with children’s check.
  + Supervising and ensuring the coaches have adequate help with training.
  + Advising coaches of upcoming courses.
  + Assisting in arranging tournaments.
  + Looking for representative opportunities for players.
  + Arranging teams for the new seasons.
  + Assisting uniform manager in ordering uniforms for new and existing players.
  + Maintaining the club’s database.
  + Maintaining the player and supporters’ votes.
  + Set up email and Facebook team groups.
  + Advising games time information to each team if required.
  + Arranging awards at the end of each season.
  + Arranging coaches’ folders prior to each season commencing.
  + Hold a working with children checks.
  + Be part of the voting panel for decision making.

# Fundraiser Manager: The Fund Raiser of the club is responsible for activities that generate revenue for the club. The Fund Raiser Manager will also be responsible for the following:

* + Investigating new fund-raising ideas and events
  + Contacting suppliers about fundraising.
  + Provide the fundraising report to the club secretary prior to the committee meetings.

# Uniform Manager: The uniform manager of the club is responsible for organizing uniforms for club members. The uniform manager will also be responsible for the following:

# Ordering new stock

# Confirming price increase from suppliers

# Collecting orders of uniforms

# Provide the uniform report to the club secretary prior to the committee meetings.

# Vice Treasurer: The Vice Treasurer of the club is responsible for assisting the club Treasurer. If the Treasurer is unavailable for the above tasks, then the Vice Treasurer assumes the responsibility. The Vice Treasurer will also be responsible for the following:

* + Signatory for club bank accounts
  + Be part of the voting panel for decision making.

General Members**:** A General Member of the committee is the general helping hand. The general member is responsible for assisting the other committee members. The general members cannot act in an official capacity for the club on game day, they are to refer any person or problem to appropriate committee members. Be part of the voting panel for decision making.

Junior General Members**:** A Junior General Member of the committee is the general helping hand. The junior general member is responsible for assisting the other committee members. The junior general members cannot act in an official capacity for the club in any matter, they are to refer any person or problem to appropriate committee member.

# Coaching Roles - Position Descriptions

**Coaching Accreditation Framework**

[2023-National-Coach-Accreditation-Framework.pdf (netball.com.au)](https://vic.netball.com.au/sites/vic/files/2023-01/2023-National-Coach-Accreditation-Framework.pdf)

<https://learning.netball.com.au/login/index.php>

Junior Coaches may be entitled to a refund for coaching courses after a 12-month period of coaching with Lynbrook Stingers Netball Club.

Junior Coach**:** A Junior Coach is one of the most important positions in the club. The coach will be responsible for the mentoring, coaching, teaching, and supervision of the club’s junior players. This position will usually be filled by a coach who is experienced and has had association training. Must have a working with children’s check or willing to get one. The Team Coach will also be responsible for the following:

* + Coaching of a junior team.
  + Organizing training sessions relevant for the team and experience level.
  + Organizing selection of players on game day.
  + Liaising with the parents about their child’s progress.
  + Ensuring the players are fit to train and play on game days.
  + Hold a working with children checks.
  + Select one person to receive the coaches award for their team each season.
  + Lynbrook Stingers Netball Club will pay for any junior coach playing annual netball Victoria Membership.

Junior Team Manager**:** The Team Manager is responsible for assisting the junior coach. This position is usually filled by the parent of a child on the individual team. The Team Manager will also be responsible for the following:

* + Contacting the players and parents on training and game day changes
  + Fielding questions by the players and parents
  + Filling in the team sheets on game day and scoring.
  + Hold a working with children checks.

Senior Team Manager**:** The Team Manager is responsible for the running of the individual team. This position is usually filled by a player from the individual team or a non-player with experience and knowledge required to organize the team on the day. The Team Manager will also be responsible for the following:

* + Filling in the team sheets on game day.
  + organizing a scorer for game day.
  + Ensuring the players are informed of club activities.

# Membership

# The members of Lynbrook Stingers Netball Club shall be classified, and divided into, the following categories.

# Playing members – shall mean and include all people who have paid their netball Victoria membership and club season fees.

# Ordinary members – shall mean and include all persons other than playing members who are associated in an official club role.

# Voting members – shall mean and include all persons other than playing members who pay the non-playing club membership fee.

# Life members – shall mean and include members elected as life members.

**Netball Victoria Membership**

A Netball Victoria membership enables members to participate (play, coach, or umpire) in any Netball Victoria affiliated association/ competition or development course.

You must be a current member of Netball Victoria and have purchased your membership prior to participating.

Each year Netball Victoria will set out the cost of the membership which is valid from the 1st of January to the 31st of December each Calendar Year.

Lynbrook Stingers Netball Club will share information with its members on how to register.

**Club Playing Fees**

* Lynbrook Stingers Netball Club shall set out playing fees prior to each season.
* Fees will be set up for 4 installments unless an alternative private arrangement is made.
* Fees are calculated based on the following:Venue hire for junior training, Equipment, Administration cost, Team entry, Membership fee and Game fees, Awards and Partial End of Season Presentation cost for juniors only.
* Failure to adhere to the installment structure:
  + Extra bench time
  + Ineligible for any individual awards (including, coaches, supporters, players, club champion awards)
  + Possible removal from a team

**Club Membership Fees – Junior Members**

* All junior players within the club need to be a financial member.
* Being a financial member gives you voting rights within the club, due to juniors not being of age to vote, each junior member is charged $1 per season which is added to season invoices.

**Club Membership Fees – Senior Members**

* All senior players within the club need to be a financial member.
* Being a financial member gives you voting rights within the club, each junior member is charged $10 per season which is added to season fee invoices.

**Club Membership Fees – Voting Members**

* All other club members, not including players, need to be financial members.
* Being a financial member gives you voting rights within the club.
* Club Membership for Voting purposes is charged $20 per year.

**Discounts**

* Payment in Full Discount- $10.
* Sibling Discount (Junior Members) - $10.
* Multiply Team Discount (2 or more teams) - $10.
* Injury Discount – To be discussed per individual case.
* Years of Service Discount – 5 Years (10%) / 10 Years (25%) / 15 or more Years (50%)

**Uniform Requirements**

* All players are required to purchase a club uniform.
  + A line dress with black bike shorts
  + One piece body suit
  + 2 Piece top and skirt with black bike shorts
  + Male Polo and black shorts (no pockets)

If stock is not available, the club with endeavor to loan out uniforms until new stock arrives.

* Hoodies (Optional) are available to purchase at least once per year.
* Coaches and Team Managers are required to wear either a club hoodie or club coach / team managers tops to games and other events where possible. The club will provide tops on loan whilst holding the role of coach or team manager.
* All players are required to wear appropriate runners to games.

**Training Requirements**

* Each season a training schedule will be worked out and shared with the club based on the number of entered teams, number of players and age bracket of teams.
* Coaches will also create, work through, and provide group and individual training plans.
* All junior members are encouraged to attend training weekly.
* Anyone training should wear appropriate clothing and footwear.
* Junior members - training tops may be provided or available to purchase from 2023.
* No junior members are permitted to leave at the end of training without a parent or guardian.
* Training may be cancelled due to extreme weather conditions.

**Team Selection Process**

* Where possible into their age group based upon their age on the 31st of December.
* To participate in the U9s / Modified competition you must be turning 7 during the calendar year.
* Young males are allowed to participate in U9s / Modified, U11s or U13s competitions.
* To participate in a senior competition, you must be at least 13 years of age.
* Where possible players will not be placed into a team that is above their age group as per the Casey Netball Association guidelines.
* Team selection may occur when the numbers allow for multiply teams in the same age group.

Club officials will be responsible for the team selection in this situation.

* The head coach of the club will enter teams into competitions using my netball program and sort out any matters related to special request, players, or other competition related matters.

**Club Awards**

Lynbrook Stingers Netball Club will hold 2 presentations during the year, a minor presentation (June) for Autumn Season and major presentation for Spring Season (December)

* Participation Medallions – Autumn Season
* Participation Trophies – Spring Season
* Coaches Awards – 1 per junior team for both Autumn and Spring Seasons
* Supporters Awards – Winner and Runners Up 1 per junior team for both Autumn and Spring Seasons unless a dual winner
* Players Awards – Winner and Runners Up 1 per senior team for both Autumn and Spring Seasons unless a dual winner
* Club Champions – Presented at the Spring Season presentation.
* Service Awards **-** Awards for 5, 10 or 15 years of service to the club either in the capacity of player, committee member or other official role within the club are presented at the spring presentation.
* Life Member Award – Introduced in 2023, the committee can agree upon anyone who has contributed to the club for at least 10 or more years in multiply roles.
* Eligibility – To receive any individual award (excluding participation), all fees must be paid in full by the 4th Installment unless an alternative payment plan has been arranged prior to week 4 of season.

**Tournament Process**

* The club encourages any teams to participate in local tournaments.
* The head coach with the assistance of junior coaches or senior team managers to enter teams.
* The cost associated with tournaments is paid by those who participate evenly.

* The cost associated with tournaments usually includes team entry fee and umpires’ fees.

**Reimbursement Process**

* Players may be entitled to a refund of season fees under special circumstances that the committee agree upon
* Each individual case will be discussed at a committee meeting prior to any refunds being allowed.
* Any committee member who spends their own money may be entitled to a refund if agreed at a committee meeting.
* Receipts must be provided for evidence of expenditure.

**Fundraising**

* Each term Lynbrook Stingers netball club will endeavor to hold at least 1 fundraising event.
  + Term 1 – Easter Raffle
  + Term 2 – Hoodie Order
  + Term 3 – Club Photos
  + Term 4 – Bunnings Sausage Sizzle
* Club members are encouraged to participate and volunteer their time to these events where volunteers are needed.
* If fundraising is unsuccessful throughout the year, Lynbrook Stingers Netball Club may impose a fundraising level within the season fees.

# Good Sports Accreditation

# The Good Sports program supports and inspires community sporting clubs to set up a better environment for players, volunteers, supporters, and officials, helping tackle tricky topics such as alcohol, drugs, smoking, mental health, and safe transport.

# Achievement Level 1 – July 2010

# Achievement Level 2 – April 2016

* No player or parent/guardian (of children under 18yrs in attendance) is to be under the influence of alcohol, drugs or illicit substances at any event conducted by Lynbrook Stingers Netball Club. This includes but is not limited to Training, Games and Tournaments. Lynbrook Stingers Netball Club will adopt a responsible serving of alcohol policy at social events the club holds.
* Lynbrook Stingers Netball Club will ensure that if anyone is smoking that they are outside the training/event venue/playing venue you are outside in the designated smoking area where one cannot be identified you must remain at least 5 meters from the entrance of the venue. If at a school, please ensure you are outside the school grounds and remain at least 5 meters from the entrance of these grounds.
* Lynbrook Stingers Netball Club does not support or condone the use of performance enhancing substances and views any such use as detrimental to both the sport of netball and the spirit of the game.