

Terrigal Wamberal Netball Club Incorporated

Constitution and By-Laws of Terrigal Wamberal Netball Club Incorporated

Constitution

1) Definitions

For the purpose of this constitution,

- a. 'New South Wales Netball Association Ltd' means the controlling body for Netball in New South Wales.
- b. 'Association' means the Gosford Netball Association Incorporated (GNA)
- c. 'Affiliated Club' means Terrigal Wamberal Netball Club incorporated also known as TWNC.
- d. 'Office Bearer' means club executive, responsible for the smooth running of the club.
- e. 'Club Management' means a duly appointed representative of an affiliated club.
- f. 'Registered member' means any financial member and active life members of the affiliated club.
- g. 'Instrument' means any document pertaining to the governance of the affiliated club, and includes but is not limited to, this constitution, the by-laws and member protection policy of the affiliated club.
- h. 'GNA' has the same meaning as association.
- i. 'MPP' means the Member Protection Policy as written by and amended from time to time by Netball NSW.
- j. 'MPIO' means the member protection Information Officer who maintains compliance with all requirements of the Member Protection Policy.
- k. 'Public Officer' – An incorporated club is required to have a public officer who has attained the age of 18 years of age and is a resident in NSW. The public Officer is the official contact point for the club. The Public Officer for the purpose of this constitution shall be defined as the TWNC president with the TWNC Secretary as delegate.
- l. 'Website' – refers to the clubs website: <http://www.terrigalwamberalnetball.net/> and or the sportsbag application (refer by-laws section 12) and or the clubs presence on Facebook

Signed by the Office Bearers

Position	Name	Signature
President		
Senior Club Vice President		
Junior Club Vice President		
Treasurer		
Secretary		

Date -

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2) Title

The club shall be called Terrigal Wamberal Netball Club Incorporated, hereinafter called TWNC.

3) Headquarters and address

- a. The headquarters of TWNC shall be GNA Club House, Adcock Park West Gosford.
- b. The mail and e-mail address of TWNC shall be that of the Secretary - secretary@terrigalwamberalnetball.net. All formal TWNC Correspondence must be issued via the Secretary.

4) Affiliation

- a. The TWNC shall be affiliated with the Gosford Netball Association (GNA).
- b. The GNA competition will be played at Adcock Park, West Gosford.
- c. TWNC will be bound by the Constitution, Policies and Procedures of Gosford Netball association.

5) Colours and emblems

- a. The TWNC colours shall be sky blue, black and white. A shark shall be the club emblem.

6) Objects

- a. The objects of the TWNC are to –
 - i. Encourage promote and develop the game of netball.
 - ii. Provide the opportunity for players and officials to enjoy the game of netball and improve their skills.
 - iii. Create a club environment that fosters team spirit and enjoyment of the game.
 - iv. Educate, train, coach and encourage members in the game of netball so they all have the opportunity to reach their maximum potential.
 - v. Develop a sense of sportsmanship, fellowship and mutual support amongst TWNC members and others associated with the club.
 - vi. Promote the safety, health and wellbeing of TWNC members.

7) Alterations to the Constitution

- a. This constitution and the objects of TWNC must not be altered except if amended, repealed or added to by a special resolution at a General Meeting.
- b. A copy of this Constitution, including amendments from time to time, shall be posted on TWNC web site.

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8) Office bearers / Executive

- a. The TWNC shall be constituted of the following office bearers:

President
Senior Vice President
Junior Vice President
Secretary
Treasurer

- b. The office bearers will be named upon the TWNC web site and will be responsible for the smooth running of the club via direction of the Club Management.

9) Club Management

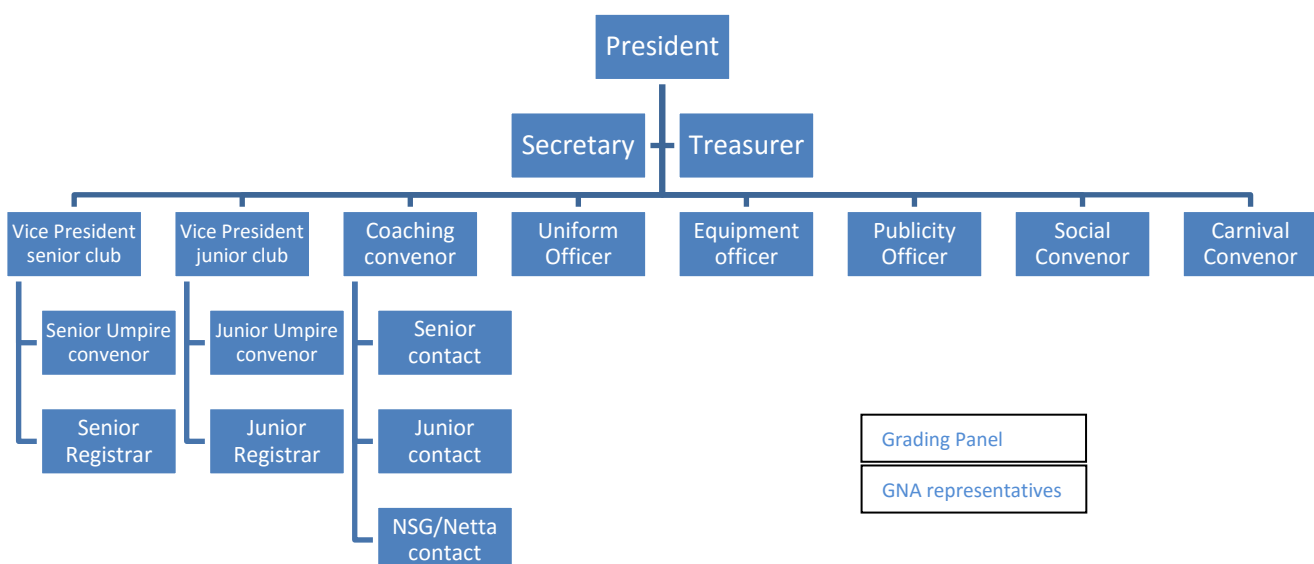
- a. The management of the TWNC shall be vested in the Netball Management Committee (NMC), consisting of:

President	Senior Umpire Convener
Senior Vice President	Junior Umpire Convener
Junior Vice President	Social Convener
Secretary	Carnival Convener
Treasurer	Coaching Convenor
Senior Registrar	NSG / Netta Coaching Contact
Junior Registrar	Junior Coaching Contact
Equipment Officer	Senior Coaching Contact
Uniform Officer	Any elected assistants
Publicity Officer	

- b. The Netball Management Committee shall deal with all matters relating to the Club during their year of office.
c. Failure of any Management Committee member to attend three (3) consecutive meetings without a reasonable cause will result in their office being declared vacant.
d. The following conditions identify the qualification to hold office -

Meeting	Rules on holding office
AGM & General Meeting	At the AGM only financial members of at least 3 months standing and 18 years and over shall be able to hold positions as office bearers of TWNC.

10) NMC Organisational Structure



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11) Netball Management Committee

- a. Shall have full knowledge of club constitution and local rules of TWNC.
- b. Notify office bearers if unavailable for duties rostered.
- c. Netball Management Committee positions will be declared vacant after three (3) meetings are not attended without reasonable cause.
- d. Casual vacancies on the Netball Management Committee may be filled by nomination at the meeting in which the vacancy is declared.

12) Member Protection

- a. TWNC will also elect from the executive / office bearers, a Member Protection Information Officer (MPIO), who is qualified and shall be responsible for implementing the GNA Member protection policy at club level. The MPIO will have the support of an elected committee to hear appeals.

13) Sub Committee & Assistants

- a. The executive shall have the power to appoint subcommittees & assistants to whom they shall delegate authority to conduct any matter which may be deemed necessary.

14) Position Statements

Position	Base functions
President	• Public Officer • Chair of all TWNC meetings • Provide services as a club signatory. • Review and develop club systems and procedures as required, including the Constitution and bylaws. • Ensure the performance of duties of all club management.
Senior Club Vice President	• Appeals Chairperson, responsible for forming appeals committee as required for grading appeals and disciplinary hearings – Senior Issues • Convenor and Selector of grading panel –Senior. • Chair meetings in the absence of the president.
Junior Club Vice President	• Appeals Chairperson, responsible for forming appeals committee as required for grading appeals and disciplinary hearings – Junior issues • Convenor and Selector of grading panel – Junior.
Secretary	• Public Officer Delegate • Calling meetings of TWNC, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president. • Responsible for all incoming / outgoing correspondence to TWNC • Compile minutes of all TWNC meetings. • Ensure that records of the business of the club, including the files, minutes of all general and committee meeting and file correspondence is kept and made available to any financial membership. • Maintain a register of life members.
Treasurer	• Responsible for all TWNC financial matters, including providing monthly financial reports. • Collecting and receiving all moneys due to the club and make all payments authorised by TWNC. • Banking all monies within seven (7) days of receipt. • Issuing of all receipts for TWNC for monies paid within 30 days. • Keep a register of all club assets. • Responsible for organising an audit on the financial books prior to the AGM.

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Senior Registrar	• Receive all registrations via online and at registration days. • Collect all birth certificates and photos for registration purposes. • Assist the Treasurer in the collection, receipting and banking of all registration monies. • Responsible for entering all TWNC senior teams into the NSW Netball database. • Responsible for distribution of senior team lists to coaches, managers and Office Bearers. • Represent TWNC at GNA affiliation and administration day. • Maintaining the register of members at TWNC, so this information is available to others on the Netball Management Committee.
Junior Registrar	• Receive all registrations via online and at registration days. • Collect all birth certificates and photos for registration purposes. • Assist the Treasurer in the collection, receipting and banking of all registration monies. • Responsible for entering all TWNC junior teams into the NSW Netball database. • Responsible for distribution of junior team lists to coaches, managers and Office Bearers. • Represent TWNC at GNA affiliation and administration day. • Maintaining the register of members at TWNC, so this information is available to others on the Netball Management Committee.
Equipment Officer	• Responsible for the management of all TWNC netball equipment, including balls, bibs and training kit. • Responsible for the issuing and collection of this equipment. • Complete a stock take at the end of every season and include result in AGM report.
Uniform Officer	• Responsible for the ordering, storing, issuing of all uniforms for TWNC. • Assist the Treasurer in the collection, receipting and banking of all Uniform monies. • Maintain a small stock of Uniforms. • Advise the Management committee of any changes required to the Uniform • Complete a stock take at the end of every season and include result in AGM report. • Responsible for organising the meeting to organise the awards for presentation nights.
Publicity Officer	• Responsible for the update of the all social media pages including the TWNC intranet site and face Book pages. • Liaise with the President about the issuing of any club paraphernalia which promotes TWNC.
Senior Umpire Convener	• Assist and encourage members interested in furthering their umpiring experience. • Call lectures to assist players in developing umpiring skills. • Provide learner umpires with trainers until they are capable of umpiring independently. • Monitor progress of developing umpires. • Ensure senior teams have allocated umpires, roster these umpires to games and supply these to GNA, via the appropriate communications. • Notify TWNC umpires of upcoming examinations and other opportunities to further develop skills.

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Junior Umpire Convener	• Assist and encourage members interested in furthering their umpiring experience. • Call lectures to assist players in developing umpiring skills. • Provide learner umpires with trainers until they are capable of umpiring independently. • Provide developing umpires with qualified trainers to progress their umpiring skills and qualifications to White Award/Gosford Award/National badge levels, and monitor their progress. • Keep a record of all theory examination results and badges gained by TWNC umpires and forward to the GNA Secretary to update GNA records, on a regular basis, or as required by GNA. • Allocate appropriately qualified Umpires for Netta Gala days, TWNC Grading Days, Carnivals, Netta/Junior and IJ Matches. • Notify TWNC umpires of upcoming examinations and other opportunities to further develop skills. • Arrange payment of all umpires officiating Netta/Junior and IJ matches. Arrange payment of all trainers training umpires on Junior, IJ and Senior games. To be carried out by checking GNA records for each individual competition game that each umpire or trainer has actually officiated or trained umpires on, during that season. Then ensure correct umpire fees, at the appropriate rate, are allocated to the correct umpire and trainer. This will be done by way of maintaining a confidential log of payments due & updating individual's rates when any award or badge level is achieved, prior to forwarding to the Treasurer for payment in Weeks 7 & 15." • Responsible for all junior game allocation and rostering of umpires to these games. • Responsible for obtaining all umpire's and trainer's bank account and contact details, for umpires officiating Netta/Junior and IJ matches, and keeping a confidential log of these, updating & checking these entries are correct, prior to forwarding to the Treasurer for payments in Weeks 7 & 15 • Responsible for co-ordinating, conducting and documenting records of a 4-week junior pre-season umpire training programme for trainee umpires, by way of following the GNA 4-Week Junior Umpire Training Programme Guidelines. Then forwarding these records onto the GNA Secretary for updating GNA records • Responsible for co-ordinating netball carnival day umpires in conjunction with the Carnival Convener and co-ordinating correct payment is available for forwarding to respective umpires. • Responsible for co-ordinating qualified trainers for the 4-week pre-season training course, then allocating these trainers throughout the competition season to trainee and developing umpires, and co-ordinating their correct payment
Social Convener	• Responsible for organising all Club days. • Liaise with GNA to organise TWNC BBQ's, if available. • Review with the President the club sponsorship. Identify new sponsorships. • Look at new ways to fund raise for the club. • Organise club photos for all teams.
Carnival Convener	• Responsible for organising all carnivals entries, including the GNA under 10 grading day and the GNA Netta carnival. • Representative at GNA council meetings.

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Coaching Convener	- Co-ordinate the overall coaching for TWNC in conjunction with the three coaching contacts. - Work with the Vice Presidents to develop grading panels. - Ensure all coaches are aware of development opportunities
NSG/Netta Coaching contact	- Responsible for the identification of all coaches and positioning with the Coaching convener for approval. - Ensure all coaches are aware of development opportunities
Junior Coaching contact	- Responsible for the identification of all <u>junior</u> coaches and positioning with the Coaching convener for approval. - Responsible for organising <u>junior</u> grading days including – court hire, player safety, grading panel comfort. - Responsible for the running of grading day activities, including finding representatives to undertake marshalling and check in activities. - Responsible for co-ordinating junior grading results for approval by executive. - Collate the coach's awards at the end of season.
Cadet / Senior Coaching contact	- Responsible for the identification of all <u>senior</u> coaches and positioning with the Coaching convener for approval. - Responsible for organising <u>senior</u> grading days including – court hire, player safety, grading panel comfort. - Responsible for the running of grading day activities, including finding representatives to undertake marshalling and check in activities. - Ensure smooth transition from juniors (IJ's) to seniors for all players. - Responsible for co-ordinating senior grading results for approval by executive. - Collate the coach's awards at the end of season.
MPIO	- The member Protection officer shall be responsible for the implementing the GNA member protection policy at club level. - Shall work in direct consultation with the president and executive committee of the club and association as appropriate. - Make themselves aware of the member protection policy and comply with the standards of conduct outlined in the policy - Consent to undergo screening as per the NSW child protection regulation and or NSW state legislation if the individual holds or applies for a role that direct contact with people under 18 years of age. - Apply the policy without fear nor favour - Attend the required training in mediation and adjudication as given by GNA or Netball NSW.
GNA Delegates x2	- To be elected from the NMC to represent TWNC at all GNA meetings. - Responsible to report all GNA matters back to the NMC and members at the clubs meetings.
Grading Panel	- Nominations to be called from across the netball community. - Panel of 5 people will be selected by the executive and convened by the Vice President – 3 year period. - Panel will consist of the VP for the junior or senior + the coaching convener + 3 other people selected from the pool of graders. - Qualifications will be a minimum of Development qualification, a theory pass in umpiring, willingness to complete Select for Netball for success course and availability for <u>all</u> grading days.
Sub Committees and elected assistance	As required and directed by the executive.

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15) General Meetings

- a. A general meeting of the club shall be held on the second Monday in **April, June, August and September** and only financial members may put forward motions and vote, other than the NMC.
- b. Standing orders of the TWNC General Meeting shall be:
 - i. Apologies
 - ii. Confirmation of minutes and business arising out of the minutes
 - iii. Correspondence
 - iv. Financial Report
 - v. Management Committee Reports
 - vi. General Business.
- c. At all the TWNC general meeting five (5) shall form a quorum. The chairperson shall have both a deliberate and casting vote.

16) Netball Management Committee (NMC) meeting

- a. A NMC meeting shall be held in the months of **January, February, March, May and July** on the second Monday of the month
- b. Standing orders of the TWNC NMC meeting shall be:
 - i. Apologies
 - ii. Confirmation of minutes and business arising out of the minutes
 - iii. Correspondence
 - iv. Financial Report
 - v. Management Committee Reports
 - vi. General Business.
- c. At all the Netball Management Committee meetings five (5) shall form a quorum. The chairperson shall have both a deliberate and casting vote.

17) Annual general meeting (AGM)

- a. This will be held in the second week of **October**, date and location to be confirmed at the August TWNC general meeting. At the AGM nine (9) shall form a quorum.
- b. No existing rules of the constitution shall be repealed, amended, added to or any new rules adopted except by a two thirds majority at the AGM or at a Special General Meeting convened for the purpose, providing five (5) days' notice has been given via the TWNC web site. Only financial members are eligible to vote at the AGM.
- c. No existing laws shall be repealed, amended, added to or any new laws adopted except by a two thirds majority at the AGM or at a Special General Meeting convened for the purpose, providing five (5) days' notice has been given via the TWNC web site. Only financial members are eligible to vote at the AGM. Proposed alterations shall be submitted in writing to the secretary and shall be circulated to members at the meeting prior to the meeting at which the motion shall be decided.
- d. Standing orders of the TWNC AGM shall be:-
 - i. The reading and confirmation of the minutes of the previous AGM
 - ii. The receipt of annual reports and financial statements.
 - iii. Consideration of rule & law changes, providing that fourteen (14) days' notice.
 - iv. Election of Office Bearers and Delegates
 - v. Correspondence and accounts
 - vi. Setting of Fees
 - vii. General Business

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18) Voting

- a. Neither proxy nor postal votes are valid for any TWNC meeting; all members who wish to vote will be present in person at the time of voting.
- b. The following rules are applicable to who can vote -

Meeting	Rules on voting and
AGM & General Meeting	At the AGM only financial members of at least 3 months standing and 16 years and over shall have the power to vote and be able to hold positions on the TWNC Netball Management Committee other than office bearers.

19) Members

- a. Any person who is interested in netball shall be eligible for membership.
- b. There are a number of member types, including

Member Type	Comments
Life Member	Covers the cost of TWNC registration, but not GNA.
Senior / Cadet Player	>16years of age
Junior / IJ Player	10 to 15 years of age. Junior membership includes one parent.
Netta Player	Shall be 6 to 9 years of age.
NSG Player	Shall be 4 years old on first day of play.
Associate / Non-Player member	Including coaches, managers, umpires and Netball Management Committee

- c. The annual membership fee for all types of membership and cost of uniform shall be determined at the AGM in each year.
- d. Any member may resign from TWNC and such resignation must be in writing to the Secretary.
- e. **Defaulting members:** Members in arrears at the end of the first round shall be deemed defaulters and shall be deprived of all privileges of membership until such default is made good at management discretion.
- f. **Misconduct:** Refer to section 19 member protection policy. *Misconduct is defined as any action which is contrary to the Objective of the club.*
- g. **Disqualification:** Refer section 19 member protection policy. Disqualification may result for refusing to play with the team for which she has been selected or failing to give a satisfactory explanation of her absence from matches or her continual late arrival or for any other reasonable cause.
- h. **Transfers:** A member may transfer from the TWNC if a clearance from the Netball Management Committee is given.
- i. **Fee Dispute:** All disputes regarding fees will be consider and referred to the office bearers for resolution.

20) Discipline / Member protection policy

- a. The club adopts the Member protection policy as written and amended from time to time by Netball NSW. The member protection policy is held under a separate cover and a copy is held by the club and is also available via the association web site.

21) Appeals

- a. All appeals re grading and executive decisions should be directed in writing to the club secretary within 48 hours of grading or a decision being handed down.
- b. All appeals to be heard by the Appeals Committee within 96 hours of receipt of appeal.

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22) Players

- a. Senior teams to consist of players who have reached the age of 16 years by 31 December of the year of play. However, players of 14 years and over by 31 December of the year of play may play senior division, with the approval of a parent and the TWNC Netball Management Committee & GNA.
 - i. Juniors aged 14 years and up may play as substitute player in a senior team where required for a maximum of two (2) games per year.
- b. Senior & Intermittent Junior (IJ) players may enter a “pre-formed” team of not less than seven (7) players. All registrations and fees will be submitted to TWNC six (6) weeks prior to the GNA competition commencing.
 - i. Pre-formed teams will be placed into grade based upon the GNA points system; the previous seasons results & coaches recommendation.
- c. If Individual senior players register they may be graded on paper and or fill vacancies in teams which have registered. Players may be graded at a grading day set down by the Netball Management Committee to ascertain the standard of such players.
 - i. It is the intention of TWNC to have appropriate senior teams for the progression of the Intermediate Juniors. Depending upon senior grading, coaches reports and review of the NMC it is anticipated that girls from IJA & B will be positioned into ~division 3/4, IJC&D will be positioned in division 5/6 and IJ E&F into Cadets / division 7.
 - ii. The NMC, in consultation with previous year’s coach, if Cadet Teams will be formed. Cadets allows for a smoother transition of IJ girls into the senior events. For the purpose of TWNC, Cadets will be aged from 16 – 18 years of age.
- d. Seven (7), eight (8) and nine (9) year olds to play in a non-competitive division called Netta Netball.
 - i. To prepare the girls for competition the following year the club may choose to paper grade the 9 year old Netta players, based upon coaches’ reports and review by the NSG / Netta coaching contact and the Coaching convenor.
- e. Ten (10) years to Twelve (12) years play in ages graded on ability, in a competition known as Junior.
- f. Thirteen (13) to fifteen (15) year olds graded according to ability to play in Intermediate Junior Division (IJ’s).
 - a. In special circumstances an IJ player may be graded into seniors with the approval of GNA or the TWNC NMC i.e. a representative player who has the ability to allow them to be graded into seniors.
- g. All junior players, excluding pre-formed IJ teams, must be graded and registrations will only be accepted to fill vacancies after grading, only if they are of the same standard as the existing players.
- h. All players over 13 years of age must obtain an [umpiring theory pass](#), which will be attached to the players rego form.

23) Dissolution

- a. In the event of winding up TWNC, the funds, after liabilities have been discharged, shall be deemed to be the property of GNA and distributed to support the ongoing needs of Netball in the Gosford area.

24) Other matters

- a. All matters not dealt with in this Constitution will be considered by the Officer Bearers and brought into effect if necessary in the form of By-Laws of the club.

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By Laws

1) Registration

- a. All fees decided at the AGM are to be paid by the date set by TWNC, including the cost of Uniforms.
 - i. Online registration will commence in November, and an early registration, received in full by the end of January, will attract the same cost as the current session registration costs. All registrations received after January will be charged at the new registration fee for the upcoming season.
 1. All Current club members can register on line.
 2. Registration will be held in conjunction with the grading days (3rd week of November)
 - ii. A "late" registration day will be held in in the first week of February, to allow for all new comers to the club to be register.
- b. All registrations received by the due date will be considered for affiliation with TWNC. Registration may not be considered where:
 - i. Registration is received after the due date
 - ii. Registration contravenes club and/or association policy, articles of associations or statutory/legal requirements.
 - iii. Registration is from an un-financial member or a member who does not have written clearance from a previous club.
 - iv. Registration is from a member previously suspended, disqualified or expelled from the club.
 - v. An appropriate vacancy does not exist when grading is completed.
- c. Registrations unable to be accommodated prior to affiliation with GNA will be forwarded to the secretary of GNA for consideration by other clubs if requested.
- d. Registrations unable to be accommodated may be appealed in writing to the Secretary of TWNC within seven (7) days of advice. Appeals will be considered by the office bearers in consultation with the convener of the grading panel.
- e. Parents registering a player under the age of 13 must obtain an [umpiring theory pass](#), which will be attached to the players rego form.
- f. All players over 13 years of age must obtain an [umpiring theory pass](#), which will be attached to the players rego form.
- g. In general terms there will be no refunds of any fees, as TWNC may have already committed the funds to GNA and or NSW Netball. The club members have the right to request a refund under extraneous circumstances and this shall be via written correspondence with the Secretary. The office bearers will consider each case on its merit.

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2) Grading

- a. Independent graders review all Junior & Senior players over the last 4 weeks of the season and take notes which will help on grading day; this would be carried out under the guidance of the Coaching Convenor and the Vice Presidents.
- b. Grading will commence in the third week of November.
- c. If required the junior grading will consist of a round robin event which will allow for each team in the age group to play off against one another i.e. we will play the 10A against the other 10 year old teams and grading panel will look at the balance of the sides and individual girl's abilities.
- d. The Senior Grading will be for players not in "pre-formed" teams. This will allow for a review and positioning of the players -
 - i. moving from IJ into either Cadet or Senior division
 - ii. Ensure all new players to the club have been assessed.
 - iii. Ensure that all players have the opportunity to play at the highest grade for their ability.
- e. The Grading Panel, one for Junior and one for Senior, will consist of 5 selectors, with the Vice President and the coaching convenor being two of these positions. The Vice President is the designated Grading Panel Convener. The other three positions will be selected by the TWNC executive from the grading panel pool.
- f. Each member of the grading panel will have a minimum of a development qualification in coaching + a current umpire theory pass + the willingness to complete [Select for Netball for success](#) course and the commitment to attend all grading days and reviews.
- g. The Vice Presidents will have the casting vote for all grading matters.
- h. All conflicts will be managed and resolved by the Executive.
- i. The grading panel will have tenure of three years.
- j. Coaches may be called upon for input into each player at an independent meeting. This will assist the grading panel with the correct team balance.
- k. Team selections to be ratified by the Executive prior to affiliation with GNA. Ratification will occur a minimum of 4 weeks prior to the commencement of the GNA season.
 - a. The Vice President is head of the appeals committee and will not be involved in ratification
 - b. If the Executive holds a position on the grading panel (i.e. 10A coach) then they will not be on ratification panel and a suitable replace will be elected from the NMC.
- l. No more than ten (10) players to be graded into a team, unless approved by the NMC.
- m. All graders will complete the [Select for Netball for success](#) course, within 12 months of being selected onto the grading panel. This training will be refreshed every three years.
- n. Pre-formed teams must consider any request to accept graded players into the team to assist in the placement of registered players
- o. Pre-formed teams may submit a team into any division, however, TWNC will grade players to form a premier division 1 team.
- p. If multiple TWNC teams, with similar player points are all submitting for the same division then those teams will play each other in a game scenario to allow assessment by TWNC.

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3) Financial

- a. TWNC shall be financed by member's subscriptions, donations and from any other activities as determined by the Committee.
- b. The financial year shall be from October 1st to 31st September.
- c. All monies of TWNC shall be paid into the account of TWNC as established by the office bearers.
- d. Upon receipt of any money TWNC must issue a receipt via the Treasurer.
- e. The books and accounts of the Club shall be audited annually by an auditor appointed by the AGM.
- f. All withdrawals, either cheque or electronic from the bank accounts of the Club shall be approved by any two of:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
- g. Any expense incurred by a member of the Club in carrying out her/his duties shall have that expense reimbursed by the Club on presentation of receipts so long as the expense was authorised by the Committee.
- h. All fees, including the cost of Uniforms, to be determined at the AGM.
 - i. Fees shall be calculated to cover the costs of
 - a. NSW Netball and GNA membership
 - b. Equipment costs
 - c. Junior umpiring costs
 - d. Trophies and Awards
 - e. Court Hire
 - f. Course costs
 - g. Administration & communication costs, including web page.

- ii. The following fee classification will be applicable –

Member Type
Life Member
Senior / Cadet Player
Junior / IJ Player
Netta Player
NSG Player
Associate / Non-Player member

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4) Uniforms

- a. Club uniforms are to be worn by all players as determined by the Netball Management Committee.
- b. Only club uniforms may be worn whilst playing or umpiring.
- c. No Jewellery shall be worn whilst playing or umpiring.
- d. All players to purchase their own uniforms.

5) Forms

- a. Affiliation sheets must show at least nine (7) players for pre-formed teams and seven (7) players for graded teams to allow registration with GNA. Each coach, manager and member of the Netball Management Committee to be issued a copy of the same by the Registrar.
- b. All additional registrations throughout the season to be compiled by the registrar and notified to the Netball Management Committee.

6) Umpiring

- a. No official match shall be played without an umpire who takes no part in the match as a player.
- b. All umpires must wear a choice of either: playing uniforms with a white shirt over the top, preferably a white TWNC club polo; a full white uniform; or a club tracksuit, and suitable shoes.
- c. Junior umpires must be 13 years of age as at 31 December of the year of play and sit for the Netball Australia on-line exam until a pass mark of above 70% is gained.
- d. All umpires must have a current pass which is current for six (6) from year of gaining at least a 70% pass mark. Site to sit the online exam is <http://learning.netball.asn.au>
- e. Umpires will be paid at the rate determined by TWNC - NMC.
- f. All junior umpires turning 13 by the end of 31st Dec are required to attend a 4 week umpires course which is held February each year this replaces the GNA Junior Quiz
- g. All trainee umpires have a minimum of 5 weeks game training by a qualified trainer
- h. Junior umpires are paid by TWNC after they have completed their 5 week training all other Junior umpires are paid by TWNC from week 1
- i. There will be 2 umpire payments made to all umpires through the season, being week 7 and after week 15
- j. No senior umpire will be paid by the TWNC and each senior team is to provide an umpire qualified at the division level for which the team has been graded and supply at least 2 umpires' names on registration day for the Senior Umpire's Convenor to use in the current season.
- k. Any TWNC registered member performing umpiring duties has first priority to umpire for the TWNC club. If TWNC umpires are to umpire for any other team not registered with TWNC, they must first gain permission in writing from the respective TWNC Junior or Senior Umpire Convenor.

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7) Coaches

- a. Coaches to have a foundation coaching certificate and a current umpiring theory pass.
- b. Coaches should apply for [working with Children](#) clearance, as a volunteer.
- c. Coaches to be allocated by a sub-committee of office bearers, registrar and grading panel convener, who consider coaching experience, qualification and eligibility to register under TWNC By-Laws clause 1 – Affiliation.
 - i. The coaching contact will approach the NSG & Netta parent groups to seek new coaching talent.
- d. Be responsible for the training and coaching of players.
- e. Accompany players to carnivals as directed by TWNC.
- f. Submit a full report on progress of teams play, together with carnival results, at the end of the season (no later than the last week of October).
- g. Return all club owned equipment to the Equipment Officer by the end of October in the year of play.
- h. Any club owned equipment lost or destroyed as a result of negligence is to be replaced by the team concerned. Negligence to be decided by the Netball Management Committee.
- i. Coaches must act in a responsible manner in accordance with the standards set down by the Netball Management Committee of TWNC and GNA.
- j. Abide by the Netball NSW Coaches' Code of Conduct and all statutory and legal requirements as advised by the Netball Management Committee.

8) Managers

- a. Be responsible for the health and general appearance and behaviour of players.
- b. Be responsible for all players at training sessions, carnivals and during Saturday competition matches.
- c. Be responsible for bibs during season and return to Equipment officer at the end of the season.
- d. Managers should apply for [working with Children](#) clearance, as a volunteer.

9) Teams

- a. A representative from each team must attend general meetings
- b. No team to carry out own fund raising without the approval of the Netball Management Committee.
- c. Teams should ensure that the coach and or manager have access to first aid kits at both training and game days.
- d. Every team will have both a selected coach and manager.

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10) Life Membership

- a. Members are eligible for nomination for Life Membership after having completed team (10) years continuous service as a member of the Netball Management Committee.
- b. Life membership entitles the member to attend and vote at all meetings of TWNC.
- c. The Life Member is to be recognised on presentation day with a badge engraved with name and presentation date. The Netball Management Committee may decide on a suitable memento to accompany the presentation.
- d. The conferring Life membership automatically entitles the individual to be a financial member of TWNV, but does not cover membership with GNA.

11) Club awards

- a. Members of the Netball Management Committee who have attended not less than two thirds of all scheduled meetings are eligible to vote for the awards presented at TWNC annual presentation.
- b. The Annual presentations for seniors and juniors will occur in the last week of October.
- c. The award of a presentation in any year of determined by the criteria set by the Netball Management Committee at a meeting convened for that purpose, by the Uniform Convener.

12) Sportsbag – Mobile application

Installing Sportsbag on Your Phone or Tablet

If your Club/Gym has Sportsbag, follow these instructions to install Sportsbag onto your Phone or Tablet.

For iPhone and iPad users:



1. Click the "App Store" icon on your Apple device.
2. Type your Club/Gym name in the search, using suburb name will help.
3. If iPhone, you will see your Club/Gym appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

For Android users:



You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your Club/Gym name, using suburb name will help.
3. Click the Club/Gym name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.

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13)

Annual Time line

Purpose of this is to gain an overview of the yearly schedule for TWNC. Actual dates for each of the events will be posted upon TWNC website and Facebook closer to the date.

