

**WOY WOY PENINSULA NETBALL ASSOCIATION INC.
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**WOY WOY PENINSULA NETBALL ASSOCIATION INC.
CONSTITUTION**

1. GENERAL

a) DEFINITIONS

For the purposes of this Constitution,

'Affiliated Club' means any club (comprising two or more teams) which has paid the prescribed annual affiliation fee to the Association;

'Individual Team' means 1 team which has at least 5 registered members over the age of 16.

'Association' means the Woy Woy Peninsula Netball Association Inc.;

'Club Delegate' means a duly appointed representative of an Affiliated Club of the Association;

'Instrument' means any document pertaining to the governance of the Association, and includes, but is not limited to, this Constitution, and the associated Policies of the Association;

'New South Wales Netball Association Ltd' means the controlling body for Netball in New South Wales;

'Net Set Go' means a program developed by Netball Australia to provide children from 5 to 10 years with the best possible learning and playing experience.

'Registered Member' means any financial member, life member or honorary member of the Association;

'The Office Bearers of the Association' means the members of the Executive Committee plus the Sub-Committee Convenors.

b) INTERPRETATION

- i) Where this Constitution conflicts with any other instrument of the Association, this Constitution shall prevail.
- ii) Where ambiguity exists between this Constitution and any other instrument of the Association, the natural interpretation of the Constitution shall prevail.
- iii) The Council shall hold the power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and associated Policies.

c) TITLE

The name of the Association shall be the Woy Woy Peninsula Netball Association Inc.

d) **COLOURS**

The Association's colours shall be Black Watch Tartan and Valley Green. In the absence of Black Watch Tartan availability, the associated colours of the tartan shall be used.

e) **ASSOCIATION LOCATION**

The Association office and facilities are located at Lemon Grove Playing Fields, Lagoon Street, Ettalong Beach

f) **BOUNDARIES**

The Association's boundaries shall be as defined by the New South Wales Netball Association Limited and as reviewed from time to time. At time of printing boundaries are Empire Bay to Kariong.

g) **OBJECTS**

The objects of the Association shall be:

- i) to further the interests of its members and promote and control the game of Netball within the boundaries of the Association;
- ii) to promote, regulate and control competition matches between Affiliated Clubs/Individual Teams and to control all premierships and carnivals of the Association;
- iii) to select and manage the Association's representative teams;
- iv) to affiliate with and support the New South Wales Netball Association Ltd;
- v) to co-operate with other affiliated organisations in New South Wales for the furtherance of Netball; and
- vi) to seek to resolve any and all disputes which may arise between members of the Association in all matters pertaining to the game of Netball within the boundaries of the Association;
- vii) to be a court of appeal in the case of an unresolved discipline matter or dispute connected with Netball within the area controlled by the Association.

The objects of the Association may only be altered in accordance with Clause 6 e) below.

h) **PATRON**

The Association may from time to time appoint one or more Patrons.

Any nomination received for the office of Patron shall be presented for ratification by the Council at an Annual General Meeting. The Council may also cancel any such appointment at an Annual General Meeting.

2. MEMBERSHIP

a) ORDINARY MEMBERSHIP

- i) The Association is the controlling body for Netball within its boundaries and its authority shall be recognised by all Registered Members who shall adopt and obey this Constitution and the Rules and associated Policies of the Association.
- ii) Individual members of an Affiliated Club wishing to join the Association shall:
 - a) Complete the approved Register of Members Form held by the Association Registrar or Public Officer.
 - b) Pay the prescribed annual membership fees to the Association Treasurer or Registrar.
 - c) Individual members of an Affiliated Club upon joining the Association shall be classified as:
 - i. Senior Players, who shall be aged 18 years of age or over at 31 December in the year of play.
 - ii. Junior Players, who shall be aged 11 to 17 years of age at 31 December in the year of play.
 - iii. Net Set Go Players, who shall be aged 5 to 10 years of age at 31 December in the year of play.
- iii) Membership shall also include non-players, including, but not limited to, coaches and umpires.
- iv) A person ceases to be a Registered Member of the Association if the person:
 - a) dies;
 - b) ceases to be financial under Clause 2 c) iii) below; or
 - c) is expelled from the Association under the authority of Clause 7 below.

b) LIFE MEMBERSHIP

- i) Any person may be elected a Life Member of the Association in recognition of not less than ten (10) years outstanding service to the Association.
- ii) Candidates for election as Life Members shall be nominated by two (2) members of the Council at least one (1) month before the meeting at which such nominations will be considered.
- iii) The nominations must be approved by a majority of at least three-quarters (3/4) of the members present and voting at an

Annual General Meeting, provided that the Council may, from time to time, fix the maximum number of persons who may at any time hold life membership.

- iv) A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and shall have full voting rights.
- v) A person ceases to be a Life Member of the Association if the person:
 - a) dies; or
 - b) is expelled from the Association under the authority of Clause 7 below.

c) MEMBERSHIP FEES AND MISCELLANEOUS FEES

- i) All fees to be paid by Registered Members for the following year of membership, shall be determined by resolution of Council at the Annual General Meeting each year.
- ii) All Registered Members of the Association will be financial members between 1 January and 31 December.
- iii) A Registered Member ceases to be financial if she or he:
 - a) fail to renew her or his membership; or
 - b) fail to pay to the Association money she or he owes to the Association within the required timeframe.

d) REGISTER OF MEMBERS

- i) The Public Officer of the Association shall establish and maintain a Register of Members of the Association specifying the name and address of each person who is a Registered Member of the Association, together with the date on which the person became a Registered Member.
- ii) The Register of Members shall be kept at the principal place of administration of the Association and shall be open for inspection by any Registered Member of the Association at any reasonable hour; however, such inspection shall be limited to viewing the names of Registered Members only.

e) MEMBERS' LIABILITY

The liability of a Registered Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association.

f) AFFILIATION OF CLUBS & INDIVIDUAL TEAMS

In order to become affiliated with the Association, clubs must:

- i) Consist of two or more teams comprising Registered Members of New South Wales Netball Association Ltd.
- ii) Pay an annual affiliation fee as determined by the Council at the Annual General Meeting each year.

In order to become affiliated with the Association, Individual teams must:

- i) Consist of players who are Registered Members of New South Wales Netball Association Ltd.
- ii) Pay an annual affiliation fee as determined by the Council at the Annual General Meeting each year.

g) DELEGATES

- i) Affiliated Clubs comprising of two teams or more, shall each nominate two Club Delegates to the Council. Club Delegates must be a member of the relevant club. Individual Teams shall nominate 1 Club Delegate to the Council.
- ii) The Secretary of each Affiliated Club shall notify the Association Secretary of the names and addresses of Club Delegates at least seven (7) days prior to the first meeting of Council each year.
- iii) An Affiliated Club/Individual Team has the right to withdraw a Delegate and appoint another Delegate in his or her place at any time.
- iv) A vacancy shall be deemed to have occurred in respect of any Club Delegate who has, without leave of Council, failed to attend three (3) consecutive Council meetings.
- v) Any such vacancy shall be filled by a nominee of the Affiliated Club/Individual Team whose Delegate has caused the vacancy.
- vi) At each meeting all Delegates present shall sign an attendance book and shall state the Club/Individual Team that she or he represents at that meeting.
- vii) A Delegate may represent one Club/Individual Team only at any meeting.

3. MEETINGS

a) MEETINGS – GENERAL PROCEDURE

- i) The President shall take the chair at all meetings of the Council or Executive Committee. In the President's absence the chair shall be taken by the Vice President.
- ii) If neither the President nor Vice President is present within thirty (30) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson.
- iii) A quorum for ordinary Council meetings shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and Club Delegates representing at least one-half (1/2) of the Affiliated Clubs. A quorum for Executive Committee meetings shall consist of half (1/2) of the total number of the Executive Committee plus one.
- iv) If no quorum is present thirty (30) minutes after the time fixed for the commencement of a meeting it shall be adjourned to such time and place as the Chairperson shall decide. The Secretary shall give written notice thereof to each eligible voter and to the Secretary of each Affiliated Club.
- v) The accidental omission to give any member the required notice shall not invalidate a meeting nor any of the business of the meeting.
- vi) Questions arising at an ordinary meeting of the Council, Executive Committee or any Sub-Committee are to be determined by a simple majority of votes cast by eligible members. Each eligible member shall have one (1) vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.
- vii) In the case of an equality of votes, the President (or the person otherwise presiding) shall, in addition, have a casting vote.
- viii) There shall be no voting by proxy except where a Convenor authorises a Sub-Committee member to attend a meeting at which she or he is eligible to vote in her or his place.
- ix) Meeting procedure shall be further guided by Clause 5. d) Standing Orders as defined in the New South Wales Netball Association Ltd Constitution.

b) ANNUAL GENERAL MEETING

- i) An Annual General Meeting of the Association shall be held on the third Monday in November of each year.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members, two (2) nominated Delegates from each Affiliated Club & 1 Delegate from each, Individual Team.
- iii) Delegates must attend a minimum of 4 Council meetings for that Club/Individual Team to be eligible to vote at the AGM.
- iv) Not less than twenty-one (21) days' written notice of the Annual General Meeting of the Association shall be given to each Office Bearer, Life Member, Delegate and the Secretary of each Affiliated Club.
- v) A copy of the Association's Annual Report and the audited balance sheet shall accompany such notice.
- vi) A quorum for an Annual General Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and at least one-half (1/2) of the Delegates.
- vii) The business of the Annual General Meeting shall be:
 - a) Confirmation of the minutes of the previous Annual General Meeting;
 - b) Consideration and adoption of the Annual Report and audited balance sheet;
 - c) Appointment of an auditor for the following year;
 - d) Such other business as the meeting thinks fit;
 - e) Election of Office Bearers.
- viii) The following Office Bearers shall be elected and shall form the Executive Committee:
 - President;
 - Vice President;
 - Secretary;
 - Assistant Secretary;
 - Treasurer;
 - Assistant Treasurer
 - Games and Grading Convenor;
 - Umpires Convenor;
 - Coaching Convenor;

Representative Convenor;

- ix) The following Office Bearers may also be elected:

Assistant Umpires' Convenor;

Public Relations Officer;

Canteen Convenor;

Carnival Convenor;

- x) Nominations for election signed by two (2) Registered Members and with the written consent of the nominee shall be lodged with the Secretary at least twenty-eight (28) days prior to the meeting at which the elections are to be held. Qualifications may accompany each nomination.
- xi) To be eligible for nomination as an Office Bearer a nominee must be a Registered Member of both the New South Wales Netball Association Ltd and the Association.
- xii) Current Office Bearers shall be eligible for re-election.
- xiii) The President, Secretary or Treasurer of the Association shall not hold the position of President, Secretary or Treasurer of an Affiliated Club.
- xiv) No person shall be elected to more than one (1) position as an Office Bearer.
- xv) Not more than **two (2)** members of the Executive Committee shall be members of any one Affiliated Club.
- xvi) Office Bearers elected at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year, unless they are removed or resign in the interim:
- xvii) The Association may, at a Special Council meeting, by resolution remove any Office Bearer before the expiration of her or his term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the Office Bearer so removed.
- xviii) An Office Bearer may resign her or his position by providing written notice of her or his intention to do so to the Association Secretary. The Council shall, at its next meeting, by resolution appoint a replacement to hold the position for the remainder of the resigned person's term of office.

c) **SPECIAL COUNCIL MEETINGS**

- i) Special Council Meetings shall be called by the Secretary:
 - a) at the direction of the President;
 - b) upon receipt of a requisition signed by not less than one-third (1/3) of the members of Council.
- ii) All Registered Members may attend but voting shall be restricted to Office Bearers, Life Members, two (2) nominated Delegates from each Affiliated Club & 1 delegate from each Individual Team.
- iii) Not less than twenty-one (21) days' written notice shall be given to members of Council and to the Secretary of each Affiliated Club & Individual Team, specifying the time and location of a Special Council Meeting, and the nature of the business to be considered.
- iv) A quorum for a Special Council Meeting shall consist of half (1/2) the total number of the Association's Executive Committee members plus one, and Delegates representing at least one half (1/2) of the Affiliated Clubs.

4. ORGANISATIONAL STRUCTURE

a) COUNCIL

- i) The Council shall consist of:
 - a) the Office Bearers of the Association;
 - b) Life Members;
 - c) Nominated Delegates from each Affiliated Club/Individual Team;
- ii) The Council shall meet on the second Monday in February, March, May, July, September, October and then following the AGM on the third Monday in November.
- iii) Not less than seven (7) days' written notice shall be given specifying the time and place of the meeting of Council, and any special business to be dealt with.
- iv) Order of business at Council meetings shall be:
 - a) Apologies;
 - b) Confirmation of Minutes;
 - c) Business Arising from Minutes;
 - d) Notices of Motion;
 - e) Elections;
 - f) Correspondence and business arising;
 - g) Reports:
 - Executive Committee;
 - Treasurer;
 - Umpires Convenor;
 - Coaching Convenor;
 - Representative Convenor;
 - Other Officer Bearers Reports;
 - Sub-Committees;
 - Delegates to other organisations;
 - Any other reports.
 - General business.

- v) Association delegates to other organisations shall submit a written report to the Secretary of all meetings/functions attended on behalf of the Association within twenty-eight (28) days of such meeting/function.

b) POWERS OF COUNCIL

- (i) The Council shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:
 - a) to control and manage the affairs of the Association;
 - b) to fix fees payable by members and to enforce payment thereof;
 - c) to control the funds of the Association and for that purpose to open and operate banking accounts; to invest funds in any manner authorised by law for the investment of trust funds; to acquire real and personal property of all descriptions and to sell or otherwise dispose of it; to borrow money on behalf of the Association and to give security therefore; to enter into guarantees of indebtedness on behalf of any Affiliated Club; and, generally, to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Association;
 - d) to deal with and adjudicate upon any complaint made to it of Behaviour generally detrimental to the policy, interests or welfare of the Association by any Registered Member
 - e) to appoint two (2) delegates and two (2) proxy delegates to represent the Association on the Council of the New South Wales Netball Association Ltd.;
 - f) to appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit;
 - g) to ensure that the Secretary of the Association maintains the MyNetball database with names and addresses of existing members in consultation with Club Secretaries

c) **EXECUTIVE COMMITTEE**

- i) The Executive Committee shall consist of the following voting members:
 - President;**
 - Vice-President**
 - Secretary;**
 - Assistant Secretary;**
 - Treasurer;**
 - Assistant Treasurer**
 - Umpires Convenor;**
 - Coaching Convenor;**
 - Games and Grading Convenor;**
 - Representative Convenor;**
- ii) Regular Executive Committee Meetings shall be held on dates determined by the Executive Committee at the first Executive Committee Meeting after the Annual General Meeting.
- iii) Should it be necessary to call additional meetings, all Executive Committee members shall be notified at least forty-eight (48) hours prior to the meeting being held.
- iv) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- v) Any member of the Executive Committee who, without leave of the Executive Committee, has failed to attend three (3) consecutive meetings shall be deemed to have resigned and shall be replaced in accordance with Clause 3 b) xvi).
- vi) The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function.

d) DUTIES OF EXECUTIVE COMMITTEE

- i) The Executive Committee shall exercise the functions and powers of the Council between meetings of the Council and its decisions shall be subject to ratification by the Council at the next meeting.
- ii) Approve all nominees eligible for selection into the Association Representative Teams prior to selection. Consider reports as presented by the Selection Sub-Committee. The Selection Sub-Committee shall attend Executive Committee meetings at which selected teams are presented for the Executive Committee's information prior to the announcement of such selected teams.
- iii) Receive and consider reports from the manager, coaches, umpires and captains of Association representative teams.
- iv) Consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting.
- v) Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- vi) Approve the Association Report to be presented to the New South Wales Netball Association Ltd.

e) SUB-COMMITTEES

- i) The following Sub-Committees shall be convened as required:
 - a) Canteen (comprising the Canteen Convenor from each Club plus the Association Canteen Convenor);
 - b) Coaching (comprising six (6) members plus the Coaching Convenor);
 - c) Carnival (casual committee as required comprising a member from each Affiliated Club and the Carnival Convenor)
 - e) Games and Grading (comprising Games and Grading represent from each Affiliated Club plus the Games and Grading Convenor and Umpires Convenor);
 - f) Selection (comprising Selectors as appointed by the Executive);
 - g) Social (comprising four (4) members plus the Public Relations Officer (as Convenor));

- h) Umpires (comprising all badged umpires of the Association plus the Umpires Convenor).
- d) Discipline Tribunal to be convened as required according to the Netball NSW Ltd Member Protection Policy Part C Complaints Handling Policy
- e) Hearings Tribunal to be convened as required according to the Netball NSW Member Protection Policy Part C Complaints Handling Policy
- i) Appeals Tribunal to be convened as required according to Netball NSW Ltd Member Protection Policy Part C Complaints handling Policy.
- ii) Members of Sub-Committees shall be Registered Members of the Association.
- iii) Excluding the President, Secretary and Treasurer of the Association, members of the Executive Committee are eligible to stand for election to Sub-Committees, but may not be elected the Convenor thereof.
- iv) The President, Secretary and Treasurer shall be ex officio members of all Sub-Committees with the exception of the Selection Sub-Committee.
- v) With the approval of Council, persons other than the elected members may be co-opted to assist with the business of a particular Sub-Committee.
- vi) The first meeting of each Sub-Committee shall, if possible, be held within fourteen (14) days of its appointment.
- vii) The Council may, from time to time, appoint such additional Sub-Committees as it thinks fit and define the functions thereof.
- vii) Casual Sub-Committees may be appointed by Council from time to time to fulfil a particular function.
- ix) Nominations for any Sub-Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the meeting, with Council's approval.
- x) Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.
- xi) Each Sub-Committee shall submit a written report, with any recommendations, to each meeting of Council for ratification.

- xii) A Sub-Committee Convenor shall:
- a) be responsible for advising Sub-Committee members, including ex-officio members and the Association Secretary, of all meetings at least seven (7) days prior to the meeting;
 - b) be responsible for keeping in a Minute Book an accurate record of all meetings;
 - c) forward copies of the Minutes to the Assistant Secretary and to each member of the subcommittee within fourteen (14) days of each meeting;
 - d) submit reports for consideration by the Executive Committee and/or Council as required.

5. DUTIES

a) DUTIES OF EXECUTIVE COMMITTEE MEMBERS

- i) The **PRESIDENT** shall:
 - a) preside at meetings of the Association and direct where necessary
 - b) be the Chairperson of the Discipline Tribunal
 - c) be the Chairperson of the Hearings Tribunal
 - c) represent WWPNA Inc. where possible

- ii) The **VICE PRESIDENT** shall:
 - a) assist the President and perform such other duties as directed by Council;
 - b) preside at meetings in the absence of the President

- iii) The **SECRETARY** shall:
 - a) act as the Public Officer of the Association;
 - b) maintain a register of Life Members;
 - c) maintain a register of Registered Members;
 - d) maintain a register of Affiliated Clubs & Individual Teams;
 - e) maintain a register of Council and Proxy delegates' names and addresses;
 - f) be responsible for correspondence and issue notices as required;
 - g) prepare a report for presentation at the Annual General Meeting;
 - h) circularise all nominations for Life Membership and accompanying qualifications to Affiliated Clubs;
 - i) arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
 - j) be responsible for the presentation of the Executive Committee report to Council;
 - k) keep a directory of all names and telephone numbers of WWPNA Inc Executive Members and Affiliated Club Officials for distribution to Association Members;

- l) keep a copy of WWPNA Inc Constitutions and Policies up to date and accessible to all members, and for use at Meetings;
 - m) conduct other business as directed by Council;
 - n) prepare and submit applications for State and other grants;
 - o) issue an official order to any person authorised to purchase on behalf of the Association.
 - p) to be the Member Protection Officer unless otherwise delegated by the Executive Committee.
- iv) The **TREASURER** shall:
- a) be responsible for all funds that may be established by the Association;
 - b) keep a record of all assets, liabilities, and properties of the Association;
 - c) keep necessary books of account and produce them on the instruction of Council;
 - d) receive all monies payable to the Association and issue receipts as required;
 - e) bank all monies within seven (7) days of receipt;
 - f) pay accounts passed for payment;
 - g) pay other accounts as necessary and have these ratified at the next meeting;
 - h) send accounts as required;
 - i) submit a written financial report to each Council meeting;
 - j) pay the annual New South Wales Netball Association Ltd. fees by the due date;
 - k) present an audited Balance Sheet at the Annual General Meeting.
- v) The **UMPIRES CONVENOR** shall:
- a) be the holder of a National Umpires Accreditation;
 - b) be the Convenor of the Umpires' Subcommittee;
 - c) organise and arrange the coaching and grading of umpires where necessary;
 - d) arrange for the printing and distribution of the Umpires' examination papers;

- e) keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
 - f) keep a record of National badged umpires and district badged umpires within the Association;
 - g) be responsible, once fixtures for each competition have been finalised, for allocation of umpire's for each game on fixture, and to allocate duty umpires for each round;
 - h) be responsible for the allocation of umpires for carnivals and state competitions as organised by the Association, whether club or representative;
 - i) research and institute methods of encouraging and improving umpiring within the Association;
 - j) arrange umpiring assistance to clubs as requested;
 - k) be responsible for the distribution of relevant information regarding umpiring;
 - l) ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Council meetings.
 - m) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
 - n) be responsible for the organisation of umpiring courses to be conducted at the Association.
 - o) be a member of the Games and Grading Committee;
 - p) be responsible for weekly umpiring allocation sheets.
- vi) The **COACHING CONVENOR** shall:
- a) be the holder of at least an Development level Coaching Accreditation;
 - b) be the convenor of the Coaching Subcommittee;
 - c) research and institute methods of encouraging and improving coaching within the Association;
 - d) arrange coaching assistance to clubs as requested;
 - e) be responsible for the distribution of relevant information regarding coaching;
 - f) be responsible for the NetSetGo program

- g) ensure that in her or his absence a representative appointed from the Coaching Sub-Committee attends Council meetings;
 - h) be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
 - i) be responsible for the organisation of coaching courses to be conducted by the Association.
- vii) The **REPRESENTATIVE CONVENOR** shall:
- a) be responsible for all aspects of marketing and purchasing for Representative Teams;
 - b) be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel.
 - c) be Convenor of the Representative Teams Sub-committee and as such be responsible for all aspects of the organisation of the Representative teams, for example, the issue and receipt of equipment, travel and accommodation arrangements etc.;
 - d) advise the Secretary of all such arrangements.
 - e) be responsible for the organisation and selection of Representative Players.
- viii) The **GAMES AND GRADING CONVENOR** shall:
- a) be the Convenor of the Games and Grading Subcommittee and as such record all minutes of subcommittee meetings;
 - b) ensure Grading is conducted according to Association policy;
 - c) accept all team registrations on a date to be determined from year to year for all competitions, and copy team registration forms for Treasurer, to collect appropriate affiliation fees; and Secretary for compilation of membership records to be forwarded to New South Wales Netball Ltd.;
 - d) accept individual late registrations as submitted by the appropriate Club/Individual Team Official and include them with team registration forms, together with date affiliated;
 - e) accept deregistration forms for players who have been granted Association permission to deregister from a team, and keep with original team registration form, together with date de-affiliated;
 - f) prepare, in conjunction with the Games and Grading Committee, the grading and fixture for each competition;
 - g) organise printing and distribution of fixtures;

- h) ensure that all score sheets are completed with the time, date, court and names of both teams, to be available for collection before first timeslot;
 - i) be responsible for collection of score sheets on each playing day;
 - j) check all score sheets to ensure they meet Association requirements and deduct points for any team not abiding by these requirements;
 - k) place progressive point scores on the noticeboard and website, weekly;
 - l) keep records of point scores
 - m) maintain an annual record of results of all competitions conducted by the Association
 - n) organise a Canteen roster
 - o) be responsible, with assistance from the Games and Grading Subcommittee, for the control of each competition game, e.g. tower, goal rings, post padding, sweeping courts, checking courts for safety, etc.
- ix) The **ASSISTANT SECRETARY** shall:
- a) assist Secretary as required;
 - b) maintain a register of team names and colours to avoid duplication;
 - c) maintain a record in a Minute Book of all proceedings of each meeting of the Council or Executive Committee, plus each Special Meeting or Annual General Meeting;
 - d) maintain a record of Minutes of all Subcommittee meetings;
 - e) in the absence of the Secretary, act as the Secretary;
 - f) carry out such other duties as the Council may direct;
 - g) liaise with Club officials or individual players in regard to injuries
 - h) maintain records of injuries and any subsequent insurance claims.
- x) The **ASSISTANT TREASURER** shall:
- a) carry out duties as directed by the Treasurer;
 - b) in the absence of the Treasurer, act as the Treasurer.

b) **DUTIES OF OFFICE BEARERS, CONVENORS AND SUB-COMMITTEES**

- i) The **PUBLIC RELATIONS OFFICER** shall:
 - a) handle promotion of the sport within the boundaries of the Association;
 - b) facilitate knowledge and understanding of the sport in the community at large;
 - c) prepare and disseminate press releases where necessary;
 - d) be responsible for the organisation of the Association's social functions;
 - e) be responsible for the preparation and distribution of the Association's newsletter;
 - f) be responsible for all aspects of marketing and purchasing for the Association.

- ii) The **CARNIVAL CONVENOR** shall:
 - a) co-ordinate the advertisement of upcoming netball carnivals within the Association;
 - b) organise and Behaviour any carnivals the Association may itself hold;
 - c) perform such other duties as directed by Council from time to time.

- iii) The **CANTEEN CONVENOR** shall:
 - a) ensure the smooth running of canteen on competition days and all other occasions;
 - b) ensure that adequate stock is purchased for Saturday competition and any special functions;
 - c) keep records of finances in order, in conjunction with the Treasurer.

- iv) The **ASSISTANT UMPIRES CONVENOR** shall:
 - a) assist the Umpires' Convenor to carry out her or his duties;

- b) perform such other duties as shall be decided by Council from time to time.

6. ADMINISTRATION

a) FINANCE

- i) The funds of the Association shall be derived from annual Membership fees, other fees and donations, and, subject to any resolution passed by the Association in a Council, Special Council or Annual General Meeting, such other sources as the Executive Committee determines.
- ii) The main banking accounts of the Association shall be kept at a bank or building society approved by the Council and all payments on the accounts shall be signed, or authorised, by any two (2) of the President, Secretary or Treasurer.
- iii) The Financial Year of the Association shall commence on September 1 and end on August 31 of each year.
- iv) The current bank statements shall be tabled at each meeting of Council, together with a written financial report.
- vi) The books of the Association shall be audited each year by a qualified person who is not a member of the Association.
- vii) An audited balance sheet shall be presented to each Annual General Meeting.
- viii) All New South Wales Netball Association Ltd fees shall be paid by the due date.
- ix) No Office Bearer of the Association shall be entitled to receive remuneration for any services as such.

b) COMMON SEAL

- i) The common seal of the Association shall be kept in the custody of the Public Officer.
- ii) The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures of one (1) member of the Executive Committee and of the Public Officer (Secretary).

c) CUSTODY OF BOOKS

Except as otherwise provided by these rules, all records, books and other documents relating to the Association shall be kept under the custody or control of the Public Officer.

d) **INSPECTION OF RECORDS**

Any Registered Member may inspect the books of account and minute book of the Association at any reasonable time.

e) **ALTERATIONS TO THE CONSTITUTION AND POLICIES OF THE ASSOCIATION**

This Constitution, and the Policies of the Association may be altered by special resolution passed by at least three-quarters (3/4) of the members present and voting at an Annual General Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution/s to be proposed has been given.

Any alteration made to the Constitution or Policies of the Association shall be forwarded to the New South Wales Netball Association Ltd within twenty-eight (28) days of the meeting at which such alteration was made.

f) **DISSOLUTION OF THE ASSOCIATION**

The Association shall not be dissolved except by special resolution passed by a majority of at least three-quarters (3/4) of the members present and voting at a Special Council Meeting of the Association of which not less than twenty-one (21) days' written notice specifying the resolution to be proposed had been given.

On dissolution of the Association, any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to the New South Wales Netball Association Ltd to be used for the promotion of Netball within the boundaries of the area referred to in Clause 1 f) above.

7. DISCIPLINE

- a) The authority of the Association shall extend to and be recognised by all Registered Members of the Association and shall be primarily vested in the Council.
- b) The Council shall hold the power to deal with and adjudicate upon any complaint made to it of misconduct generally detrimental to the policy, interests or welfare of the Association by any Registered Member.
- c) The Council shall vest responsibility for any complaint made to it of misconduct by any Registered Member on the premises of the Association or as a representative of the Association in the Executive Committee. Such a complaint need not be lodged by a Registered Member.
- d) The Council or its delegates may reprimand, impose a bond upon, fine, suspend or expel from membership for such period as it thinks fit any Registered Member to whom this Constitution applies. This power shall automatically be vested in the Executive Committee and the Discipline Tribunal.
- e) The Executive Committee may, at its discretion, refer such a matter to a Hearings or Discipline Tribunal.
- f) The Hearings or Discipline Tribunal shall deal with a referred matter according to the procedures set out in the Netball NSW Ltd Member Protection Policy Part C Complaints Handling Policy.
- g) The Executive Committee itself shall refrain from censuring any individual Registered Member in relation to a complaint. The Executive Committee may, however, issue generalised Behaviour warnings to all teams.
- h) A Registered Member against whom disciplinary action of any form is taken shall have the right of appeal in writing within seven (7) days of the date of notification of such disciplinary action to be taken. Any such appeal shall be directed to, and determined by, the Appeals Tribunal in accordance with the Netball NSW Ltd Member Protection Policy Part C Complaints Handling Policy.

Games & Grading Policy

General Policy

All competitions organised by Woy Woy Peninsula Netball Association Inc. will be played in accordance with the latest official rules and such regulations as approved by WWPNA Inc. Council and set down in this document.

Affiliated Clubs and Individual Teams are eligible to enter competitions conducted by WWPNA Inc. Affiliation forms are to be forwarded to the Games and Grading Convenor on the date set down, and should be accompanied by proof of birth for new junior players, even if the junior player is playing in a Senior team. Team Affiliation forms must show at least 5 players.

No changes shall be made to any rule for competitions after the November Annual General Meeting in the year preceding the competition.

1. AFFILIATION

Affiliation of Club & Individual teams shall take place for each competition on a date as set down by WWPNA Inc. from year to year. All fees are approved at the Annual General Meeting each year and are to be paid on affiliation.

2. PLAYERS

a) Net Set Go 5 to 7 year olds

For players between 5 and 7 years old.

Non-competition based played within the Net Set Go rules as specified on the Net Set Go website with the exception of the goal post height.

Scores may be kept but no ladder produced. No final matches will be played.

Grading is not permitted.

b) Net Set Go 8 to 10 year olds

For players between 8 and 10 years old.

Competition based played within the Net Set Go rules as specified on the Net Set Go website with the exception of the goal post height.

Grading is not permitted. No final matches will be played

d) **Junior** Competition for 11 – 12 year old players

e) **Intermediate**

Junior (IJ) Competition for 13 – 15 year old players

f) **Cadet** Competition for 16 – 17 year old players

g) **Senior** Competition for players 18 years and older

h) All players participating in Play Offs, Semi Finals, Finals or Grand

Finals must have represented their team for three (3) competition matches on court.

- i) After affiliation and grading a player may, only once and with clearance from her Club, transfer to another team and/or club, only after approval of the Games and Grading Subcommittee.

3. TEAMS

- a) Teams are to consist of no more than twelve (12) players
- b) A team may not enter a competition unless it has been viewed, either on court, or on paper by the Games and Grading Subcommittee.
- c) All sub junior and junior teams are to consist of two age groups only, subject to the discretion of the Games and Grading Subcommittee. No junior or IJ Individual Teams will be affiliated.
- d) Senior Division teams are to consist of players who have reached the age of 16 years by 31st December of the year of play. However, players of 13 years and over by 31st December of the year of play, may play Senior Division at the discretion of the Games and Grading Subcommittee.

4. PLAYING A SUBSTITUTE PLAYER

A player from a club may play 2 games in one competition week and may playing a higher grade as the grade in which she is affiliated provided:

- a) A player does not play more than two (2) games in a team other than their original affiliated team. A player who plays three (3) or more games with a team other than her original affiliated team will incur a loss of one round's (5 games) points for the team in which the player is substituting.
- b) Before taking the court, the umpire and the opposing coach must be notified if a player is being substituted. The opposing coach is to sign the score sheet acknowledging this. The player's name and affiliated team must be entered on the score sheet. A member of the Club Executive must also be notified.
- c) Teams must contain five (5) original players before two (2) substitute players from a lower grade can be played. The following rules must be adhered to during the course of the game:
 - i. The original five (5) players must be on court for the duration of the game.
 - ii. If an original player arrives late the substituted player is permitted to play until the next quarter break at which time the original player is to take the court. The substitute may not re-enter the game except for injury.

- d) If a team has 7 or more original players, no substitution will be allowed, with the exception of injury occurring during the game, where one substitute will be permitted. The injured player cannot return to participate in that game.
- e) A player who substitutes more than 2 games for a team other than their original affiliated team remains with the original team.
- f) Unlimited interchange of players is permitted within an affiliated team.

5. UNIFORMS

- a) To avoid duplication each Club/Individual Team must check with the Assistant Secretary to ensure colours have not previously been registered.
- b) Each club has the sole right to its nominated and approved colours until they notify the Assistant Secretary in writing that the nominated colours are no longer required; or if the colours are unused for four (4) consecutive WWPNA Inc. competitions.
- c) Whilst different clubs may have the same colour combination, they may not have the same colour combination and format (i.e. skirt and top).
- d) A uniform consists of a skirt and shirt, a body suit, or a dress.
- e) Briefs are to be of an approved colour. No bikini briefs are allowed. Socks must be approved uniform socks or white.
- f) If the weather is cold, then a tracksuit or jumper may be worn which matches the nominated colour of the uniform.
- g) Each team shall provide their own identification squares.
- h) No jewellery, except a wedding ring (which must be taped), or medical alert jewellery, which must be covered, can be worn during play.
- i) Fingernails must be short and smooth
- j) All sponsorship and wording must be ratified by WWPNA Inc. Executive.
- k) Sponsorship wording must be no higher than 4cm.
- l) Any changes to the registered uniform must be notified in writing to the Secretary for approval by Executive before the change can occur.
- m) In, and only in, the event of inclement weather, players may wear long sleeved shirts underneath their registered uniform. Clothing worn underneath the registered uniform MUST be the same colour/s as the Club/Individual Teams registered colours. Track pants or tights may also be worn in inclement weather as long as they are the Club/Individual Teams's registered colours or black.

6. COMPETITION

- a) The competition shall comprise three (3) rounds if possible, semi finals, finals and grand finals.
- b) Grades are to consist of at least six (6) teams unless there are extenuating circumstances.
- c) Late affiliations of new teams will be considered by the Games and Grading Subcommittee up until the fourth week of the first round however, only full teams will be considered.
- d) There is no time limit to individual player affiliating with teams. Players must still play their three (3) games with a team to be eligible to play in the final series. Players affiliating with a Senior 1 team may play on the day of affiliation. Players affiliating in teams in all other grades must be approved by the Games and Grading Subcommittee seven (7) days prior to the player taking part in the competition.
- e) In all cases of injury, illness and blood rule, play may cease as per latest official rulebook, however no injury time will be added to the game except in semi finals, finals and grand finals.
- f) When the Games and Grading Convenor receives a notified forfeit, the opposing team need not take the court or sign the score sheet to claim the forfeit points. Umpiring and canteen duties must be carried out as set down on the draw.
- g) If at the end of competition, 2 teams are on equal points, then placings of those teams will be determined by goal average. The formula for goal average is as follows:

$$\frac{\text{goals scored}}{\text{goals against}} \times \frac{100}{\text{games played}}$$

i.e. goals scored multiplied by 100, divided by goals against, divided by games played. For example $673 \text{ (goals scored)} \times 100 = 67300 / 598 \text{ (goals against)} / 15 \text{ (games played)} = 7.5 \text{ goal average}$.

Should a team on equal points be one who has been regraded, then the above formula commences from when both teams are in the grade at the same time. For example if a team was regraded after the first round then goals for and against, and games played would be taken from week 6 on.

- h) Regrading, if necessary may take place at the end of the first round of the competition.
- i) If a team with no points is regraded to a lower grade, it will take the same points as the team with the lowest points in the lower grade. If a

team is upgraded it takes its points into the higher grade, provided that its points are no greater than the highest points in that grade.

- j) At the beginning of the second round, where a team is regraded into a division with a different number of teams, an aggregate point score for all teams in that division will be worked out. The formula for working out the aggregate score is as follows:
 - If a team is moved from a division with 5 teams their point score is divided by 5. If the division they are moving into has 6 teams, then all teams in that grade have their score divided by 6.
- k) Any team which forfeits three (3) games within a competition will be withdrawn from that competition. There is a \$50 fine for any team withdrawing either voluntarily or by default. Umpiring and canteen duties for the remainder of the season must be fulfilled by the forfeiting team.
- l) Any duties, including but not limited to canteen and umpiring which are not fulfilled will incur a fine of \$50.
- m) Any fine incurred by a team must be paid before the team can take the court for the next game.
- n) Injuries must be reported to a member of the Executive within 24 hours of receiving the injury. Executive member to take note of type of injury, time and date, in the injury book for insurance purposes.
- o) No games are to be allocated on the weekends of State and Stage Age Championships, provided the Association has teams allocated.
- p) Score Sheets
 - i) Players ten (10) years of age and over must print their names on score sheets prior to match so as not to hold up the match. Managers may print names of players under 10 years of age.
 - ii) Score sheets must be signed by both captains and umpires at the completion of the game and returned by the winning team to the score box in the tower within 15 minutes of the completion of the game.
 - iii) If an incomplete score sheet, (for example, a score sheet with no player names, or less than 5 players names, or one that has not been signed correctly as above), is placed in the score box, then the winning team will lose all points which were to be awarded for that game.
 - iv) A team claiming a win by forfeit, with the exception of (f) above, must have the names of five (5) players present written on the score sheet and signed by the captain and umpires, and

returned to the score box immediately after the forfeit call. A team may claim a win by forfeit 5 minutes after the bell for the commencement of play if the opposing team still does not have 5 registered players on the court.

- v) If a team intentionally plays an unaffiliated player, then that team loses all points they have been awarded for the competition.
- vi) Each team is to supply a scorer for their match. The scorers must sit together on the sideline halfway along the court and are to score on the official sheet only. No dispute regarding the score will be entered into at any time.

q) Drawn Games

In the event of the score being even at full time in a semi final, or final, The umpires must notify the Control Room and wait for a new score Sheet. The game will continue for five (5) minutes each way. If the Score is still even after the completion of extra time, a toss is taken for The centre pass and the first goal scored determines the winner. In a Grand final, joint winner will be declared if the score is still equal at the Completion of extra time, except for Sub Junior teams where no extra Time will be played and both teams will be declared joint premiers.

r) Complaints

- i) Any complaints, excluding scoring, shall be notified to the Secretary/Public Officer or any Executive Member for forwarding to the Secretary/Public Officer. The letter must be signed, with a note of the time and date received, by the receiving Executive members. Any complaint must be lodged within 24 hours of the final bell of that match.
- ii) Complaints must be signed/countersigned by a Club Official.

s) Points

Points shall be awarded for competition matches as follows:

- ❖ Four (4) points for a win
- ❖ Two (2) points for a draw
- ❖ One (1) point for a loss
- ❖ No (0) points for a bye
- ❖ No (0) points for a forfeit. This includes any team leaving the court before a game finishes except for wet weather as below.

r) Playing Conditions

- i) All decisions regarding play shall be made by the Games and Grading Subcommittee.

- ii) All games are to be played in wet weather unless dangerous playing conditions prevail, for example lightning or poor light. If play has started and conditions worsen throughout the game, the Games and Grading Subcommittee may call the game off. If this happens, all teams receive 2 points. Teams on a bye still receive no points. Teams wishing to forfeit at half time may do so and the score will stand, however the decision must be mutually acceptable to both teams or the game will continue. In the event of a game reaching half time before wet weather causes abandonment, the score will stand.
- iii) If more than one entire day's play is cancelled, games may be played between the last and the semi finals.
- iv) All semis, finals and grand finals, if stopped at any time due to adverse playing conditions will be replayed at a date to be fixed.
- v) When an entire days play or part thereof, is transferred to a new date, notified forfeits for that day's play, become null and void.

7. UMPIRES

- a) After fixture has been completed for each competition, the Umpire's Subcommittee must complete the Umpire's draw for that competition. Clubs will be allocated umpiring according to The number of teams they have entered in that competition.
- b) Clubs are responsible for ensuring competent umpires are supplied for allocated games.
- c) Clubs must ensure that competent runners are supplied for their junior or learner umpires.
- d) Nominated umpires must be affiliated members of WWPNA Inc. Umpires must report to the tower and sign on before play begins. Failure to fulfil umpiring duties results in a \$50 fine.
- e) Duty umpires are to report to the Control Room before commencement of play and be present at the courts until the game is completed. Failure to do so will result in a \$50 fine.
- f) Duty umpires are responsible for fulfilling any umpiring duties for games where umpires do not arrive or are injured throughout the course of the game..
- g) All umpires must wear white or playing uniform and rubber soled shoes. White umpiring shirts for junior umpires are available in the tower.
- h) Umpires must supply their own whistle.

8. CANTEEN

Clubs will be allocated canteen duties once fixture for that competition has been finalised. Club members fulfilling canteen duties must sign record book in the canteen for insurance purposes. Failure to carry out canteen duties will result in a \$50 fine.

9. CARNIVALS

Any club wishing to enter teams in another Association's carnival must complete the relevant carnival entry form and forward to WWPNA Inc's Secretary, with payment, ten days prior to the closing date of the carnival to be entered. Association Secretary will sign and forward the completed entry with payment to the relevant Association.

Once entry has been accepted the team is responsible for then playing in that carnival. Failure to do so may incur a fine as imposed by the organising Association.

REPRESENTATIVE TEAM POLICY AND PROCEDURES

The purpose of this document is to outline the procedures for selection to all Representative Team positions, including coaches, managers, other officials as required, and players.

1. COACHES

- a) Coaches must apply on the nominated Application Form by a date as determined by WWPNA Inc. Executive. Coaches will be informed of the outcome of their application by mail.
- b) be the holder of, as a minimum, a current Foundation Coaching Certificate, working towards a Development Coaching Certificate in the same year

Have a minimum of 3 years experience at coaching netball teams at both junior and senior levels
- c) have a current pass in the All Australia Umpires Theoretical Examination Section 1
- d) be a current financial member of WWPNA Inc.
- e) sign an official code of Behaviour as set down by the Association
- f) satisfy a working with children check
- g) **Duties**
 - i) organise such training sessions as deemed necessary for the conditioning of players
 - ii) arrange training at Lemongrove Netball Courts, where possible and advise the Coaching Convenor and the Representative Convenor of any change in training or playing venue.
 - iii) report to the Representative Convenor any player who does not attend for any reason, or does not give maximum effort.
 - iv) cooperate with any other person appointed by the Executive and ratified by council to assist with coaching Duties.
 - v) submit a detailed report to reach the Representative Convenor within twenty eight (28) days of the completion of State/Stage Age Championships.

Training Development Squads: submit a detailed

written report to reach the Representative Convenor within twenty eight (28) days of the completion of the last scheduled carnival.

- iv) report to the Representative Convenor immediately information is received of any condition which will affect a player's performance.
- vii) declare support in principle, of Netball NSW Rules for Championships and Competitions.
- viii) ensure that all players receive an equitable number of games at carnivals.
- ix) agree to abide by the Constitution, Policies and Codes of Behaviour, and the Rules for Championships and Competition of Netball NSW Inc. and WWPNA Inc.
- x) actively participate in any coaching or mentoring programs as organised by the Coaching Convenor and ratified by Council.
- xi) submit for reimbursement any reasonable costs to be reimbursed subject to approval by Executive.
- xii) comply with any other reasonable request as directed by Council from time to time.
- xiii) forfeit their position for a breach of the Coaches Code of Behaviour.

2. ASSISTANT COACHES

- a) Coaches must apply on the nominated Application Form by a date as determined by WWPNA Inc. Executive. Coaches will be informed of the outcome of their application by mail.
- b) be the holder of, as a minimum, a current Foundation Coaching Certificate, with the exception that applications for the 11 years Training Development Squad shall be working towards obtaining their Foundation Coaching Certificate in the same year;
- c) have a minimum of 3 years experience at coaching netball teams at both junior and senior levels;
- d) have a current pass in the All Australia Umpires Theoretical Examination Section 1;
- e) be a current financial member of WWPNA Inc.;

- f) sign an official Code of Behaviour as set down by the Association;
- g) satisfy a working with children check;
- hi) **Duties**
 - i) be able to carry out tasks as set down by the coach of the team without supervision;
 - ii) be amenable to the philosophies of the coach and the program and be committed to the same goals;
 - iii) attend all training sessions as set down by the coach;
 - iv) submit a detailed written report to the Coaching Convenor of their involvement with the team and the benefits derived from the program within twenty eight (28) days of the last scheduled carnival or training session (whichever is the later);
 - v) assume the role of coach for the team in the event of the coach having to step down from that position with the approval of Executive;
 - vi) submit for reimbursement any reasonable costs to be reimbursed subject to approval by Executive;
 - vii) comply with any other reasonable request as directed by Council from time to time.
 - viii) forfeit their position for a breach of the Coaches Code of Behaviour.

3. MANAGERS

- a) Managers must apply on the nominated application form by a date as determined by WWPNA Inc. Executive. Managers will be informed of the outcome of their application by mail.
- b) have a minimum 3 years experience managing sporting teams, or other equivalent experience which may be deemed satisfactory in managing our Representative netball teams;
- c) sign a Code of Behaviour;
- d) be a financial member of WWPNA Inc.
- e) **Duties**

- i) be responsible for the duty of care of young team members, ensuring they are eating and drinking properly and supervising members of your team to toilets and first aid
- ii) be responsible for the first aid supplies required for the team
- ii) report to the team Coach immediately information is received of any condition which may affect a player's performance.
- iii) be responsible for organising team weather protection, including tents, at carnivals;
- iv) be responsible for ensuring that players arrive at courts in due time for games at carnivals and State/Stage Age Championships;
- v) be responsible for catering for all members of the team, other officials as stipulated by the Executive at State Age Championships;
- vi) be responsible for the return, in good condition, of any Association property in the possession of the team within the specified time stated by the Representative Convenor;
- vii) be responsible for reporting immediately any Association property which has been damaged or lost ;
- viii) be in attendance at all training sessions as required and at any events in which the team in participating;
- ix) be responsible for official scoring at all events;
- x) be responsible for the "*Application of 30% Rule Form*" and the return of the signed sheet to the Venue Control at the conclusion of each day's play at State Age Championships.
- xi) be responsible for coordinating all of the team's fundraising in accordance with directions from the Executive;
- xii) agree to abide by the Constitution, Policies and Codes of Behaviour of WWPNA Inc.;
- xiii) comply with any other reasonable requests as directed by the team coach or Executive;

- xiv) *where applicable* – Attend a Netball NSW approved scorers/timing training course;
- xv) forfeit their position for a breach of the Code of Behaviour.

4. SELECTION PANEL

The object of the Selection Panel is to identify and select up to 12 of the best athletes in their relative age groups to achieve consistent success at State and State Age Championships.

- a) All interested parties will apply to the Executive of WWPNA in writing, stating their qualifications and experience. Applications to be received by the date as set down by the WWPNA Inc. Executive. The Executive will meet and select the panel prior to the beginning each year's winter competition. Appointed Representative Coaches will be a Selector for their age group.
- b) All nominees for appointment as a Selector must:
 - i) be a current financial member of WWPNA Inc.;
 - ii) hold a current Development Coaching Accreditation as a minimum (equivalent experience may be considered);
 - iii) have attended an approved Netball NSW Selector's Course
- c) WWPNA Representative Convenor shall be appointed to the Selection Panel along with one other Executive Member as selected by the Executive;
- d) Appointed Selectors will be required to attend games each Saturday to watch as many games as possible for all age Groups;
- e) Meet on a regular basis to discuss any players, issues etc which may arise from watching games;
- f) Towards the end of the winter season, and before selection of rep teams, split into groups as directed by the Executive, to concentrate on specific age groups;
- g) The relevant coach will be allocated to the selection group for final selections.

5. SELECTION PROCESS

- a) Selection trials will be advertised by the Executive one month

prior to the actual date.

- b) Players wishing to apply for selection should arrive at the nominated time and date for selection and complete the necessary application form prior to any selections being made.
- c) Players who do not arrive at the nominated time and date will not be considered for selection unless submissions in writing outlining extenuating circumstances are submitted to the Representative Convenor prior to the selection date. The appropriate application form must also be completed prior to the selection date.
- d) On selection day, the players will participate in a number of drills and trial games so that the Selection panel are able to identify talented players.
- e) Every endeavour will be made to give all players equal opportunity to showcase their talents.
- f) Once the Selection Panel are satisfied that they have enough information and have sufficiently seen all players perform on court, they will then meet to discuss, confidentially, the players they wish to select. Once the Panel for a specific age group has agreed on the team or squad, players will be advised by post or other appropriate electronic means on the outcome of the application. Squads may consist of as many players as the Selection panel for that age group deems appropriate.
- g) Where a squad is selected, all selectors for that age group are expected to attend training sessions. Final selections will be usually between four to six weeks after initial selection date, but prior to the uniform fitting date, or another appropriate date as approved by the Executive
- h) Where possible Selectors will name a "shadow" player for each area of the court – that is shooting end, centre court and defence ends.
- i) If a selected player subsequently withdraws from a team prior to State/Stage Age Championships, the following will occur:
 - i) The Selectors will return to the "shadow" list to appoint a replacement
 - ii) If no player of suitable standard is in the original nominations, the Selectors may invite a replacement player for the team.

6. SELECTED REPRESENTATIVE PLAYERS

A selected player shall:

- a) carry out training as set down by the team Coach and/or Executive, to the best of their ability. 100% attendance is expected except for extenuating circumstances. Training is usually held on Tuesday and Thursday evenings, but may vary according to the Coach;
- b) be dressed appropriately at training sessions, i.e. a netball uniform or the Association shorts (or tracksuit in cold weather). No board shorts, shorts, or jeans are acceptable. Bring plenty of water and a towel;
- c) be dressed appropriately for all carnivals and competitions which the Executive may enter the team into. Dress code whilst travelling and arriving as a Representative team shall be the official representative tracksuit. No anklet socks are to be worn;
- d) where buses are provided by the Association, players must travel to and from carnivals, competitions and championships on the bus. In extenuating circumstances permission may be granted for alternative travel arrangements. Please speak to the Representative Convenor or the President;
- e) stay with the team, coach and manager, usually in the team tent at all carnivals, competitions and championships.
- f) appropriate behaviour is expected at all times. Lateness to training, and competitions, will not be tolerated. Absences from scheduled training, games or carnivals will be reported to the Representative Convenor and may jeopardise the players Position in the team and for future selections;
- g) attend carnivals as set down by the Association Executive. Teams will attend approximately 5 to 6 carnivals during the Representative season. Arrival time at a carnival is 7.30am. Carnivals are generally held in the Sydney Metropolitan area and possibly as far north as Newcastle.
- h) attend State/Stage Age Championships. State Championships for Senior teams is generally held on the June Long Weekend, and State Age Championships for Junior teams is generally held on the first weekend of the term 2 school holidays, i.e. end of June, beginning of July each year;
- i) appropriate food and drinks only are permitted at carnivals, competitions and championships. Junk food, soft drink and canteen food are not permitted.
- j) all team fundraising is the responsibility of the parents and should be approved by Executive before taking place.

- k) all selected players are expected to give active service to the club from which they came, or to the Association. This service may be as a player, coach, umpire or official. As such teams may be allocated to assist with the Net Set Go program, throughout the normal netball season. If your team is allocated to assist, then all players must actively participate as per a roster handed down by the Representative Convenor , Coaching Convenor or other Executive member.or Executive.
- l) players may also be requested to attend Coaching Clinics or Umpiring Camps.
- m) comply with other reasonable requests as directed by the Association.
- n) sign a Code of Behaviour.

7. GENERAL INFORMATION

- a) A copy of this document shall be available to all interested parties.
- b) Upon selection players are expected to attend all training sessions, including fitness, as set down by the coach.
- c) Players will be expected to attend all carnivals that the Executive nominate the team to attend. Players will travel with The team and be the responsibility of the team coach, managers and WWPNA at these carnivals.
- d) Players will be expected to attend State Championships (June long weekend for Senior teams) or State Age Championships (first weekend of the July school holidays for junior teams). Players will travel and reside with the team and be the Responsibility of the team coach, managers and the WWPNA Executive for these competition weekends.
- e) Costs of the Representative year will be the responsibility of players/parents and or guardian. The Executive will endeavour to keep these costs to a minimum. The WWPNA Treasurer will issue an account for the Rep season as soon as is possible during the rep season and the account will be due no later than one week before the State Competition.
- f) Any questions or concerns should be address to the Representative Convenor in the first instance. If you are not satisfied with the outcome then you should address any concerns/issues, in writing, to the Secretary, WWPNA Inc.,



Woy Woy Peninsula Netball Association
Application to Coach Representative Teams Form

Commented [SB1]: New Form to be added

Name: _____

Address: _____

Phone No.: _____ Mobile: _____

Accreditation Held:

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Courses recently attended (over last 5 years those you believe were of the greatest benefit)

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Coaching Experience:

State: _____

District: _____

Club: _____

I agree to abide by the Constitution, Policies, Procedures and Codes of Behaviour of Woy Woy Peninsula Netball Association Inc.

Signed: _____ Date: _____



Woy Woy Peninsula Netball Association
Application to Manage Representative Teams Form

Commented [SB2]: New Form to be added

Name: _____

Address: _____

Phone No.: _____ Mobile: _____

Age Group Preferred: _____

Relevant Accreditation/Experience or Courses Attended:

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Year: _____ Accreditation: _____

Do you hold a First Aid Certificate? Yes/No Type & Expiry: _____

Previous Experience:

Please add any other information you feel is relevant: _____

I agree to abide by the Constitution, Policies, Procedures and Codes of Behaviour of Woy Woy Peninsula Netball Association Inc.

Signed: _____ Date: _____



**Woy Woy Peninsula Netball Association
Rep Selections – Player Profile Form**

Commented [SB3]: New form to be added

Name: _____

Address: _____

Phone No.: _____ Mobile: _____

Date of Birth _____

Positions Played: _____

Previous Playing Experience:

Rep: _____

Club: _____

I agree to abide by the Constitution, Policies, Procedures and Codes of Behaviour of Woy Woy Peninsula Netball Association Inc.

Signed: _____ Date: _____



Woy Woy Peninsula Netball Association Representative Players & Officials Code of Behaviour

All players and officials must be prepared, where applicable, to abide by the following:

1. I agree to abide by all Association Codes of Behaviour, Representative Rules and any other regulations as set down by the Association, including Social Media Policy.
2. I agree to perform my duties/responsibilities as set down in the Representative Netball Rules and Regulations to the best of my ability.
3. I agree to give priority to Representative Netball commitments, including attendance at training and nominated Association events.
4. I agree to attend and undertake all training required by the Coach, to attend all training and fitness sessions, and I acknowledge that attendance at Rep Netball takes precedence over other general sporting commitments.
5. I agree to notify the Coach and/or Manager in advance of any absences, stating reasons. If necessary, I may consult the Representative Convenor for guidance.
6. I agree to refrain from smoking and/or consuming alcohol while Association events are in progress.
7. I will maintain the Association uniform in good order without any alteration.
8. I will participate in the Association Open Day march past wearing the Association uniform.
9. I am aware of the items which make up the Association Representative uniform.
10. I will always be appropriately attired in approved representative clothing when representing the Association at any game, carnival, championship, fixture event or other representative commitment.
11. I will undertake to be available for the whole of Championships, all nominated Carnivals and Representative matches.
12. I agree to travel to and from Carnivals and Championships in transport organised by the Association where transport is provided.
13. I agree to accept the decision of the Coach as to the selection of the team to play in each match, and to accept the directions of the Coach, Manager and other Association Officials.
14. I agree at all times to uphold the dignity and good name of the Association and to promote the game of netball in NSW.

I _____ have read the Woy Woy Peninsula Netball Association Inc.'s Codes of Behaviour and I agree to observe all conditions as provided in the Code of Behaviour and other rules, as condition of my selection to the _____ team.

Signed: _____ **Signed** _____
Player/Official Parent/Guardian
(If player under 18 years)

Date: _____

Awards Policy

This Policy recognises the significant contribution made by individuals to the Association. The policy outlines the procedures involved in the nomination and selection of recipients of these awards.

Awards covered by this policy are:

1. Margaret Thoms Service to Netball Award
2. Contribution to School Netball Award
3. Megan Anderson Junior Player of the Year Award
4. Senior Sportsperson of the Year Award
5. John Goddard Annual Coachs Award
6. Annual Umpires Award



Woy Woy Peninsula Netball Association Margaret Thoms Service To Netball Award

Purpose

The purpose of the *Margaret Thoms Service to Netball Award* is to recognise outstanding individuals who have shown dedication, commitment and made a significant contribution to netball in our Association over a considerable period of time.

Background

Margaret Thoms is a founding member of this Association and has been actively involved since its inception. At the time of publication, Marg is the Treasurer of our Association and has been the only Treasurer the Association has had. Marg does not only cover her duties as Treasurer exceptionally well, but is actively involved in the day to day running of our Association, is a delegate to many outside committees, and still attends our Rep carnivals and competitions to support our young players. The award was founded to acknowledge volunteers who contributed significantly to our Association.

This award is the highest award provided by WWPNA and the granting of it is not to be taken lightly.

Criteria

- Only nominees of the highest personal standard of sportsmanship will be considered
- Nominees would have given many years of dedicated services across all facets of our sport, for example, coach/umpire/executive at club level, then proceeding to rep coach/umpire and then to Executive level.

Members of the Judging Panel

The Judging Panel will consist of:

1. President of WWPNA Inc
2. One other appointed Executive Member
3. 1 Life Member appointed by the Executive

The President of WWPNA Inc will chair the panel. In the absence of the President, the Vice President will fill that role.

Policy

- ♦ Decisions to grant this award must be unanimous – 100% of the panel must be in agreement
- ♦ Nominations can be made by any financial member of WWPNA
- ♦ Nominations must be made in writing and state the full credentials of the proposed recipient relating specifically to their commitment, dedication and contribution to the promotion and betterment of netball at WWPNA
- ♦ Nominations must be received prior to the AGM in November
- ♦ The announcement of the successful recipient will be made at Open Day formalities the following year or another appropriate formal occasion
- ♦ Successful nominees will have their name engraved on the Perpetual Trophy which is to remain within the netball centre. They will also be given an appropriate memento of the occasion.

Nomination for the Margaret Thoms Service to Netball Award

Nominee's Name:

Address:

_____ Post Code: _____

Phone: _____ Fax: _____

Email:

Nominated By:

Address:

_____ Post Code: _____

Phone: _____ Fax: _____

Email:

Affiliated Club/Individual Team:

Signature: _____ Date: _____

Executive Member Lodged With:

Signature of Receiving Officer: _____

Date: _____



WOY WOY PENINSULA NETBALL ASSOCIATION CONTRIBUTION TO SCHOOL NETBALL AWARD

Purpose

The purpose of this award is to recognise students at school who significantly contribute to promoting netball at their school. Each year WWPNA Inc will donate to each school within its boundaries a trophy to recognise the award.

Criteria

- ❖ The student, who will be selected by the school's staff, is deemed to have contributed significantly to promoting netball within the school.
- ❖ The student does not necessarily have to be a member of WWPNA Inc.
- ❖ The student is not necessarily the best *player*, but someone who contributes over and beyond what would normally be expected either as a player, an umpire, a coach or a Mentor to other students.
- ❖ The student is only too willing to help in whatever way when asked by a teacher.

Where possible a member of WWPNA Inc Executive, or their nominee, will present the trophy at the school's annual awards ceremony.



Woy Woy Peninsula Netball Association

Megan Anderson Junior Player of the Year Award

Purpose

The purpose of this award is to acknowledge and encourage outstanding skills and sportsmanship in junior players. The award is to be presented annually.

Eligibility

To be eligible for this award the player:

- must be a registered member of WWPNA Inc playing in the current competition, and must be between the ages of 11 and 17 years of age;
- show consistent outstanding skills and/or consistent improvement of skills throughout the current playing season;
- strive for excellence both on and off the court;
- responding positively to all officials of the game;
- display a willingness to learn:
 - how to play fairly;
 - how to cope with both winning and losing;
 - how to work with others in a team environment, including team officials and other players;
- show a good knowledge of the rules, etiquette and tradition of the game

In achieving these outcomes, becomes a role model for other junior players. Any player who has faced any disciplinary action in any form is NOT eligible for the award.

Selection

Nominations must be in writing to the Executive of WWPNA Inc by Club Secretary or other nominated club official and be received no later than the AGM of each year. Nominations must be signed and seconded by two (2) current financial member of WWPNA Inc.

Selection panel to comprise:

President (Convenor)	Rep Convenor
Coaching Convenor	Games & Grading Convenor
Umpires Convenor	

Decisions made by the selection panel are final and no appeals will be entered into.

Allocation

The award will be announced and presented to the winning nominee on Open Day of the following season. The successful recipient will receive a \$100 gift voucher to a relevant sporting store/body and have their name engraved on a perpetual trophy.



Woy Woy Peninsula Netball Association

Senior Sportsperson of the Year Award

Purpose

The purpose of this award is to acknowledge and encourage outstanding skills and sportsmanship in senior players. The award is to be presented annually.

Eligibility

To be eligible for this award the player:

- must be a registered member of WWPNA Inc playing in the current competition.
- show consistent outstanding skills and sportsmanship and/or consistent improvement of skills throughout the current playing season;
- strive for excellence both on and off the court;
- responding positively to all officials of the game;
- display a willingness to work with others in a team environment, including team officials and other players;
- show a good knowledge of the rules, etiquette and tradition of the game

In achieving these outcomes, becomes a role model for all players. Any player who faces any disciplinary action within the eligible competition is NOT eligible for the award.

Selection

Nominations must be in writing to the Executive of WWPNA Inc by Club Secretary or other nominated club official and be received no later than the AGM of each year. Nominations must be signed and seconded by two (2) current financial member of WWPNA Inc.

Selection panel to comprise:

President (Convenor)	Rep Convenor
Coaching Convenor	Games & Grading Convenor
Umpires Convenor	

Decisions made by the selection panel are final and no appeals will be entered into.

Allocation

The award will be announced and presented to the winning nominee on Open Day of the following season. The successful recipient will have their name engraved on a perpetual trophy and receive a memento, engraved with the relevant details to keep.



Woy Woy Peninsula Netball Association John Goddard Annual Coaches Award

Purpose

The purpose of this award is to acknowledge and encourage members of WWPNA Inc, who significantly contribute to our game as coaches. The award is to be presented annually.

Eligibility

To be eligible for this award the coach:

- must be a registered member of WWPNA Inc facilitating as a coach in the current competition:
- will have contributed significantly to coaching by:
 - coaching for their own club, as a minimum;
 - achieving as a competent coach to the best of their ability;
 - encouraging, mentoring and coaching learner coaches;
 - participating and assisting at all levels to enhance the image of coaches;
 - show a willingness to learn and improve their skills
- strive for excellence both for themselves and for their team;
- responding positively to all players and officials of the game;
- showing a good knowledge of the rules, etiquette and tradition of the game

In achieving these outcomes, becomes a role model for other coaches. Any coach who has faced any disciplinary action in any form is NOT eligible for the award.

Selection

Nominations must be in writing to the Executive of WWPNA Inc by Club Secretary or other nominated club official and be received no later than the AGM of each year. Nominations must be signed and seconded by two (2) current financial member of WWPNA Inc.

Selection panel to comprise:

President (Convenor)

Coaching Convenor

One other nominated member of the Coach's Sub Committee

Decisions made by the selection panel are final and no appeals will be entered into.

Allocation

The award will be announced and presented to the winning nominee on Open Day of the following season. The successful recipient will have their name engraved on a perpetual trophy and receive an engraved memento to the award.



Woy Woy Peninsula Netball Association Annual Umpires Award

Purpose

The purpose of this award is to acknowledge and encourage members of WWPNA Inc, who significantly contribute to our game as umpires. The award is to be presented annually.

Eligability

To be eligible for this award the coach:

- must be a registered member of WWPNA Inc facilitating as an umpire in the current competition:
- will have contributed significantly to coaching by:
 - umpiring for their own club, as a minimum;
 - achieving as a competent umpire to the best of their ability;
 - encouraging, mentoring and coaching learner umpires;
 - participating and assisting at all levels to enhance the image of umpires;
- show a willingness to learn and improve their skills
- strive for excellence both for themselves and for their team;
- responding positively to all players and officials of the game;
- showing a good knowledge of the rules, etiquette and tradition of the game

In achieving these outcomes, becomes a role model for other umpires. Any coach who has faced any disciplinary action in any form is NOT eligible for the award.

Selection

Nominations must be in writing to the Executive of WWPNA Inc by Club Secretary or other nominated club official and be received no later than the AGM of each year. Nominations must be signed and seconded by two (2) current financial member of WWPNA Inc.

Selection panel to comprise:

President (Convenor)

Umpires Convenor

One other nominated member of the Umpire's Sub Committee

Decisions made by the selection panel are final and no appeals will be entered into.

Allocation

The award will be announced and presented to the winning nominee on Open Day of the following season. The successful recipient will have their name engraved on a perpetual trophy and receive an engraved memento to the award.