

# **CONTAX NETBALL CLUB INCORPORATED**

## **BY LAWS**

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# Contax Netball Club Incorporated

## BY LAWS

1. These By Laws are subject to the Constitution of Contax Netball Club Incorporated and shall not be interpreted in isolation.

### INTERPRETATIONS

2. In these By Laws unless a contrary intention appears from the context:
  - 2.1. 'Act' means the Associations Incorporations Act 1985 as amended
  - 2.2. 'Annual General Meeting' means the Annual General Meeting of Members enrolled to be held pursuant to Rule 47
  - 2.3. 'By Laws' means By Laws of the Club pursuant to Rule 59
  - 2.4. 'Club' means Contax Netball Club Incorporated
  - 2.5. 'Club Registrar' means Club Registrar of the Club pursuant to Rule 16
  - 2.6. 'Committee' means the Management Committee pursuant to Rule 20
  - 2.7. 'Licensed Premises' means premises forming part of the Club and licensed under relevant State legislation.
  - 2.8. 'Member' means a Member as described in Rules 30, 31
  - 2.9. 'Minute Secretary' means Minute Secretary pursuant to By-Law 4
  - 2.10. 'Patron' means Patron of the Club pursuant to Rule 10
  - 2.11. 'President' means President of the Club pursuant to Rule 11
  - 2.12. 'Rules' means Constitution of the Club pursuant to Rule 2
  - 2.13. 'Secretary' means Secretary of the Club pursuant to Rule 14
  - 2.14. 'Club Coach' means the Club Coach of the Club pursuant to Rule 19
  - 2.15. 'Treasurer' means Treasurer of the Club pursuant to Rule 13
  - 2.16. 'Umpires' Representative' means the Umpires' Representative of the Club pursuant to Rule 17
  - 2.17. 'Vice President' means Vice President of the Club pursuant to Rule 12
  - 2.18. For the purposes of these By Laws words indicating the feminine gender shall include the masculine and words indicating the singular shall include the plural.

## **MEETINGS OF MANAGEMENT COMMITTEE**

### **3. Chairperson**

- 3.1. The President or in her absence the Vice President shall preside over all meetings of the Management Committee.

### **4. Minute Secretary**

- 4.1. Pursuant to By-Law 6 a Minute Secretary shall be appointed by the Committee to record the Minutes at each meeting.

### **5. Voting**

- 5.1. Every matter submitted to a meeting of the Committee shall be determined by a majority of votes cast by Members of the Committee present.

### **6. Minutes**

- 6.1. Minutes of the proceedings of every meeting of the Committee and of the attendance of Members of the Committee and of all financial transactions shall be recorded in a book to be kept for that purpose by the Minute Secretary and shall after confirmation be signed by the Chairperson of the meeting at which they are read and such Minutes when so recorded and signed shall in the absence of proof of error therein be considered a correct record of the said proceedings.

## **DUTIES OF OFFICERS**

### **7. President**

- 7.1. The President shall preside over all meetings of the Management Committee deciding points of order at such meetings and shall exercise and discharge general management over all affairs of the Club. She shall be responsible for the efficient management of finance, property, benefits, and facilities of the Club.

### **8. Vice President**

- 8.1. The Vice President shall in the absence of the President exercise and discharge all duties and powers of the President.

### **9. Secretary**

- 9.1. The Secretary shall be responsible for the safekeeping of all documents, books, records and properties of the Club and shall make available for inspection or use such documents, books, records and properties to any Member of the Committee and shall be responsible for the issue of all notices as directed by the Committee.
- 9.2. In the event of the Secretary relinquishing office she shall return to the President all books, documents and other Club property which may be in her possession within forty-eight hours from the date of her ceasing office.

## **10. Treasurer**

- 10.1. Pursuant to Rules 13, 38 and 39 the Treasurer shall receipt all monies and execute all payments of the Club and shall keep books of accounts as described in Rule 45
- 10.2. In the event of the Treasurer relinquishing office she shall return to the President all books, documents and other Club property which may be in her possession within forty-eight hours from the date of her ceasing office.

## **11. Club Registrar**

- 11.1. The Club Registrar shall maintain accurate and up to date records of all the Members of the Club and report to the Committee as required .

## **12. Club Coach**

- 12.1. The Club Coach shall be the senior coach of the Club and shall be responsible for the League and League Reserves playing squad and shall provide such coaching assistance to the Club as may be required from time to time.

## **13. Umpires' Representative**

- 13.1. The Umpires' Representative shall be the liaison between the Umpires of the Club and the Committee.

## **14. Coaches' Representative**

- 14.1. The Coach's Representative shall be the liaison between the Coaches of the Club and the Committee.

## **SUBSCRIPTIONS**

### **15. Payment**

- 15.1. Subscriptions shall be payable each playing season by the date as decided by the Committee.
- 15.2. Subscriptions may be paid in instalments with the approval of the Treasurer at least three days prior to the due date as decided by the Committee
- 15.3. Subscriptions shall be paid in full upon nomination to trial for selection for each competitive season.

### **16. Publication of Subscriptions**

- 16.1. The rates of subscription shall be notified to all Members at least thirty days prior to such rates becoming due and payable.

### **17. Variation to Subscriptions**

- 17.1. Families with three or more dependent players shall be entitled to a deduction in subscriptions.

- 17.2. The third and subsequent dependent players of any family shall be entitled to a rebate of the subscription fee as decided by the Committee for any competition season.

### **18.Club Uniform**

- 18.1. Subject to Rule 7, the Committee shall approve the playing uniform and all ancillary attire of the Club and all players shall represent the Club in such attire as directed by the Committee from time to time.

### **19.Club Logo**

- 19.1. The Committee shall approve the Club logo and shall have the power to incorporate artwork of approved sponsors in such logo.

## **MEMBERSHIP**

### **20.Playing Member**

- 20.1. Playing Members shall consist of persons who have been duly enrolled to actively participate in competition approved by the Club.
- 20.2. Playing Members aged 18 years or over shall be entitled to nominate for election to the Committee.

### **21.Club Officers**

- 21.1. Club Officers shall consist of persons elected to the Committee at the Annual General Meeting or persons appointed by the Committee to fulfil a casual vacancy.

### **22.Staff Members**

- 22.1. Staff Members shall consist of persons appointed by the Committee as umpire coach, coaching co-ordinator, team coach, team manager, team official, team umpire or Club umpire.

### **23.Associate Members**

- 23.1. Associate Members shall consist of persons actively involved in the activities of the Club and who have been approved by the Committee.

### **24.Life Members**

- 24.1. Life Members shall consist of persons who have tendered long and meritorious service to the Club and whose service has been formerly recognised by the Club.
- 24.2. Nomination for Life Membership shall be submitted to the Committee by any Member who is over the age of eighteen years and seconded by any other financial Member who is over the age of eighteen years for consideration and decision by the Committee.

- 24.3. Voting for appointment of Life Membership shall be decided by a panel appointed by the Committee.

### **25. Player Life Members**

- 25.1. Player Life Members shall consist of players of the Club who have played a minimum of two hundred games for the Club in any grade and shall include players who have an aggregate of 200 games with Adelaide Thunderbirds and Contax Netball Club Incorporated provided such player shall have played 100 games with Contax Netball Club Incorporated.
- 25.2. Pursuant to By Law 25.1, any player, who participates in the activities of any netball club which directly competes at any level against Contax Netball Club Incorporated shall be deemed to have ceased continuous service to the
- 25.3. Subject to By Law 25.2, the aggregate of games for the Club of any player who is ineligible for Player Life Membership who returns to the Club shall be maintained and continued for the purposes of Club records
- 25.4. Subject to By Law 25.2, for the purposes of Player Life Membership, the prior records of any player who returns to the Club shall be deemed to be expunged

### **26. Honorary Members**

- 26.1. The Committee may grant Honorary Membership to any person:
- 26.1.1. Whose association with the Club is considered desirable
  - 26.1.2. Who is a member or official of a club whose objects are the same or similar to the objects of the Club
- 26.2. The period of tenure for Honorary Membership shall be a minimum period of one day and a maximum period of one month provided.
- 26.3. There shall be a maximum number of ten Honorary Members at any one time.
- 26.4. Honorary Members shall be entitled to such privileges as determined by the Committee provided they shall not be entitled to be elected to the Committee nor shall they be entitled to vote nor shall they be entitled to introduce visitors to the Club.
- 26.5. The names of Honorary Members, their full address and the name of the particular club or organisation they represent shall be recorded in a book kept for that purpose.

## **SPONSORSHIP**

### **27. Principal Sponsor**

- 27.1. Pursuant to Rule 58 the Committee shall determine the principal sponsor for the Club and the terms and conditions of such

sponsorship and the right of such sponsor to incorporate such sponsor name and logo with the name and logo of the Club.

- 27.2. The Committee shall determine the discharge of funds, facilities and benefits provided by the principal sponsor to maximise the benefit to the Club.

## **28. Major Sponsors**

- 28.1. Pursuant to Rule 58 the Committee shall determine major sponsors for the Club, the terms and conditions of such sponsorships and the rights of such sponsors.
- 28.2. The Committee shall determine the discharge of funds, facilities and benefits provided by the major sponsors to maximise the benefits to the Club.

## **29. Club Sponsors**

- 29.1. Pursuant to Rule 58 the Committee shall determine club sponsors for the Club and the terms and conditions of such sponsorships and the rights of such sponsors.
- 29.2. The Committee shall determine the discharge of funds, facilities and benefits provided by the club sponsors to maximise the benefits to the Club.

## **30. Player Sponsors**

- 30.1. Pursuant to Rule 58 the Committee shall determine individual player sponsors and shall approve the terms and conditions for such sponsorships for the players in the League and League Reserves squad and the rights of such sponsors.
- 30.2. The Committee shall determine the discharge of funds, facilities and benefits provided by the individual player sponsors to maximise the benefits to the Club.

## **31. Team Sponsors**

- 31.1. Pursuant to Rule 58 the Committee shall determine individual team sponsors and shall approve the terms and conditions for such sponsorships for the teams AMND League to Sub Primary levels and the rights of such sponsors.
  - 31.1.1. The Committee shall determine the discharge of funds, facilities and benefits provided by the individual team sponsors to maximise the benefits to the Club.

## **SELECTION**

### **32. Winter Competitive Season**

- 32.1. The Club shall conduct a minimum of three trials to select the teams of the Club at least four weeks prior to the commencement of each competitive season.



- 32.2. Player nomination forms for selection in Club teams shall be available at least sixty days prior to the commencement of Club trials.
- 32.3. The Committee shall determine the closing date of trial nomination forms for each competitive season and the fees thereof.
- 32.4. Players nominating for Club selection shall be trialled in accordance with Selection Process Policy and Procedure

### **33. Summer Competitive Season**

- 33.1. The Club shall conduct team trials at the discretion of the Committee to select the teams of the Club at least four weeks prior to the commencement of each competitive season.
- 33.2. Player nomination forms for selection in Club teams shall be available at least sixty days prior to the commencement of Club trials.
- 33.3. The Committee shall determine the closing date of nomination forms for each competitive season and the fees thereof.
- 33.4. Players nominating for Club selection shall be trialled in accordance with Selection Process Policy and Procedure
- 33.5. Unsuccessful players trying for Club selection shall be notified within three days of their failure to progress through the selection process.

### **34. Selection Panels**

- 34.1. The Committee shall appoint Selection Panels as required at the commencement of each competitive season to select the Club teams for the ensuing competitive season.

### **35. Right of Appeal**

- 35.1. Any player who considers she has been inappropriately graded as a result of the selection process shall have the right of appeal in accordance with Selection Process Policy and Procedure
- 35.2. The number of appeals and subsequent reselection procedure shall be limited to one.

### **STATE OR NATIONAL SELECTION**

36. The Club shall recognise in monetary or other means Playing Members who have achieved State or National team selection in 21 years and Under, 19 years and Under, 17 years and Under, Inclusive Sport competitions affiliated with and conducted by the All Australia Netball Association.

- 36.1. Such players shall have completed at least one playing season with the Club prior to such selection.

## TROPHIES AND AWARDS

### 37. Club Trophies

- 37.1. The Club shall donate trophies to each team at the completion of each winter competitive season.
- 37.2. The Club shall donate one trophy to each team in Senior, Intermediate Grades as determined by the respective coach and ratified by the Committee.
- 37.3. The Club shall donate one trophy to each player in each team in the Sub Junior and Primary Grades.
- 37.4. The Club shall donate one trophy to each player, coach and manager of each premierships team.
- 37.5. The Club may recognise umpires achievements as deemed appropriate by the Committee.
- 37.6. The Club may recognise achievements or service by Club Members as deemed appropriate from time to time.

### 38. Ten Year Service Badge

- 38.1. Awarded for ten years continuous service to the Club.
- 38.2. Players, Coaches, Umpires, Coach Co-Ordinators, Administrators are eligible for this award
- 38.3. Any player, coach, umpire, coach co-ordinator or administrator whose Club membership lapses by circumstance from time to time shall be deemed to have continuous service but such absence shall not be considered as years of service.
- 38.4. Any player, coach, umpire, coach co-ordinator or administrator who participates in the activities of any netball club which directly competes at any level against Contax Netball Club Incorporated shall be deemed to have ceased continuous service to the Club.

### 39. Perpetual Trophies

- 39.1. **Margaret Angove Award**  
Club Person with outstanding service  
Playing, Coaching, Umpiring, Administration  
Selected by the Committee from time to time
- 39.2. **Margaret McGee Trophy**  
Club team with Highest Goal Average per match in the minor round  
derived from Adelaide Metropolitan Netball Division Records Officer
- 39.3. **Senator Rosemary Crowley Award**  
Club Spirit, Commitment and Performance  
AMND League to B Grade  
Notice to be taken of club spirit, behaviour, neatness, training

attendance, attitude to coach, umpires and players  
This trophy may be awarded on one occasion only in a five year period to any one player  
Selected by the Committee from nominations submitted by coaches in the form designated by the Committee

- 39.4. **Pauline Fielden / Joan Horner Trophy**  
Club Spirit, Commitment and Performance  
Intermediate  
Notice to be taken of club spirit, behaviour, neatness, training attendance, attitude to coach, umpires and players  
This trophy may be awarded on one occasion only to any one player  
Selected by the Committee from nominations submitted by coaches in the form designated by the Committee
- 39.5. **Amy Mitchell Memorial Award**  
Club Spirit, Commitment and Performance  
Junior  
Notice to be taken of club spirit, behaviour, neatness, training attendance, attitude to coach, umpires and players  
This trophy may be awarded on one occasion only to any one player  
Selected by the Committee from nominations submitted by coaches in the form designated by the Committee
- 39.6. **Kathryn Harby Award**  
Club Spirit, Commitment and Performance  
Sub Junior  
Notice to be taken of club spirit, behaviour, neatness, training attendance, attitude to coach, umpires and players  
This trophy may be awarded on one occasion only to any one player  
Selected by the Committee from nominations submitted by coaches in the form designated by the Committee
- 39.7. **Megan Price Memorial Trophy**  
Club Spirit, Commitment and Performance  
Sub Junior 1 Player  
Notice to be taken of club spirit, behaviour, neatness, training attendance, attitude to coach, umpires and players  
This trophy may be awarded on one occasion only to any one player  
Selected by Sub Junior 1 Coach and ratified by the Committee
- 39.8. **Elaine Sloman Award**  
Club Spirit, Commitment and Performance  
Sub Junior to Sub Primary  
Notice to be taken of club spirit, behaviour, neatness, training attendance, attitude to coach, umpires and players  
This trophy may be awarded on one occasion only to any one player

Selected by the Committee from nominations submitted by coaches in the form designated by the Committee

**39.9. Sarah Pisani Memorial Trophy**

Club Spirit, Commitment and Performance

Primary

Notice to be taken of club spirit, behaviour, neatness, training attendance, attitude to coach, umpires and players

This trophy may be awarded on one occasion only to any one player

Selected by the Committee from nominations submitted by coaches in the form designated by the Committee

## **WELFARE OF MEMBERS**

### **40. Work Health and Safety**

- 40.1. Pursuant to Rule 26, the Club shall maintain a Work Health and Safety Policy and Procedure which shall be reviewed annually

### **41. Equal Opportunity**

- 41.1. Pursuant to Rule 27, the Club shall maintain an Equal Opportunity Policy and Procedure which shall be reviewed annually

### **42. Child Protection**

- 42.1. Pursuant to Rule 28, the Club shall maintain a Child Protection Policy and Procedure which shall be reviewed annually

### **43. Privacy**

- 43.1. Pursuant to Rule 29, the Club shall maintain a Privacy Policy and Procedure which shall be reviewed annually

## **TEAMS COMPETING IN CARNIVALS**

44. Teams of the Club shall obtain approval of the Committee for competition in netball carnivals and shall not nominate for any netball carnival unless such approval has been obtained from the Committee.

- 44.1. Approval by the Committee may only be given for teams to compete in carnivals conducted by organisations affiliated with Netball SA

## **LICENSED PREMISES**

### **45. Legal Compliance**

- 45.1. Any licensed premises shall be subject to compliance with relevant State liquor and gaming laws and their respective licences and regulations.

### **46. Management Responsibility**

- 46.1. The proper and efficient operation of any licensed premises under the control of the Club shall be the responsibility of the Committee or Sub Committee appointed by the Committee.

- 46.2. Liquor shall not be supplied to any visitor to any licensed premises controlled by the Club unless such visitor is introduced to the Club and accompanied by a Member other than an Honorary Member.
- 46.3. Members of the Club other than Honorary Members shall have the right to introduce up to five visitors to any licensed premises controlled by the Club on any one day.
- 46.4. Visitors introduced to any licensed premises under the control of the Club shall enter their name and address under their own signature in a book kept at such licensed premises for that purpose.

#### **47. Funds Disbursement**

- 47.1. No payment or part payment of any secretary, manager or any other officer or servant of the Club or licensed premises shall be made by way of commission or allowance from or upon the receipts of the Club or licensed premises.
- 47.2. Payment to any secretary, manager or any other officer or servant of the Club or licensed premises shall be in accordance with the relevant trade award.

#### **POLICIES AND PROCEDURES**

48. The Club shall maintain Policies and Procedures outlining Codes of Conduct and organisational processes for the Club

- 48.1. The Policies and Procedures shall be reviewed and revised on an annual basis prior to the commencement of the Winter Competitive Season

#### **CONSTITUTION AND BY LAWS**

49. The Constitution and By Laws of the Club shall be available to all Club personnel actively involved in the affairs of the Club.

- 49.1. A complete copy of the Constitution, By Laws and Policies and Procedures shall be distributed to all Members of the Management Committee and shall be receipted by such Member of the Management Committee and shall remain the property of the Club.
- 49.2. A complete copy of the Constitution, By Laws and Policies and Procedures shall be distributed to each Team Coach, Coaches' Co-Ordinator and Umpires' Co-Ordinator at the commencement of pre-season training for each competitive season and shall be receipted by such persons and shall remain the property of the Club.
- 49.3. A complete copy of the Constitution, By Laws and Policies and Procedures shall be available to all Members via the Club website.

- 49.4. All copies of the Constitution, By Laws and Policies and Procedures shall remain copyright to the Club and no copying in whole or in part of the Constitution and By Laws shall be permitted unless authorised by the Management Committee.

**AMENDMENT OF BY LAWS**

50. These By Laws shall only be added to, replaced, repealed or amended if the proposed alteration is supported by seven of the elected and appointed Members of the Committee present and eligible to vote at any scheduled Meeting of the Club.