



# KARDINYA NETBALL CLUB (INC.)

BY-LAWS

October 2024

## **1. DEFINITIONS AND INTERPRETATION**

- a. In these By-laws, the defined terms and the rules of interpretation used in the Constitution of Kardinya Netball Club (Inc.) shall apply herein.
- b. Where there is any inconsistency between the Constitution and these By-laws or other rules or policies of the Club, the Constitution shall take priority.

## **2. DUTIES OF THE PRESIDENT**

The President is responsible for:

- a. the satisfactory running of the Club in relation to the strategic planning, implementation, and co-ordination of Club activities,
- b. chairing and the proper conduct of Management Committee, Executive Committee, Annual General, General, and other Club meetings,
- c. representing the Club to outside organisations and at FNA and Netball WA functions and meetings as required,
- d. addressing any issues within teams and mediate where required, and/or appoint a dispute resolution officer to assist with this this,
- e. enforcing any disciplinary action within the Club, if required,
- f. securing volunteer management as required throughout the season,
- g. other duties as noted in these by-laws.

## **3. DUTIES OF THE VICE PRESIDENT**

- a. Where the President is unable to be attend a meeting or fulfil a duty of the President, the Vice President shall step in to fulfill those duties.
- b. The Vice President will assist the President in his or her duties and provide guidance and mentoring to the other Officers of the General Committee.

## **4. DUTIES OF THE SECRETARY**

- a. Liaise with the President and organise all committee meetings and forward dates,
- b. prepare all committee documentation, including agendas and minutes,
- c. take minutes at all committee meetings and forward to all committee members,
- d. attend all Executive & General committee meetings as arranged and assisting other Committee members when required,
- e. is the contact person for Club email enquiries received via Club website,
- f. is the contact person for all correspondence from FNA, and forward/redirect to appropriate persons, as required.
- g. co-ordinate Annual General Meeting, including distribution of all documents to all members
- h. ensure Life Members are invited to & accommodated at windups and the Annual General Meeting.

## **5. DUTIES OF THE TREASURER**

- a. Prepare an annual budget plan with the President for presentation at the first meeting of the season,
- b. help determine annual fees & minimum fundraising amount to be undertaken,
- c. debt collection of all outstanding fees,
- d. keep accurate record of all incoming and outgoing funds,
- e. liaise with the President on any financial matters,
- f. provide regular income received and outgoing payments to the President, or as required at meetings,
- g. attend all Executive & General committee meetings and assisting other Committee members when required.

## **6. DUTIES OF THE REGISTRAR**

- a. Assist all players in registering on the nominated platform, including those that require payment plans or Government vouchers.
- b. maintain an updated registration list throughout the season and provide team allocations and changes to FNA.
- c. regularly communicate with team coaches and managers of any team changes to registrations,
- d. provide Treasurer with current list of registered players, including changes, throughout the season,
- e. attend all Executive & General committee meetings as required and assisting other Committee members when required,
- f. co-ordinate any information on a regular basis to all playing members in relating to grading and training.

## **7. DUTIES OF THE GENERAL COMMITTEE**

### **a. Uniform Co-ordinator**

- i. Co-ordinate player uniform ordering and distribution throughout the season, including the management of second hand sales,
- ii. collect uniform payments from members,
- iii. order uniforms from the supplier as required,
- iv. maintain uniform stock and storage throughout the season,
- v. complete pre and post season stocktake of uniforms,
- vi. attend General Committee meetings and provide uniform updates as required.

### **b. Umpiring Co-ordinator**

- i. Provide a roster of all umpiring duties and advising all umpires of their umpiring dates well in advance and on a weekly basis,
- ii. mentoring of young umpires throughout the season (can engage others to support this role),
- iii. advising all club members of any umpiring courses or opportunities as advised via FNA,
- iv. provide a detailed schedule at the end of each round to the Treasurer so umpire payment can occur,
- v. attend the FNA compulsory umpiring meeting, and any other umpiring meetings that may arise, on behalf of the Club,
- vi. provide umpiring reports to Executive and Committee meetings as they arise and assisting other Committee members when required.

### **c. Coaching Co-ordinator**

- i. Assist the Executive Committee to appoint coaches to teams after the grading and team selection process has been completed,
- ii. provide mentoring and assistance to coaches throughout the season,
- iii. provide coaches with training manuals, drills and support when required,
- iv. chair a pre-season coaches meeting alongside the President,
- v. collect and collate feedback from coaches regarding players in mid and post season surveys,
- vi. provide coaching and team reports to committee meetings as required,
- vii. attend General Committee meetings and assisting other Committee members when required.

### **d. Sponsorship Co-ordinator**

- i. Co-ordinate all grant applications and funding,
- ii. acquire new sponsors for Club and individual teams,

- iii. maintain database of sponsorship and ensure Media Relations Co-ordinator publicises sponsors on all social media channels,
  - iv. liaise with sponsors as required, and ensure they are invited to both Junior and Senior Windups,
  - v. attend Committee meetings as they arise and assisting other Committee members when required.
- e. **Social Chair**
- i. Organise a Junior Social Event and a Senior Social Event (or alternatively a Club event),
  - ii. if a fundraising event is required, organise said event,
  - iii. determine the Club's Social Calendar for the forthcoming year with input from the Executive Committee, and arrange publishing of said calendar,
  - iv. attending Committee meetings as they arise, and assisting other Committee members when required.
- f. **Senior Wind Up Co-ordinator**
- i. Consult with Executive Committee as to date of windup, format, timing, catering and any other matters that may arise,
  - ii. book venue, advising of agreed time of commencement and completion,
  - iii. decorate and set up venue for windup,
  - iv. main point of contact for any issues that may arise during event,
  - v. clean up and pack away at the end of the event,
  - vi. attend Committee meetings as they arise and assisting other Committee members when required.
- g. **Junior Wind Up Co-ordinator**
- i. Consult with Executive Committee as to date of windup, format, timing, catering and any other matters that may arise,
  - ii. book venue, advising of agreed time of commencement and completion,
  - iii. decorate and set up venue for windup,
  - iv. main point of contact for any issues that may arise during event,
  - v. clean up and pack away at the end of the event,
  - vi. attend Committee meetings as they arise and assisting other Committee members when required.
- h. **Media Relations Co-ordinator**
- i. Update and monitor Club website, Facebook page and Instagram account,
  - ii. photograph Club teams, prepare team photos and distribute to coaches,
  - iii. compile, publish and distribute annual yearbook,
  - iv. attend Committee meetings as they arise and assisting other Committee members when required.
- i. **Equipment Co-ordinator**
- i. Co-ordinate the team bags at the start of the season with equipment & return of team bag at AGM/Windup,
  - ii. purchase First Aid equipment and distribute amongst team bags,
  - iii. purchase new team balls each year and any stock that needs replacing throughout the season,
  - iv. maintain tidiness and order to Club storage facility,

- v. attend Committee meetings as they arise and assisting other Committee members when required.
- j. **Trophy Co-Ordinator**
  - i. Co-ordinate with all coaches the details of trophy winners,
  - ii. liaise with Executive Committee to obtain details of perpetual trophy winners, as well as length of service awards, and certificates of merit,
  - iii. obtain appropriate trophies for presentation at the Junior and Senior Windups,
  - iv. set up and arrange trophies for presentation at the Junior and Senior Windups,
  - v. assist President and Vice President (or their delegates) in the presentation of the trophies,
  - vi. attending Committee meetings as they arise and assisting other Committee members when required.

## **8. SELECTION AND GRADING**

### **a. Team Selection**

- i. A Player will be selected into a team only once they are registered to Kardinya Netball Club on the nominated platform.
- ii. Players will be selected wherever possible, into teams based on year of birth, not school year, as per the FNA grading policy.
- iii. Final team selections will be considered and approved by the Executive Committee before they are announced to members.

### **b. Grading Committee**

- i. A Grading Committee will be established at the start of the season to ensure equity and transparency of the grading process.
- ii. The Grading Committee will consist of:
  - 1. The President or the Vice President.
  - 2. The Coaching Co-ordinator.
  - 3. At least 1 third party person from outside the Club.
  - 4. At least 1 Grading Committee member will hold an Intermediate Coaching Accreditation or an accreditation higher.
  - 5. The Grading Committee will include a minimum of 3 people and maximum of 5 people.
- iii. The selection of a Grading Committee will involve:
  - 1. A nomination process that is open to members and previous coaches.
  - 2. A call out to third party persons who have experience on selection panels and/or extensive coaching experience.
  - 3. The proposed Grading Committee will be discussed and voted upon by the General Committee.
- iv. The Grading Committee will be informed by:
  - 1. Player trials and
  - 2. Feedback provided by previous coaches.

## **9. COACHES**

- a. All coaches will be appointed by the Executive Committee and Coaching Co-ordinator after team selections have been finalised and before teams are announced to club members.
- b. In the case of Opens teams, coaches may be announced after final grading received by FNA to ensure timeslots can be accommodated.

- c. Wherever possible teams playing in the top 2 divisions of a FNA competition will be appointed a Kardinya Netball Club coach who holds an Intermediate Coaching accreditation or higher.
- d. Wherever possible, teams who are eligible for finals will not be coached by a person who may be deemed to have a conflict of interest.
  - i. Should this occur, the conflict of interest must be declared and the Coaching Co-Ordinator and/or a member of the Executive Committee will provide ongoing support to the coach to ensure the conflict of interest is managed appropriately.

## **10. UMPIRES**

- a. Umpires will be appointed to games throughout the season that are deemed suitable for their level of experience and accreditation by the Umpiring Co-ordinator.
- b. Umpires are paid weekly by the Treasurer, and wherever possible this will be by means of bank transfer.
- c. Umpire pay rates will be determined by the Treasurer and Umpiring Co-ordinator at the beginning of each season and wherever reasonable will align to the FNA Umpiring Payment Guidelines.

## **11. PLAYING TIME**

- a. Kardinya Netball Club encourages all coaches to ensure that all players are given an equitable amount of playing time throughout the season.
- b. At a minimum, notwithstanding injury and/or other reasonable circumstances, during the regular playing season all players should have the opportunity to play at least 30 minutes (equivalent to two quarters) of each game.
- c. At a minimum, notwithstanding injury and/or other reasonable circumstances, during a final all players should have the opportunity to play at least 15 minutes (equivalent to one quarter) of each game.
- d. While it remains the responsibility of the player, and/or their guardian when the player is under the age of 18, coaches should ensure they apply a reasonable level of duty of care when managing the playing time of sick and or injured players.
- e. Coaches and players are to ensure they adhere to [Netball WA](#) protocols and policies when managing the playing time of a player returning from a concussion.

## **12. USE OF CLUB EQUIPMENT**

- a. Equipment purchased by the Kardinya Netball Club remains the property of the club and cannot be used for private purposes without the express permission of the Executive Committee.
- b. Where equipment is used by a member outside of training, playing or club events, it is the responsibility of the person borrowing the equipment to ensure its return in the same condition, otherwise they may be liable to replace and or repair the equipment.

## **13. LIFE MEMBERSHIP**

- a. Honorary Life Membership is the highest honour that the Kardinya Netball Club can bestow on an individual and is done so in recognition of those who have made an outstanding contribution to the existence or effectiveness of the club during their membership.
- b. The nominee must be a current financial member and nominated by a current financial member. From 2012 not more than one life membership shall be given in each calendar year. If more than one nomination is received,

nominees are ranked and runners up for life membership shall be considered for award the following year/s.

- c. While there is no minimum period of membership; a period of 10 years active consecutive membership is a solid indicator of a long term commitment to the Kardinya Netball Club, however years of service alone is not sufficient to warrant Life Membership. Years of service should, unless exceptional circumstances be identified, be consecutive in nature.

#### **14. CLUB AWARDS**

##### **a. Proposed Introduction of New Awards or Changes to Current Club Awards**

- i. The Kardinya Netball Club will accept proposals for new awards, including those donated by members, or changes to current club awards in writing only.
- ii. Following a written submission, the proposal for a new award or a change to a current award will be discussed and voted on at the next upcoming General Committee meeting.
- iii. The General Committee's decision will be provided to the individual who submitted the proposal in writing following the meeting.
- iv. A written proposal for the introduction of a new and/or donated award must include:
  - 1. The name of the award,
  - 2. Description of the intended purpose of the trophy,
  - 3. Eligibility requirements.
- v. A written proposal for any changes to current club awards must include:
  - 1. The name of the award,
  - 2. Description of proposed changes,
  - 3. Reasons for the proposed changes.

##### **b. Beryl Armstrong Club Person Award**

- i. Beryl Armstrong played a pivotal role in the club's history as one of the five founding members in 1979 and as its first President from 1979-1980. During these formative years, she provided exceptional guidance, helping to establish the club's foundational principles. This unwavering commitment of over 17 years and passion fostered a strong sense of community and belonging amongst its members. In recognition of her extraordinary service, the club awarded her the first Life Membership in 1989. To honour her legacy of community spirit, the *Beryl Armstrong Club Person Award* was established. This award recognises an individual who embodies a deep commitment to the club and its members, promotes a sense of community, inspires others, and works tirelessly to enhance the club's activities and initiatives.
- ii. The award is presented annually at our club presentations.
- iii. The nominee must be a current member and be nominated by a current member.

##### **c. Margaret Rudderham Volunteer Award**

- i. Margaret Rudderham, a dedicated member of the Kardinya Netball Club, made significant contributions throughout her long-standing involvement with the club. Margaret served as President for eight years (1984-1992) and as Vice President in 1993, in addition to coaching numerous teams with her 3 daughters playing for the club,

spanning over 20 years of consecutive service. Margaret's exceptional leaderships and unwavering commitment were recognised when she was made Life Member in 1989.

In her honour, the *Margaret Rudderham Volunteer Award* recognises an individual who has demonstrated outstanding service to the club throughout the season and acknowledges their dedication and contributions to the club.

- ii. The award is presented annually at our club presentations.
- iii. To be eligible for this award the nominee must have contributed to the club in a volunteer capacity over the course of the season, regardless of their membership category.
- iv. The nominee must be nominated by a current member.

**d. Jane Thomson Junior Club Person Award**

- i. Jane Thomson, a committed member of the Kardinya Netball Club since 1983, made significant impact during her tenure as President, where the club successfully expanded from 6 to 19 teams within four years. Recognised as a Life Member in 1994, Jane's contributions as President, Vice President, coach and player for over 30 years are honoured through the *Jane Thomson Junior Club Person Award*. This award celebrates a junior player who exemplifies outstanding dedication by volunteering in various roles, such as umpiring, filling in for teams, assisting at training, and supporting the club and its members in any capacity.
- ii. The award is presented annually at our club presentations.
- iii. To be eligible for nomination, the individual must be a current financial member, who is under the age of 20, and nominated by a current member.

**e. June Sullivan Umpiring Award**

- i. This award is dedicated to the memory of June Sullivan, who played a vital role in the club's success and acted as Treasurer for 8 years from 1988-1995. Her unwavering dedication and commitment as a volunteer provided the club with string financial stability and ongoing operational success. The *June Sullivan Umpiring Award* embodies the spirit of dedication and a continual commitment for ongoing learning and development in the specialist field of umpiring.
- ii. The award is presented annually at our club presentations.
- iii. To be eligible for nomination, the individual must have umpired for the club over the course of the season, regardless of their membership category.
- iv. The nominee is selected by the Umpiring Co-ordinator in consultation with the Executive Committee.

**f. Librizzi Coaches Award**

- i. In 2024, The Librizzi Family represented by then club President Deb Librizzi, her daughter, daughter in-law and granddaughter, donated this award to recognise an exceptional coach. The Librizzi Coaches Award recognises a coach who has given their time and energy to develop the game, the team and their overall performance to the club. Always willing to develop themselves, displays positive leadership skills and sportsmanship whilst coaching. This coach enhances the off-field culture of the team and club and demonstrates exemplary sportsmanship towards all concerned. They teach and practice co-

operation, self-discipline, respect and commitment to the overall development of players.

- ii. The award is presented annually at our club presentations.
  - iii. To be eligible for nomination the individual must be a current coach of the Kardinya Netball Club.
  - iv. The nominee is selected by the Coaching Co-ordinator in consultation with the Executive Committee.
- g. **NET Program**
- i. Participants in the Net Program run through the Kardinya Netball Club will receive a medallion at the club presentations.
- h. **SET and GO**
- i. Players in Set and Go divisions will receive a participation trophy at the club presentations.
- i. **Team Awards**
- i. All Junior and Opens team coaches will present two awards at club presentations.
  - ii. The award names are determined by the coach and provided to the Trophy Co-Ordinator with the names of nominees by the required date.
  - iii. The coach will determine how best to select trophy awardees and may consult with umpires, players, parents and/or other members to assist in their decision making.
- j. **Grand Final MVP**
- i. Teams that play in a Grand Final, regardless of the outcome will present a Grand Final MVP medallion at club presentations.
  - ii. The coach will determine how best to select the Grand Final MVP and may consult with umpires, players, parents and/or other members to assist in their decision making.