



## **BY-LAWS**

### **MURWILLUMBAH NETBALL ASSOCIATION INC.**

Please Note: these by-laws are subject to verification and correction.

**Lasted Updated: February 2020**

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## **1. Application for Membership and Affiliation**

- 1.1 Application for Membership and Affiliation shall be on the appropriate form and shall be lodged with the Murwillumbah Netball Association (MNA) secretary at a date not later than that fixed by the Executive each season.
- 1.2 Club's application form must include elected club officials, team umpires and coaches.
- 1.3 Any Club whose team/s continually fail to carry out their rostered duties will be screened by the Executive before affiliation is accepted next season.

## **2. Club/Team Names and Uniforms**

- 2.1 Clubs/Teams should apply to the MNA Secretary before deciding on Club name, colours and uniform.
- 2.2 Club/Team names must be approved by the Executive Committee. Acceptance of name may be refused on the following grounds:
  - (i) Close similarity with another name.
  - (ii) Unsuitable name having regard to the image of netball and MNA.
  - (iii) Other grounds that the Executive may consider.
- 2.3 Club uniforms must have the approval of the Executive Committee:
  - (i) Skirts must be identical in style and colour and long enough to cover pants when walking. Boys shorts to match team skirt colour.
  - (ii) Shirts must be identical in colour and style. Sun safe preferable.
  - (iii) Pants must be full brief. Pants with extended leg allowed but must not extend below skirt.
  - (iv) Socks must be the same colour and must be at least ankle length.
- 2.4 No tracksuit pants may be worn while playing.
- 2.5 If a jumper/tracksuit top is worn while playing it must be the same colour as the shirt.
- 2.6 A matching set of positional patches must be worn while playing.
- 2.7 Failure to comply with clauses 2.1 - 2.7 may result in players being sent from the court until in correct uniform.

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### **3. Fees**

- 3.1 The following fees shall be levied by MNA:
- (i) Player registration fee
  - (ii) Associate member fee
  - (iii) Non-playing club member fee / non-playing official member fees are paid by MNA
- 3.2 Player registration fees are payable from 1 January each year and must be paid in full before commencement of fixtures or by the 3<sup>rd</sup> game if joining late.
- 3.3 Associated member fees shall be payable annually for affiliation on a date to be set by Executive Committee.
- 3.4 Executive shall set all fees before the Annual General Meeting (AGM) where they will be tabled.
- 3.5 Should any fees be levied separately during the season by anybody with which MNA is affiliated, then such a levy shall be additional.
- 3.6 Carnival fees shall be additional.
- 3.7 Failure to pay fees by the date set down by the Executive shall result in that team being not allowed to take the court until all appropriate fees are received.
- 3.8 The Executive members receive a 50% reduction in fees for every child in their family who are registered players.
- 3.9 Coaches, who are players and have completed at least a foundation course, are refunded 50% of their registration fees at the end of the season.

## **MEETINGS**

### **4. General Meetings**

The order of business at the Annual General Meeting shall be:

- (i) Attendance
- (ii) Open meeting
- (iii) Apologies
- (iv) Minutes of previous AGM or Special Meeting
- (v) Business arising from minutes
- (vi) President's Report
- (vii) Secretary's Report
- (viii) Treasurer's report and audited balance sheet, statement of receipts and expenditure.
- (ix) Umpires convener's report
- (x) Coaching convener's report
- (xi) Canteen convener's report
- (xii) Public relations officer's report
- (xiii) Recommendations
- (xiv) Amendments to Constitution and by-laws
- (xv) Dates and fees
- (xvi) Election of office bearers
- (xvii) Appointment of patron and auditor
- (xviii) General Business

The order of business at a Special General Meeting shall be:

- (i) Attendance
- (ii) Open meeting
- (iii) Apologies
- (iv) Minutes of previous Special Meeting
- (v) Business arising from minutes
- (vi) Amendments to Constitution and By-laws
- (vii) Election of office bearers
- (viii) General Business

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The following officers and positions shall be elected at the AGM:

- (i) Executive as per Constitution (11 a)
- (ii) Ground attendant
- (iii) Registrar
- (iv) Games organiser
- (v) Match Secretary
- (vi) Public Officer
- (vii) Canteen Manager/ess and Sub-committee
- (viii) Umpiring Committee
- (ix) Club Development Officer

## **5. Executive Committee Meetings**

The order of business at an Executive Committee Meeting shall be:

- (i) Attendance
- (ii) Open meeting
- (iii) Apologies
- (iv) Minutes of previous Meeting
- (v) Business arising from minutes
- (vi) All reports
- (vii) General Business

## **6. Ballots**

When a ballot is required the following procedure will be practised:

- Blank ballot papers will be given to voting members present.
- Two counters shall be appointed to tally.
- After each member has marked their ballot in a manner directed by the chairperson the paper will be handed in.
- The counters will report the results to the chairperson.

## **OFFICE BEARERS**

### **7. Duties of Office Bearers**

#### President:

- Chief Executive
- Director of all efforts aimed at achieving objects Spokesperson for the association
- Chairperson at meetings
- Assist other executives or committees as required

#### Secretary:

- Read and reply to correspondence
- Deal with telephone enquiries Keep records, maintain files
- Write reports, circulate forms and information to members and public
- Convene meetings
  - circulate notice of meetings
  - prepare & circulate agenda
  - record minutes
  - prepare summary of correspondence
  - brief the chairperson
  - have relevant documents at hand
  - assist chairperson at meetings
  - give notice of all relevant closing dates

#### Public Relations:

- Project favourable image by answering enquiries
- and attracting support from public and media.
- Liaise with officials, coaches & government bodies
- Responsible for entering teams in competitions and carnivals
- Organise clinics and carnivals as directed by MNA
- Communicate information from MNA to members
- Order trophies, pennants, stationery as required
- Organise fund raising with assistance from other members
- Supervise match secretary, umpires, games organisers to ensure draw, points score, exams and week to week issues are kept up to date and running smoothly.

#### Treasurer:

- Responsible for all MNA's finances - banking, money collection, disbursements, insurance, financial records and reports.

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- Should be consulted in all long- and short-term financial planning.
- Involved in all fundraising activities.

### Registrar:

- Keep register of all member's names, addresses, phone numbers and contact person for team.
- Ensure all capitation and insurance fees are paid by players.

### Vice-Presidents:

- Senior and junior to stand in for president at
- meetings and functions as requested by president.
- Assist other committee members as and when required.

### Match Secretary:

- Is a position designed to lighten the workload of the secretary and should therefore work with the secretary and be responsible to the secretary to:
  - assist with sign on, grading, games
  - prepare and distribute draws for matches and carnivals
  - prepare score cards and place in court folders along with any other information to go out to teams
  - keep accurate records of point scores, player awards, best organised team
  - type draws and notes for publication in local papers
  - assist games organiser and umpires convener as requested
  - assist umpires convener and secretary to organise and mark Umpires Theory Exam papers
  - assist secretary as requested

### Publicity Officer:

- Provide accurate information to members of public
- Build interest in netball
- Improve relationships with the public and members
- Assist executive as requested in any area which promotes netball.

### Club Development Officer:

- Secure any funding available
- Liaise with council on all developments
- Run regular review of Club development Plan

### Fund Raising Committee:

- Formulate ideas for fund raising
- In conjunction with executive, organise fundraising Projects

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## Umpires Convenor

- Create data base of umpires
- Overview Umpire Sub-Committee

## Coach Convenor

- Contact point for all coaches
- Train new coaches
- Organise coach training days

## Games Organiser:

- Ensure games commence on time
- Time all games
- Check for best organised team
- Put folders, pens etc on courts

## Ground Attendant:

- Set up equipment each week - goal posts to correct height and PA system working.
- Ensure all equipment is returned at the end of play
- Mark courts as necessary
- Ensure grounds are left tidy
- Sweep courts free of dirt and grit.

## Canteen Manageress:

- Responsible for ordering all supplies
- Supervises teams rostered for canteen duty and organises replacement if workers fail to turn up.
- Counts canteen takings each week and gives to treasurer for banking
- Restocks canteen for next week
- Ensures canteen is kept clean

## **8. Sub-committees and Duties**

### Umpires Sub-Committee:

The duties of the umpires sub-committee shall be:

- Allocate umpires to games
- Check umpires to games
- Check umpires sign book and carry out duties each week
- Advise secretary when to order further supplies of certificates
- Assist in all endeavours to foster an interest in and upgrading of



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umpires within the association

- Ensure umpires are aware of net set go grade rules
- To conduct umpiring clinics and seminars
- Screen umpires before nomination to state umpiring tests
- Appoint umpires to accompany rep teams
- To deal with umpiring disputes
- To meet on a regular basis

### Coaching Sub-Committee:

- Allocate coaches to games
- Check coaches carry out duties each week
- Advise secretary when to order further coaching supplies
- Assist in all endeavours to foster an interest in and upgrading of coaches within the association
- Ensure coaches are aware of Net Set Go Grade rules
- To conduct coaching clinics and seminars
- To meet on a regular basis

### Canteen Sub-Committee:

- Assist manager/ess with duties

### Grading Sub-Committee:

- The grading sub-committee shall consist of Executive and those appointed to help them.
- The grading sub-committee shall:
  - place teams in their nominated grade
  - compile a draw for grading games
  - observe teams during grading
  - up/downgrade teams as necessary to ensure grades are of similar standard.
- Age teams will have the option of playing up.

## **REPRESENTATIVES**

### **9. Representative teams**

#### Representative Players:

Upon selection all players shall:

- Parents/ guardians and players will be asked to sign a contract acknowledging all conditions of selection and co-operation with coaches and managers.
- Wear the uniform of MNA as specified
- Represent MNA at events as determined by coaches and in consultation with Executive.
- Any player who fails to attend any club commitments (association coaching days, rep. training, rep. games, club training, club games, other as directed) must show cause as to why. Three (3) incidents without good cause shown will be referred to MNA committee.
- Have passed the umpires exam
- Be part of umpires or coaches pool
- Players will assist with all aspects of fund raising.
- Play MNA fixtures as part of the Saturday competition
- Adhere to players code of conduct
- Pay a non-refundable \$100.00 deposit upon acceptance of position in the MNA Representative team. Acceptance must be within 7 days of being offered a position.
- Payment of fees for the representative netball, as set by the committee, shall be paid by sign on of the year rep is to be played. These fees shall include but are not limited to: MNA rego, HDNA rego, umpire fees for both, state approximate fees, country approximate fees, uniform and kit costs, rep. carnival fees.
- Players who cannot make the date of the trials shall submit a written request to be considered for a representative team. The letter will include the relevant netball experience of a player and the reasons the player did not/cannot trial.
- There will be a maximum of three (3) representative players in any team. Junior players who have been approved to play in open will not be considered as rep players in the open division.

#### Representative Team Coaches shall:

- Be accredited Foundation or higher if possible
- Carry out training as necessary

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- Appoint a team captain
- Adhere to coaches code of conduct
- Ensure all players have a minimum of 50% of carnival court time at every carnival they attend. This is dependent on player's adherence to the code of conduct and injuries.

### Representative Team Manager/ess shall:

- Attend training sessions
- Co-ordinate fund raising and social events with Committee of parents
- Ensure all funds are accounted for through MNA
- Be responsible for health and wellbeing of team during carnivals
- Keep accurate records of training attendance, carnival participation and injuries.
- Create a roster of parents to score at carnivals

### Parents shall

- Read and sign a parents code of conduct.
- Score as asked to at carnivals they attend

### Umpires

- Suitable umpires shall be sourced by the MNA Umpires Convenor and a list be made available to coaches and manager/ess

### Funding

MNA will fund the cost of:

- Spare uniforms (2 per team), bibs, match ball (1per team), State Age and Country Carnival participation fees, umpire fees at State events, 1 pair of MNA socks per player, Up to \$500 per year for specialised training, tent hire at the Country Carnival
- If a Rep team chooses to use the existing uniforms, they will pay a \$50 deposit that will be returned minus \$10 for cleaning and wear at the end of the season.
- Coach and manager's tracksuit

Players will fund the cost of:

- Own uniform (can keep at the end of the season), umpires, coaches and managers accommodation and travel for state events, carnival fees for non- state events, umpires fees for non- state events, own transport, food, tracksuits and training gear

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Parents may attend at own expense.

When attending carnivals all players nominating shall be charged a Bus Levy when a bus is booked for travel.

If financial concern is voiced by coaches/umpires, the Representative Committee has the right to discuss financial assistance.

### Fundraising

- The BAR-B-Q at the Origin Representative Carnival held at MNA will be run by the Rep players and their families. All profits from THE BAR-B-Q will go to Rep fundraising.
- 3 MNA Competition days a year to be allocated to Rep fundraising.
- All fundraising activities to be approved by the MNA fundraising committee

### Sponsorship

- Any sponsorship offers for Rep. must be ratified at an MNA general meeting or by a special committee meeting.

### Other

- Uniforms and equipment for Rep will be organised by the MNA purchasing officer.

## **GRADING**

### **10. Grades**

Games will be conducted in the following:

- (i) Open: The competition shall be conducted in grades as determined according to number of nominations.
- (ii) Net Set (Ages 5-7) and Go Grade (ages 8 – 10): Play will be conducted in grades according to the age that the player turns in the calendar year. Players may play up an age level. 7, 8 and 9, 10 Go Grade rules.
- (iii) Junior (ages 11/12): 11 up AANA Rules
- (iv) Intermediate (ages 13 to 17). These teams will be graded according to ability.
- (v) Open mixed - if numbers allow.

### **11. Grading**

- (a) Only registered team members may take part in grading matches.
- (b) No team will be registered with fewer than 7 players.
- (c) Grading sub-committees decision is final and no correspondence shall be entered into.
- (d) Teams can be regarded up to and including the third competition match of the season.

## **REGISTRATION**

### **12. Team and Player Registrations**

- 12.1 A completed team registration card must be submitted by the date set down. All players' names, addresses, phone numbers, data of birth and occupation must be recorded before registration is accepted.
- 12.2 Only 10 players may be registered with a team at any one time. c) All new players in age divisions will be required to produce proof of age. It is the responsibility of the team contact person to verify for the Executive, proof of age of all members. Failure to do so will result in loss of all competition points. The following documents will be accepted as appropriate proof of age:
- birth certificate / extract
  - passport
  - baptismal certificate
  - health care book
  - signed declaration from a JP or school principal / child's class teacher
  - student ID cards
  - (Once sighted and recorded there should be no need to produce evidence in future years)
- 12.3 All teams to pay their registration fees as a team.

# **DRAW**

## **13. Competition and Draw - Playing regulations**

### 13.1 General

- (i) Competition games conducted at MNA Clubhouse in Condong St.
- (ii) All players to be registered before taking the court.  
Penalty - loss of competition points for that game.  
Unless new to team, then must pay by 3<sup>rd</sup> game.
- (iii) No player may play in a grade lower than that in which s/he is registered.
- (iv) A player may play in a higher grade team providing that team has at least five registered team members to take the court.
- (v) "Any player playing up a grade is to only take the court if all registered players from that team are on the court, and they must play a minimum of half a game."
- (vi) A player having played three (3) games in a higher grade team shall be considered a player of that team and s/he shall complete the registration form of the team in which s/he has played three games.
- (vii) If a player is used by another team in accordance with the above clauses her/his name and team MUST be recorded on the score card. Failure to comply means loss of competition points for that game.
- (viii) When a club has more than one team in one grade, players must not interchange in that grade.
- (ix) To be eligible to play in a semi-final, final or grand final a player must have played three (3) games with that team.
- (x) A team wishing to nominate after the closing date must notify the Match Secretary before competition starts. Once a draw has been completed a team will only be accepted if there is a bye in that grade.
- (xi) In the event of a team withdrawing during the competition, the team set down to play the withdrawn team shall have a bye and all previous games against the withdrawn team shall be classed as social and point scores withdrawn.
- (xiii) No team may borrow a player from the same grade.

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13.2 Playing Substitutes

- (i) All players present must play at least half a game for all matches, including finals.
- (ii) Any team with ten registered players can have unlimited substitutions, as per the rule book.

13.3 Commencement of Competition Matches

- (i) Games to start and finish on the buzzer. The umpires whistle starts and ends the game. If umpires not present for duty, the commencement time for that game will be taken by a courtside timekeeper.
- (ii) Injury time - up to 2 minutes allowed but not added in competition games. Blood rule - injury time is to be called and play stops for up to 2 minutes while the player leaves court for treatment. Umpire checks that all blood is gone, bleeding has stopped and wound securely covered. Any clothing with blood must be replaced i.e. the player may continue out of uniform. Blood on court must also be removed.
- (iii) Team managers can assist in overcoming time delays by:
  - Having their team assembled ready to take the court
  - Ensuring team members are aware of their umpiring / canteen duties etc.
  - Having all team members (and substitutes) names listed (printed by team official) on the score card; and
  - Toss a coin and notify umpires of the result.

13.4 Forfeits and Disqualifications

- (i) A forfeit may be claimed if the opposition cannot field the minimum of five registered team players within five minutes of the buzzer.
- (ii) If a team gives sufficient notice of forfeit the opposing team shall not have to be at the courts at the time set down to claim a win.
- (iii) A team will automatically be withdrawn from the competition after its third forfeit unless extenuating



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circumstances prevail.

13.5      Score sheets

- (i) There is only one score card per match. Only scores on the official card shall be accepted.
- (ii) Score sheets shall be in Centre circle. All team members to SIGN card before game. The winning team is to return the score card to the clubhouse.
- (iii) The captain is responsible for signing the back of the score sheet to indicate the score is correct. If s/he considers the card incorrect s/he should sign it and write reasons for not accepting the card as correct and notify officials.
- (iv) If the captain fails to sign the card s/he must accept, without challenge, the score card as submitted.
- (v) The umpires must check that the number of signatures matches the number of players taking the court.

13.6      Duties

Teams are required to do the following duties as rostered:

- Court duty: Round 1 to put out all bins. Check toilets have paper.
- Last Round - to pick up all rubbish, empty bins into council bins and stack the bins in the clubhouse. Sweep toilets, empty toilet buckets check paper supply.
- Canteen duty: supply 2 ADULT workers or two senior players for the round allocated.
- Umpiring duty: as rostered. Umpires to sign in. Failure to do duty twice in a rose will result in that team being asked to show cause why they should be allowed to continue in the current competition.

13.7      Scorers

- (i) Each team must supply a scorer.
- (ii) Scorers must be together on the sideline opposite centre circle.
- (iii) Scorers must keep an accurate record of all goals, attempts, and centre passes and call centre pass only if asked by the umpire.

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- (iv) Should a team not supply a scorer they must accept the score recorded on the official card.
- (v) Should there be no scorers for any part of the game the official score accepted shall be that recorded from the time scorers became available.
- (vi) Should there be no scorers for the entire game, the game will be declared null and void.

13.8 Umpires

- (i) Umpires must umpire as per AANA Rule book.
- (ii) Umpires shall be allocated by the umpiring committee. Teams may be required to supply up to two (2) umpires each week.
- (iii) Umpires are to remain at their courts during intervals to be available to captains for rule clarifications.
- (iv) Umpires must advise the umpiring committee of any player that is sent from the court for any length of time. A written report of the incident may also be required. Coaches or team official of opposing team to select players award for both teams and record same on score card.

13.9 Duration of Play

Matches shall be 15-minute quarters with intervals of 3 minutes at quarter and three-quarter time and 5 minutes at half time.

For Go Grade games, the quarters shall be 10 minutes.

13.10 Points

Teams reaching finals do so by competition points only.

Competition point scores are as follows:

- Win - 4 points
- Draw - 2 points
- Loss - 1 point
- Bye - 4 points
- Forfeit (against) - 4 points
- Forfeit (by) - 0 points

## **PENALTIES**

### **14. Fines and Penalties**

- (i) Failure to undertake umpiring duty will result in a team fine of \$50, payable before the teams next game (not being used in 2009 – 2011)
- (ii) The team will be notified by an MNA official that the team is to pay the \$50 before their next game. No pay = no play
- (iii) There will be a penalty of 4 points for any team that does not perform its rostered duties. The four points will be deducted for the game scheduled on that day of play.

### **15. Transfers**

## **PROTESTS**

### **16. Protests**

Protests must be in writing by the captain/coach/manager/ess and lodged/postmarked with the relevant committee within 48 hours.

## **FINALS FIXTURES**

### **17. Finals**

- (i) Semi-finals, finals shall be played between the top 4 teams.
- (ii) Semi-finals: 1 v 2 (winner to grand final) 3 v 4  
Finals: Loser of 1 v 2 plays winner of 3 v 4  
Grand Finals: Winner of 1 v 2 semi plays winner of final.  
There is no right of challenge.
- (iii) If any number of teams ties for semi-final positions, a count back on goals for and against shall be used to determine positions.
- (iv) If a semi-final, final or grand final results in a draw, extra time will be played. There will be a 3 minutes break (to allow umpires to check score card), the teams shall change ends and play extra time, being 5 minutes each way for Intermediate and senior, and 3 minutes each way for Juniors (12's and down).  
In the event that the score is still tied, play continues until one team leads by 2 goals. They are then declared the winners.  
If a team forfeits a semi-final or final they forfeit the right to continue in the finals except in extenuating circumstances as deemed by the Executive.
- (v) (a) If a team forfeits a grand final they surrender the right to

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- be names runners-up and forfeit any trophies.
- (b) That MNA give loser of final the opportunity to play in grand final if time allows.
- (vi) Injury time as per AANA and is added to that quarter.
- (vii) Cancellations will result in the games being played at a time determined by the executive in discussion with the coaches of the teams involved
- (viii) Accommodation of time changes shall not be entered into unless the 2 teams present to the Executive with a mutual agreement that is satisfactory to the Executive.

## **CANCELLATIONS**

### **18. Cancellations**

- 18.1 Cancellations due to unforeseen circumstances result in the games being declared drawn and scored accordingly.
- 18.2 A wet weather sub-committee will decide on whether games will proceed.
- 18.3 Games played to  $\frac{3}{4}$  time shall be competition matches. Games called off before that time shall be deemed drawn.
- 18.4 The contact number for games cancellations is 6672 6225 - MNA clubhouse.
- 18.5 Notice will be given by email.
- 18.6 Wet courts result in only Junior or Senior games being played. Play alternates from one cancellation to the next.

## **IDENTIFICATION**

### **19. Netballs and Patches**

Teams must have own patches. Teams must supply own, correctly inflated netballs of regulation size, size 5 for Age 11 and up Size 4 for age 10 and under. Team balls to be used for a half game each. A refundable deposit of \$20 for netballs hired out each week. Umpiring committee members may rule on the suitability of the ball.

## **SPONSORSHIP**

### **20. Sponsorship**

Sponsorship must comply with amateur status. Consideration must be given to the responsibilities of netball regarding sponsorship.