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*COFFS HARBOUR NETBALL  
ASSOCIATION*



*BY-LAWS*

# **BY-** **LAWS**

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## BY -LAWS

### SECTION 1- MEMBERSHIP

#### 1.1 GENERAL

1.a) All members of Coffs Harbour Netball Association and Spectators must adhere to the Code of Conduct as per the Netball NSW Member Protection Policy (MPP).

1.b) Where an Association member or Spectator is reported for a serious breach of the MPP, action may be taken by the Executive Committee.

1.c) The Constitution and Policy and Procedures Manual (including By-Laws) of the Coffs Harbour Netball Association Inc., be recognised as the Constitution and Policy and Procedures Manual (including By-Laws) covering all Affiliated Clubs and Independent Teams of the above Association

1.d) All Clubs and affiliated teams will abide by the rulings of the Constitution in regard to Association Executive

1.e) The Association shall act as a Court of Appeal according to the Constitution, (Section 1.8 vi)- adopt and adhere to the Netball NSW Member Protection Policy

f) The Council shall have the power to make, alter or repeal the By-Laws and Local Rules, for the good conduct of the Association providing that such are not inconsistent with the existing rules.

g) The Council may grant permission to an advisor, observer or guest to be present at Association controlled meetings.

h) Alterations to By-Laws:  
Alterations to these By-Laws may be done by resolution according to the Constitution, Section 6.5 ii).

#### 1.2 AFFILIATED CLUBS

2.a) All Clubs will hold their ANNUAL GENERAL MEETING by the end of the month of September each year

2.b) The incoming Executive of each Club will not take office until the Association Annual General Meeting is held. This is held on the first Monday of December of each year.

- 2.c) Forward the contact details of its Executive Members within seven (7) days of their election.
- 2.d) Forward the contact details of their delegates at least (7) days prior to the first Council meeting each year



- 2.e) Shall notify the Association Secretary of the dates of the Club's Annual General Meeting and Registration Days
- f) Shall be permitted to conduct their own Fundraising throughout a day on which they are allotted canteen duty. 1 barbeque per Club is permitted per season. Relevant Club is to notify Canteen Supervisor and seek approval from Council at Council Meeting, prior to fundraising event taking place.
- g) Shall forward team nomination form to CHNA on or before the third (3) competition round.
- h) Shall notify the Executive Committee of CHNA for use of grounds for other than competition games.
- i) Shall forward all correspondence pertaining to CHNA through their Secretary
- j) New Clubs or Teams shall apply to the Association Secretary for permission to register their name and colours.
- k) Secretaries of each Club or a Team shall register the complete uniform prior to the commencement of each playing year.
  - l) No Club or Team shall register colours the same as another Club or Team
- m) The Secretary of each Club or a Team must register at least five (5) players and no more than twelve (12) players in each team, two (2) umpires and a team contact. Saturday teams must register an accredited coach and, where possible, attend Association run coaching clinics.
- n) Clubs or teams wishing to register players after the commencement of competitions shall notify the appropriate Registrar to then call a Fixtures and Grading Meeting to seek approval of said player/s.
- o) Except in exceptional circumstances, no player may leave one club or team to play in another club or team in one playing competition. Application to transfer must be made in writing and is subject to approval.
- p) A playing year is determined as being 1<sup>st</sup> January to 31<sup>st</sup> December in the year of play.
- q) All players must be financial members of the Association
- r) All officials must be financial members of the Association
- s) Non playing members must be financial members of the Association

### **1.2.1 TEAMS**

- 2.1.a) Registrations of Teams shall close on a date to be fixed by the Executive Committee and Council Members each year.
- 2.1.b) Registrations of names shall be made on the appropriate form accompanied by the full registration fee.
- 2.1.c) Methods of Registration:

(2.1.c.i) On Registration Day to be received by the Association Registrar/Secretary for Independent teams and all affiliated Club Registrar's on the advertised date, time and place.

(2.1.c.ii) All affiliated Clubs will be invoiced by the Association Treasurer

(2.1.c.iii) Online registration by the direction of Netball NSW

## COFFS HARBOUR NETBALL ASSOCIATION INC.

2.1.d) Team Registrations will not be accepted unless the registration constitutes a team. i.e. five or more players plus two (2) umpires.

### 1.2.2 PLAYERS

a) Player Registration Forms MUST be submitted for each player named. Players cannot take the court unless Player Registration Forms have been received prior to the commencement of the game.

b) Player Registration Forms MUST be submitted for each player named on the Team Registration Form.

c) Any Additional player being registered with a team must have a completed Player Registration Form for that player received by the CHNA prior to the player taking the court.

d) Any Player Registration Form that does not contain all relevant and necessary information will NOT be accepted.

e) Additional Player Registration:

All players must be registered prior to their participation in a competition game.

f) Player Refunds:

CHNA registration fee may be refunded excluding the Netball NSW component providing the Club has notified the CHNA Secretary of the player's withdrawal prior to the third competition round being played.

g) Player Members:

(i) Senior Players shall have reached eighteen (18) years of age at December 31st in year of play.

(ii) Junior Players shall be under the age of eighteen (18) years in the year of play.

(iii) New players under the age of eighteen (18) years must provide proof of age to be sighted by Club Executive.

For the purpose of Carnivals:

i) Juniors -players 12,13,14 and 15 years as at 31st December in the year of play

ii) Seniors – players under 17's and above as at 31st December in the year of play

1.3 LIFE MEMBERS

The Association Treasurer shall register and pay all relevant Membership Fees and Subscriptions for active Life Members pertaining to Netball NSW.

1.4 NON PLAYERS

Shall pay to the Association an amount set by the CHNA.

1.5 HONORARY MEMBERS

Shall not be responsible for any fees to the Association

1.6 PATRON

The Association may from time to time appoint one or more Patron(s), and may also cancel any such appointment.

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

## SECTION 2 – NOMINATIONS AND ELECTIONS

### 2.1 NOMINATIONS

- (6.a) To be eligible for nomination for all positions and Sub Committees a nominee must be eighteen (18) years of age or older, at the time of nomination, a member of Coffs Harbour Netball Association and a member of Netball NSW.
- (6.b) Nominations for all positions up for election at the Annual General Meeting shall be submitted on the approved form, signed by two (2) senior members and with the written consent of the nominee and lodged with the Secretary at least fourteen (14) days prior to the A.G.M where possible
- (6.c) Nominations for all positions up for election at a Council Meeting shall be submitted on the approved form, signed by two (2) senior members and with the written consent of the nominee and lodged with the Secretary at least fourteen (14) days prior to the Council Meeting.
- (6.d) In the event of a position or a sub-committee not being filled by the closing date, notice calling for nominations to fill the vacancy(s) shall be given in the minutes of that meeting. Nominations to fill such vacancy shall be accepted 14 days prior to the next appropriate Meeting.
- (6.e) Qualifications and/or experience must accompany nominations and remain current for the year concerned.
- (f) Details of all nominations, including their qualifications and/or experience relating to their Nomination, for all positions and Sub-Committees to be elected shall be forwarded to all Club Secretaries not less than 7 days prior to the meeting at which the elections are to take place.

## SECTION 3 -EXECUTIVE COMMITTEE

### 3.1 GENERAL

- (1.a) 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.
- (1.b) Approve all nominees eligible for selection into the Association Representative Teams prior to selection. The Selection Sub-Committee shall notify the Executive Committee of the result of the selections.
- (1.c) Receive and consider reports after State Titles from the manager and umpires of Association representative teams.
- (1.d) Consider nominations for Life Membership and make recommendations to Council prior to the Annual General Meeting.
- (1.e) Ensure the presentation of a financial report to all Council meetings and make recommendations to Council on matters of finance and policy.
- (f) Approve the Association Report to be presented to Netball NSW.
- (g) Organize and control all competitions.
- (h) Be responsible for all purchases required by the Association.
- (i) Prepare Annual Association Calendar and present to Council for ratification.
- (j) 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.
- (k) 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.
- (l) Should a quorum of the Executive Committee be present, an emergency meeting may be convened at any time.
- (m) 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 CHNA Constitution.
- (n) The first duty of a member of the Executive Committee shall be an Association function as opposed to a club function

## SECTION 4 –DUTIES OF OFFICE BEARERS

- All Office Bearers must have a current Working with Children Check (WWCC)

### 4.1 PRESIDENT

- (1.a) Preside at all Meetings of the Association and direct where necessary.
- (1.b) Be Convenor of the Appeals Tribunal
- (1.c) Overall responsibility for the administration of CHNA Executive Committee
- (1.d) Knowledge of the Association Constitution, Policies and Procedures
- (1.e) Work with Executive to set meeting dates and agenda
- (1.f) Attend all Executive, Council meetings and other meetings as required
- (1.g) Represent the Association at Regional Meetings, where possible
- (1.h) Be a signatory on Association accounts
- (1.i) As a CHNA Executive committee member, work with the other committee members towards the betterment of the Association, putting aside all Club loyalties
- (1.j) Must have a current Working with Children Check

### 4.2 VICE PRESIDENT

- (2.a) Assist the President and perform such other duties as directed by Council
- (2.b) In the absence of the President, act as President
- (2.c) Shall be appointed as Convenor of the Disputes Tribunal convened as required
- (2.d) Must have a current Working with Children Check

### 4.3 SECRETARY

- (3.a) Prepare and submit annually as required, the Netball NSW Affiliation Forms
- (3.b) Act as the Public Officer of the Association
- (3.c) Maintain a register of:
  - (3.c.i) Life Members.
  - (3.c.ii) Executive Committee Members.

- (3.c.iii) Club Officials and Delegates
- (3.c.iv) Registered members
- (3.c.v) Affiliated Clubs
- (3.c.vi) Council and Proxy delegates' names and addresses
- (3.c.vii) List of names of Development Accredited and/or higher Coaches of the Association
- (3.c.viii) Listed of Badged Umpires of the Association

(3.d) Be responsible for correspondence and issue notices as required.

(3.e) Prepare an administration report for presentation at the Annual General Meeting

(3.f) Circulate all nominations for Life Membership and accompanying qualifications to Affiliated Clubs

(3.g) Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise

(3.h) Be responsible for the presentation of the Executive Committee report to Council

(3.i) Prepare and submit applications to State and Local Council and to other grant making bodies

(3.j) Co-ordinate the advertisement of upcoming netball carnivals

(3.k) Co-ordinate the entry of Association teams into such carnivals

(3.l) Organise and conduct any carnivals the Association may itself hold

(3.m) Conduct such other business as directed by council

(3.n) Circulate the Annual Association calendar.

(3.o) Must have a current Working with Children Check

#### **4.4 TREASURER**

(4.a) Be responsible for all funds of the Association.

(4.b) Keep necessary books of account and produce these on the instruction of Council

(4.c) Receive all monies payable to the Association and issue receipts as required

(4.d) Bank all monies within seven (7) days of receipt

(4.e) Pay accounts passed for payment greater than \$300

(4.f) Pay other accounts as necessary and have these ratified at the next meeting.

(4.g) Send out all accounts as required



- (4.h) Submit a financial report for perusal to each Council Meeting
- (4.i) Pay the annual Netball NSW fee and accounts by their due date
- j) Present a Balance Sheet at the Annual General Meeting
- (k) Keep a record of all assets, liabilities and properties of the Association
- (l) Issue an official order to pay any person authorised to purchase on behalf of the Association
- (m) Be the Canteen Supervisor where the Supervisor position is vacant
- (n) Must have a current Working with Children Check

#### **4.5 REGISTRAR (JUNIOR & SENIOR)**

On an annual basis:

- a) accept all registrations on a date determined from year to year;
- b) maintain a register of team names and uniform colours to avoid duplication in conjunction with the Secretary
- c) allocate the respective registration forms to the Grading Convenor and the Association Secretary and retain one (1) copy on file as a record of registered teams and players
- d) be responsible for the compilation of the membership and insurance reports sent to Netball NSW and the current insurers in conjunction with the Secretary;

On a weekly basis:

- a) accept individual registrations as submitted by the appropriate Club Executive member and include them, together with the date, on team registration forms;
- b) delete from the registration form the names of those players who have been granted Association permission to deregister from a team;
- c) ensure that all score sheets are completed with the time, date, court names of both teams and umpires, and available for collection before the first junior and senior timeslot
- d) be responsible for the collection of score sheets on each playing day/night;
- e) check all score sheets and enter into MyNetball database to meet the Association's requirements;
- f) forward any disputed score sheets to the Discipline Convenor/Fixtures & Grading Committee/Umpires Convenor within forty-eight (48) hours;
- g) deduct points for:
  - (i) teams fielding any unregistered player;

- (ii) failure to meet team requirements with regards to completion of the score sheets or other duties as required;
- (h) place progressive point scores on the MyNetball database weekly and provide the Umpires Convenor with same;
- (i) keep records of point scores and furnish the Secretary with same;
  - j) maintain an annual record of results of all competitions conducted by the Association;
- (j) act as Convenor of the Fixtures and Grading Sub-Committee
- (k) Must have a current Working with Children Check

#### 4.6 MINUTES SECRETARY

- (6.a) Record the Minutes and Motions of all meetings of the Association.
- (6.b) Forward a copy of Minutes and Motions of all meetings to Association Secretary within seven (7) days of the Meeting to be forwarded to all affiliated club secretaries.
- (6.c) maintain a record in a Minutes and Motions folder of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council or Annual General Meeting
- (6.d) maintain a record of Minutes of all Sub-Committee meetings
- (6.e) in the absence of the Secretary, act as Secretary;
- (6.f) carry out such duties as the Secretary may direct
- (6.g) Must have a current Working with Children Check

#### 4.7 COACHING CONVENOR

- (7.a) Shall be the holder of at least a (Foundation Course Certificate)Development Certificate Accreditation; or be prepared to obtain accreditation that year;
- (7.b) be the convenor of the Coaching Subcommittee;
- (7.c) research and institute methods of encouraging and improving coaching within the Association;
- (7.d) arrange coaching assistance to clubs as requested;
- (7.e) be responsible for the distribution of relevant information regarding coaching;
- (f) organise and conduct the Association's Net Set Go 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 in conjunction with Treasurer;
- (i) be responsible for the organisation of coaching courses to be conducted by the Association
- j) Maintain a record of results of all Coaching Courses and supply a copy to the Association Secretary
- k) Must have a current Working with Children Check

#### 4.8 UMPIRES' CONVENOR (JUNIOR & SENIOR)

- a) shall be the holder of a National Umpires Accreditation, or be prepared to obtain accreditation that year;
- b) Maintain a record of all Badging Results and supply a copy to Association Secretary
- c) Forward all Badging results to Netball NSW and supply a copy to the Association Secretary
- d) be the Convenor of the Umpires' Subcommittee;
- e) organise and arrange the coaching and grading of umpires where necessary;
- f) keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
- g) keep a record of National badged umpires and district badged umpires within the Association;
- h) be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative;
- i) research and institute methods of encouraging and improving umpiring within the Association;
- j) Implement a basic training program for beginners
- k) arrange umpiring assistance to clubs as requested;
- l) be responsible for the distribution of relevant information regarding umpiring, including notice of umpire's accreditation theory requirements;
- m) ensure that in her or his absence a representative appointed from the Umpires Sub Committee attends Council meetings;
- n) be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals in conjunction with the Treasurer;
- o) be responsible for the organisation of umpiring courses to be conducted at the Association
- p) Must have a current Working with Children Check

#### 4.9 REPRESENTATIVE CONVENOR

- a) Shall be responsible for liaising between Executive Committee and all team managers
- b) Be responsible for distribution within the representative teams or squads of all uniforms, notes, publications etc.
- c) Obtain quotes on available accommodation, transport etc that might be required for the representative carnivals, state and state age championships and upon approval attend to the booking of the same
- d) Obtain a list of carnivals from the Coaches/Managers that they wish to attend and submit to the Secretary within the required time.
- e) Be responsible for coordinating any social arrangements if required
- f) be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel. In conjunction with the Treasurer;
- g) 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;
- h) advise the Secretary and Treasurer of all such arrangements;
- i) keep necessary books of account for the Representative Teams and produce them on the instruction of Council
- j) carry out duties as directed by the Treasurer;
- k) in the absence of the Treasurer, act as the Treasurer;
- l) be responsible for organising the issue and receipt of all uniforms and equipment as well as all travel and accommodation arrangements for all representative events;
- m) Complete a stock take of all representative equipment including clothing and submit a report at year end.
- n) Advise the Senior and Junior Representative teams of final arrangements and what is expected of them
- o) Coordinate fundraising by Representative Teams
- p) Must have a current Working with Children Check



- q)
- r)
- s)

• **GENERAL OFFICERS:**

**4.10 PUBLICITY OFFICER**

- t)
- a) Be responsible for the publicity of netball within the Association.
- u)
- b) Prepare and disseminate press releases where necessary.
- v)
- c) Maintain a record of all published Articles.
- w)
- d) Be responsible for all Communications with the Media.
- x)
- e) Submit a written report to each meeting of Council for ratification.
- y)
- f) Perform such other duties as decided by The Executive and Council members of the Association
- z)
- g) facilitate knowledge and understanding of the sport in the community at large;
- aa)
- h) be responsible for the preparation and distribution of the Association's newsletter;
- ab)
- i) be responsible for maintaining and updating website/Facebook as directed by Council.
- ac)
- j) Must have a current Working with Children Check
- ad)

**4.11 ADDITIONAL COMMITTEE MEMBER**

- ae)
- 11.a) Perform such other duties as decided by CHNA Executive and Council members.
- 11.b) Must have a current Working with Children Check
- af)

ag)

ah)

#### 4.12 CANTEEN SUPERVISOR

ai)

12.a) Arrange collection of monies at the conclusion of each working day

aj)

12.b) Submit accounts to Treasurer to pay accounts

ak)

12.c) Order, pick up (or arrange delivery - if possible) of purchases for the canteen.

al)

12.d) Oversee that there is ample amount of food ready for sale throughout the day

am)

12.e) Check temperature of pie heaters making sure the food is at the right temperature for sale to customers (60 degrees)

an)

ao) f) Check that there is enough stock in the fridge

ap)

g) Liaise with the Association President and Treasurer regarding pricing of items to be sold and any new items before purchasing.

aq)

h) All pricing will be set by the President and Treasurer along with the Canteen Supervisor

ar)

i) All instructions will come from the President and/or Treasurer ( whoever is firstly available) and any problems will be discussed firstly with him/her

as)

j) Stock take will be done at regular intervals throughout the season.

at)

k) The canteen will also need to be regularly cleaned (this can be achieved by using the volunteers on a Saturday or during working bees).

au)

l) Please ensure that all rubbish is removed from the canteen at the end of the day and placed in the appropriate bin

av)

m) Ensure compliance with NSW Health and Food handling Laws

aw)

n) Ensure that the canteen is securely locked at the end of each working day

ax)

o) Must have a current Working with Children Check



ay)

4.13 ASSOCIATION CLEANER

az)

ba) Cleaning is usually performed twice weekly. This usually takes approximately 1 hour prior to Wednesday comp (ensuring bathrooms are cleaned and bins emptied) and approximately 2-2.5 hours prior to Saturday comp (the job description as below)

bb)

bc) DUTIES:

2.a) Clean bathroom/s amenities twice a week (ie; before Wednesday evening and Saturday mornings)

bd)

2.b) Sweep and mop floors in canteen, storage area outside canteen, bathrooms, control room, umpires room and kitchen area in executive room.

be)

2.c) Vacuum floors in executive room , secretary's office area and main conference room

bf)

2.d) General tidy of all areas.

bg)

2.e) Ensure that there is adequate paper towel/hand liquid soap in all dispensers.

bh)

bi) f) Empty all bins

bj)

g) Wipe over all surfaces

bk)

h) Hose down the breezeway and verandah areas

bl)

i) Keep an eye on cobwebs and remove

bm)

j) All cleaning products are supplied by CHNA.

bn)

bo)

4.14 SPONSORSHIP OFFICER:

bp) DUTIES:

14.a) Maintain sponsors on an ongoing basis

14.b) Invite all sponsors to events, as required

14.c) Seek new sponsorship opportunities

14.d) Liaise with clubs for list of current sponsors

bq)

br)

bs)

bt) SECTION 5 - SUB-COMMITTEES

bu)

5.1 GENERAL

bv)

1.a) Members of all sub-committees must be senior members of CHNA

bw)

1.b) Members of the Executive Committee are eligible to stand for election to Sub committees, but may not be elected the Convenor thereof.

bx)

1.c) No Registered Member may be a member, other than an ex officio member, of more than two (2) standing Sub-Committees.

by)

1.d) The President, Secretary and Treasurer shall be ex-officio members of all Sub Committees with the exception of the Selection Sub-Committee.

bz)

1.e) 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.

ca)

cb) f) The first meeting of each Sub-Committee shall, if possible, be held within fourteen

cc) (14) days of its appointment.

cd)

g) The Council may, from time to time, appoint such additional Sub-Committees as it sees fit and define the functions thereof.

ce)

h) Casual Sub-Committees may be appointed by Council from time to time to fulfil a particular function.

cf)

i) 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.

cg)

j) Members of Sub-Committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.

ch)

k) Each Sub-Committee shall submit a written report, with any recommendations, to each meeting of Council for ratification

ci)

1) A Sub-Committee Convenor shall:

cj)

1.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

1.b) Be responsible for keeping in a Minute folder an accurate record of all meetings

1.c) Forward copies of the Minutes to the Minutes Secretary and to each member of the sub-committee within fourteen (14) days of each meeting

1.d) Submit reports for consideration by the Executive Committee and/or Council as required

ck)

cl) m) The following sub-Committee shall be a casual committee convened as required: Appeals -as per Member Protection Policy

cm)

cn)

co)

cp)

cq)

cr)

## 5.2 **MEMBERSHIP**

cs)

2.a) Canteen (comprising one member from each club plus the Canteen Supervisor)

ct)

2.b) Coaching (comprising all current Development and Intermediate coaches plus the Coaching Convenor);

cu)

2.c) Carnival (comprising one member from each club plus the Carnival Convenor

cv)

2.d) Fixtures/Grading (comprising a maximum of two (2) members from each club plus the Fixtures/Grading Convenor). Each club is limited to one vote;

cw)

2.e) Grounds (comprising one member from each club plus the Grounds Convenor);

cx)

2.f) Representative Teams (comprising two (2) members from each representative team plus the Representative Convenor (as Convenor)) as well as the Treasurer;

cy)

2.g) Selection (comprising a minimum of three (3)(Development or higher accredited coaches), maximum of six (6) (Development or higher accredited coaches) members including the coach of the respective team plus the Selection Convenor);

cz)

2.h) Social (comprising one (1) member from each club plus the Publicity Officer (as Convenor);

da)

2.i) Umpires (comprising all current badged umpires plus the Umpires Convenor (as Convenor).

db)

## 5.3 **DUTIES OF SUB-COMMITTEES**

dc)

### 5.3.1 **CARNIVAL CONVENOR AND SUB-COMMITTEE**

dd)

3.1.a) be appointed by the Secretary following the convening of a carnival sub committee and perform such duties as required.

de)

3.1.b)Meet requirements as set down in By-Laws under "Sub-Committee".

df)

3.1.c) Grade all teams and compile fixtures.

dg)

3.1.d)Organize necessary equipment, facilities and helpers.

- dh) 3.1.e) Organize catering requirements in liaison with Canteen Supervisor.
- di) 3.1.f) Submit to Management a list of Carnival Results.
- dj) 3.1.g) Together with Executive be a court of appeal.

- dk)
- dl)
- dm)

5.3.2 CANTEEN SUB-COMMITTEE

- dn) 3.2.a) be responsible for staffing the canteen as per roster on carnival days and other special occasions;
- do) 3.2.b) under the supervision of the Canteen Supervisor, ensure that adequate stock is purchased for all competitions and any special functions in conjunction with the Treasurer.

dp)

5.3.3 COACHING SUB-COMMITTEE

- dq) 3.3.a) assist the Convenor to carry out his/her functions;
- dr) 3.3.b) perform such other duties as directed by Council from time to time.

ds)

5.3.4 FIXTURES AND GRADING SUB-COMMITTEE

dt)

- 3.4.a) be responsible for the compilation of each season's fixtures, including any decisions as to the number of rounds to be played or the format to be used;
- du) 3.4.b) be responsible for the grading of teams at the commencement of each season in accordance with the Policy for Grading
- dv) 3.4.c) be responsible for the compilation of carnival fixtures;
- dw) 3.4.d) be responsible for the allocation of clubs canteen duty roster;
- dx) 3.4.e) assist the Convenor where possible and perform such other duties as shall be decided by Council from time to time;

dy)

5.3.5 GROUNDS SUB-COMMITTEE

dz)

- 3.5.a) be responsible for the maintenance of the building and grounds;
- ea) 3.5.b) inspect the courts to establish if fit for play, as a first priority taking into account the Association's duty of care to its members;
- eb) 3.5.c) have the power to speak to any person on the grounds in relation to litter in accordance with Local Council Ordinances;
- ec) 3.5.d) assist the Convenor where possible and perform such other duties as directed by the Council from time to time.

ed)

5.3.6 SELECTION SUB-COMMITTEE

ee)

3.6.a) hold at least a current Development Coaching Accreditation or higher;

ef)

3.6.b) meet to receive the nominations for candidates for selection on the set form, as soon as practicable after the closing date and prior to the first selection;

eg)

3.6.c) present the full list of nominations to the Executive Committee for ratification prior to selections

eh)

3.6.d) select Association teams as may be decided by Council from time to time. All selections made by the Selection Sub-Committee shall be final.

ei)

3.6.e) consider the reports of the Coaches of the previous year in making selections. These reports are to be treated as confidential and at the end of the representative season will be destroyed;

ej)

3.6.e.1) accept for consideration recommendations from the relevant coach prior to final selection;

ek)

g) advise the Executive Committee and the relevant coach of the final team selection prior to its announcement;

el)

h) select players to fill cover positions should any vacancy arise in any representative teams. These players will not be announced on the day of selection;

em)

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

en)

eo)

ep)

5.3.7 SOCIAL SUB-COMMITTEE

eq)

3.7.a) be responsible for organising the end-of-season functions and any other function throughout the season;

er)

3.7.b) co-ordinate the fundraising activities of the Association;

es)

3.7.c) assist the Convenor where possible and perform such other duties as directed by Council from time to time

et)

5.3.8 UMPIRES SUB-COMMITTEE

eu)

3.8.a) assist the Umpires' Convenor to carry out her or his duties;

ev)

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

ew)

ex)

5.3.9 APPEALS SUB-COMMITTEE

ey)

3.9.a) shall perform duties as per Member Protection Policy.

- ez)
- fa)
- fb)

fc) SECTION 6 –  
UNIFORMS

- fd)
- 6.1 REGISTERED UNIFORMS
  - fe)
  - ff) Includes colours and styles of outer garments fully.
  - fg)
  - 6.1.1 Affiliated Clubs and Independent Teams
    - fh)
    - (1.1.i) Club shirts, skirts and dresses, sports briefs, above ankle socks, skivvies and tracksuits. Shorts for senior competition only, as per Local Rules 2 c)
      - fi)
      - (1.1.ii) Sports briefs as outer garments are not permitted whilst registered players are at courts or during Association controlled events and schedules
      - fj)
      - (1.1.iii) All teams shall be in registered club uniforms by the commencement of competition games or no later than third (3rd) week of competition unless they have applied to the Association to do otherwise
      - fk)
      - (1.1.iv) Tights, slacks and bikini briefs are prohibited as playing uniform
      - fl)
      - fm) (v) Males are permitted to wear shorts
      - fn)
  - 6.1.2 Umpires
    - fo)
    - (i) Umpires shall wear white or cream.
      - fp)
      - (ii) Playing uniform is acceptable whilst officiating as a rostered umpire.
      - fq)
    - (iii) Trainees must wear appropriate coloured vests
    - fr)
    - (iv) Appropriate footwear must be worn
    - fs)
    - ft)
  - 6.1.3 Representative Teams
    - fu)
    - fv) (i) Representative teams shall wear the Association approved uniform as directed by Council, with this to be reviewed at Annual General Meeting or Special Council Meeting for any changes.



fx) fw)  
fy)

fz) SECTION 7 – COMPETITION RULINGS

ga)

gb)

7.1 COMPETITION RULING

gc)

(1.i) Competitions shall consist of two (2) rounds with semi-finals, finals and grand finals unless otherwise directed by Council

gd)

(ii) In the event of round robin games, semi-finals and finals will not be played

ge)

(iii) Each Club shall submit the number of its teams stating age divisions or suggested grading of teams on Association Nomination Form

gf)

(iv) Junior teams submitted by a Club for the Saturday competition in each division shall be of equal strength. ( Refer to Local Rules)

gg)

(v) Senior teams shall play in graded divisions

gh)

(vi) A player who deems it necessary to 'take the court' wearing a medical or religious article may be granted permission by the Association. ( Refer to Local Rules)

gi)

(vii) Each match shall finish in time to permit the following match to commence at the specified time, even though a delay caused that match not to run its full playing time

gj)

(viii) 'Subject to the decision set down', duration of competition matches will abide by local rulings

gk)

(ix) Insurance cover is supplied through Netball NSW and it is paid with registration fees

gl)

(x) When a Club is fielding more than one team in any one division or age group, players may NOT interchange within that grade

gm)

(xi) Injury time will not be permitted except in semi-finals, finals and grand finals. Time out may be called in the event of a player requiring the 'blood bin'. See the current blood bin policy as issued by Netball NSW

gn)

go)

7.2 ALTERATION TO THE DRAW

gp)

gq) No alterations shall be made to the draw unless:

gr)

(a) Representative players are competing in a scheduled netball event and that particular team cannot be fielded

gs)

- (b) Circumstances beyond the control of the Association prevents the draw as published from being effective
- gt)

- gv) gu)
- gw)

### 7.3 PENALTY RULINGS

- gx)
- (a) A team forfeiting three (3) matches in succession without due reason being submitted, shall withdraw from the competition, and no refund shall be given
  - gy)
  - (b) Players from the withdrawing team shall be eligible to play for another team if their team is disbanded subject to grading Committee and/or Association rulings'
  - gz)
  - (c) A team must notify their intent to forfeit as per the Local Rules
  - ha)
  - (d) No player may take the court:
    - hb)
    - (i) if ineligible to play with that team ..... forfeit
    - (ii) if not a registered player with the Association ..... forfeit
      - hc) (ii) if not having signed the score sheet ..... lose 1 point
      - hd) (v) if not having signed Association team form
      - he) within a players first two weeks of play ..... lose 1 point
  - hf)
  - hg)

### 7.4 COMPETITION POINTS (Amended 30/01/2006)

- hh)
- hi) The following points shall be recorded for competition games:
  - hj)
  - (a) 3 points for a Win
  - (b) 2 points for a Draw
  - (c) 1 point for a Loss
  - (d) 0 points for a Bye and a Rep game
  - (e) 0 points for a Loss by forfeit
  - hk) (f) 3 points for a Win by forfeit
  - (g) 0 points for wet weather games including bye team/rep game and notified forfeits
  - (h) -1 point penalty for no-show versus rep team or bye game ( where the bye team is scheduled to play the bye of another division)
  - (i) Technical forfeit occurs when required number of players do not sign score sheet, or play an illegal player (refer to 7.4 (f))
- hl)

### 7.5 TROPHIES

- 7.5.1 a) A medallion or trophy shall be awarded to Minor Premiers in each division.
  - hm) Major Premiers and Runners-Up trophies shall be awarded in each division
  - hn)
  - 3.9.b) An alternative award may be given in lieu of a trophy to Minor Premiers, as agreed upon by Council prior to commencement of that competition. Senior Competition only
  - ho)

7.5.2 If the competition is a round robin, winners and runners-up trophies shall be awarded

hp)  
hq)  
hr)  
hs)  
ht)

l) *COFFS HARBOUR  
NETBALL ASSOCIATION*

hu)  
hv)  
hw)  
hx)  
hy)



hz)

ia)

ib)

ic)

*LOCAL RULES*

id)

ie) **LOCAL RULES**

if)

ig)

- ih) **1** Competition matches between registered teams shall be played in accordance with the rules and regulations as set by Council.
- ii)
2. No players will be permitted to take the court unless in registered Club or Team uniform. This includes all outer garments, sports brief, socks and shoes.
- ij)
- 2.1 Sports briefs are not to be worn as an outer garment whilst at the courts or whilst representing CHNA.
- ik)
- 2.2.1 Bike pants/skins to above the knee are allowed in the Wednesday Night Senior Competition. No tights are permitted to be worn as per CHNA By-Law 6.1. 1(iv). Any alternative to the uniform for medical or religious reasons must be made in writing.
- il)
- 2.2.2 Bike pants/boyleg shorts are permitted in the Saturday Junior Competition provided they are shorter than the players' skirt/dress.
- im)
- 2.3 Shorts between mid-thigh and knee length are permitted in the Wednesday Night Senior Competition provided the whole team is in the same uniform.
- in)
- 2.4 Players are permitted to play in registered tracksuits but club or team skirt must be worn. This applies to Wednesday Night Senior Competition.
- io)
- 2.5 The only hats permitted are soft brimmed hats, approved by CHNA
- ip)
3. Teams not fielding all its registered players at Grading trials may be penalised except in extenuating circumstances such as illness or absence from the district
- iq)
- 3.1 No player shall be permitted to play in a competition match until the player is registered. Players wishing to register after the competition has started shall complete the registration form available on the website or at the courts.
- ir)
- 3.2 Late registrations of additional team members should not dramatically increase the advantage of a graded team. If a player of exceptional ability is a late registration and wishes to enter a low grade, the Grading Committee may consider the circumstances and prevent them from playing in that grade in the competition.
- is)

3.3 Except in exceptional circumstances, a player may not leave a Club or Independent team to play with another Club or Independent team during the current competition.

it)

3.4 The Club Secretary shall notify the Association Secretary and Registrar of transfer of any player wishing to change Clubs.

iu)

- iv)
- iw) **4** A teams' intent to forfeit must be notified to the Association Secretary or Association Registrar at least one hour prior to commencement of competition play on the respective competition day.
- ix)
- iy) 4.1.1 If a team does not notify the committee of their intention to forfeit within the prescribed time they will be charged a \$40.00 team forfeit fine payable within 7 days of the said forfeit. This applies to the Wednesday Senior competition only.
- iz)
- 4.2 If neither team has five (5) registered team members with that team present within three
  - ja) (3) minutes of the scheduled time, the match shall be abandoned and no points awarded.
  - jb)
- 4.3 If one team has not fielded the required number of team members present within three (3) minutes of the scheduled time, the team who cannot take the court shall forfeit. The team receiving the forfeit and the umpire must sign the score sheet and return it to the control room. Any social game arranged does not waiver any forfeit fine due.
- jc)
- 4.4 Each team will pay an upfront \$40.00 fee to their Club, Independent teams shall pay direct to the Association, to be held and refunded at the end of the competition, if the team has not broken the forfeit rule.
- jd)
- 4.4.1 A team recording an un-notified forfeit for the first time will lose their bond.
- je)
- 4.4.2 A team recording an un-notified forfeit for the second time will lose three (3) competition points (points subject to current competition ruling for a win).
- jf)
- 4.4.3 A team recording an un-notified forfeit for the third time will be expelled from that competition
- yg)
- 4.4.4 This applies to Wednesday Senior Competition only.
- jh)
- 4.5 A team forfeiting must still provide umpires and perform any duties for which it has been rostered on that day. Failure to fulfill duties incurs a penalty as determined by council annually at the AGM.
- ji)
- 4.6 Cancellation of matches will be on the website and a message placed on the answering machine at the Clubhouse. In the event of cancellation of games the Association Secretary or Registrar shall notify the relevant people. Times for cancellation to be reviewed for each separate competition.
- jj)
- jk)
- jl) **5** If a player participates in a higher division in any more than two (2) competition matches, the player shall be deemed a player of the highest division in which the player has played.
- jm)



- 5.1.1 Teams in the Senior Competition may borrow from divisions below only  
jn)
- 5.1.2 Teams may borrow a player from one division below only. Saturday Junior Competition only  
jo)
- 5.1.3 No more than two players from another team within a Club are allowed to be substitutes  
jp)
- 5.1.4 A team that can field 7 players, cannot use a substitute  
jq)
- 5.2 Representative teams playing in the weekly competitions will wear registered Association uniform as determined by Council at the AGM.
- 5.3 Representative teams and Junior teams shall abide by the rules governing Senior matches relevant to the competition in which they are playing  
jr)
- 5.4 Players' eligible to play in the semi-finals, finals and grand finals must be registered three weeks prior to the semi-finals and must play three games in that team unless wet weather or forfeits by opposing teams prevent this  
js)
- 5.5 Wet weather games are deemed to be games played by all players registered with that team by the date of the wet weather game.  
jt)
- 6 Substitution ruling as per the current All Australia Rules applies to all matches including semi-finals, finals and grand finals  
ju)
- 7 No player may take the court unless:  
jv)
- 7.1.1 in complete Club, Team or Association uniform
- 7.1.2 Registration fees have been paid to Club or Association
- 7.1.3 Association Team Nomination form and score sheet have been signed  
jw)
- 7.2 Positional patches must be worn by all players. Lettering is to be between 10cm and 15cm in height. Two teams from the same Club in the same division are to wear different coloured patches.  
jx)
- 7.3 No jewellery/body piercing or adornment of an injurious nature may be worn with the exception of a taped wedding ring, medical bracelet or religious article. Studs are not permitted. Fingernails must be short and smooth, gloves are not permissible as per AANA rules  
jy)
- 8 Teams playing in the Saturday Junior Competition submitted by a Club in the same age division or graded division are to be of equal strength  
jz)
- ka) 8.2 No more than three (3) representative players are to be included in any one team. If only one team can be fielded in a division from a Club, with more than three (3) representative players, the whole team will play up one division.
- kb)

9 Representative teams fourteen (14 +) years and over will be permitted to play in the Wednesday Night Senior Competition. Representative teams twelve and thirteen years will play in the Saturday competition. Thirteen years representative team, on application from the Coach may, by invitation, play in the Wednesday night competition.

kc)

10 Players eligible to play Wednesday Senior Competition must be turning 14 years in the year of play

**11 1 NET SET GO! COMPETITION RULES for age 5years to 10 years**

kd)

11.1 **5-6 years** - skills based program only – duration of 2 x 10 week sessions

11.2 New modified rules for the skill + competition and competition only (7-8 years and 9-10years)

11.2.1 Match Duration - 4 x 10 minute quarters.

ke)

11.2.2 Goal posts 2.4 metres (8 foot) in height.

kf)

11.2.3 Ball - Size 4.

kg)

11.2.4 Time to pass the ball- Up to 5 seconds.

kh)

11.2.5 Stepping - Shuffling on the spot to regain balance allowed without moving down the court.

ki)

11.2.6 Defending- Strict "one-on-one" defence. Players may defend a shot at goal.

kj)

11.2.7 Obstruction - A player must defend from a distance no less than 1.2m (4 ft).

kk)

11.2.8 Substitution - The game time should be evenly distributed amongst all players. A team (up to 10 players is recommended) may make unlimited substitutions at intervals or at any time during play. The procedure for making a substitution during play is:

kl)

**2.8.i.** Before entering the Court, the substitute shall tag the player leaving the Court.

km) **ii.** Both the substitute and the player leaving the Court shall not interfere with the play during the substitution process;

**iii.** Both the substitute and the player leaving the Court shall observe the Offside Rule when leaving or entering the Court.

**iv.** Players should be substituted into either only attack positions or only defence positions for the duration of the game. Players should experience all positions over the course of the program/season.

kn)

11.2.9 Centre pass - The initial Centre Pass will be taken by the team that won the toss and all other Centre Passes shall be taken by the team that did not score the last goal.

ko)

kp) **11.3 7-8 years - skills based program and competition (non-competitive)**

kq)

kr) This division is to play to Netta Netball rules. Awards and scoring - Scores may be kept, but no ladder produced. No final matches should be played. Each participant in the competition should be given a memento of participation. The borrowing of players in non-competitive division to be reviewed each year and a decision made for this competition at Fixtures and Grading.

ks)

kt) 11.4 **9-10 years - Competition only- Netta Netball Rules**

ku)

12 Score sheets to be signed individually by all players

kv)

- 12.1 Score sheets to be collected from the control room 15 minutes prior to the commencement of games, by the first team mentioned on the score sheet and in the published draw  
kw)
- 12.2 A competent scorer from each team shall score together throughout the match.  
kx)
- 12.3 The duly signed score sheets shall be held to be an official record of the match.

- ky)
- 12.4 If the umpire(s) or scorer(s) consider there is an error on the score sheet that shall not sign it but shall submit reason(s) in writing to the applicable Wednesday Senior Registrar or Saturday Junior Registrar.
- kz)
- 12.5 The winning team shall return the score sheet to the control room
- la)
- 12.6 The respective registrars will only record Best & Fairest votes when both teams have made a selection in the said game.
- lb)
- 13 Injury time will not be permitted except in semi-finals, finals and grand finals. (Injury time as per AANA). This will be added to the quarter in which it occurs.
- lc)
- 14 Time out as per the Blood Bin Ruling can be called by an umpire/player or official.
- ld)
- 15 In the event of a tied score where a winner is required:
- le)
- 15.1 There shall be a four (4) minutes break at the end of full time. Substitutions and/or team changes are permitted.
- lf)
- 15.2 Extra time of two (2) five (5) minute halves shall be played. The centre pass is taken by the team entitled to the next centre pass. Teams change ends at half time with a one (1) minute interval. No substitution or team changes are permitted.
- lg)
- 15.3 If the score is still tied at the conclusion of extra time, play shall continue until one team has a two (2) goal advantage. The timekeeper shall inform the umpire immediately it is a draw.
- lh)
- 16 Intermediate players, 13, 14, and 15 years are permitted to play either Junior or Senior carnivals, but may only play in one (1) team per carnival.
- li)
- 17 All competition games shall be twelve (12) minute quarters with breaks of 1, 3 and 1 minutes at quarter, half and three quarter times respectively unless otherwise stated.
- lj)
- 18 Clubs or Independent teams shall nominate two umpires per nominated team. Names to be submitted with that teams' nomination before the team is accepted by the Fixture and Grading Committee.
- lk)
- 18.1 Teams failing to fulfil umpiring duties shall incur a fine as determined by Council annually at the AGM
- ll)
- 19 Semi-Finals, finals and grand finals:
- lm)
- 19.1 The four teams in each grade with the highest number of points at the end of the competition shall qualify for the semi-final, unless otherwise stated.
- ln)

19.2 In the event of a tie, positions will be decided as per the formula calculated on the Netball NSW website

- lo)
- 19.3 Semi-finals are to be played as follows:
  - lp)
    - lq) Team 1 v Team 2 – winner to go to grand finals, loser to finals Team 3 v Team 4 – winner to final, loser drops out
  - lr)
- 19.4 Final shall consist of loser of 1 v 2 playing winner of 3 v 4
- ls)
- 19.5 Grand final shall consist of winner 1 v 2 semi-final and winner of final
- lt)
- 19.6 No official match shall be played without two umpires
- lu)
- 20 Independent teams to be invited to all Council meetings and will have normal constitution voting rights and be made aware of duties they need to perform
- 21 Wet Weather:
  - 3.a) Wet weather committee (one member from each Club) meets 1.5 hours before commencement of play
  - 3.b) If rains after commencement of play, games are called by timeslot
  - 3.c) If play commences and the match is abandoned because of rain, the results shall be as follows:
    - 3.9.b.1) If play ceases before half time, the match shall be considered a draw
    - 3.9.b.2) If play ceases at or after half time, the results of the match shall be taken on the score at the time that the match was abandoned
- lv)

1w) *COFFS HARBOUR*  
*NETBALL ASSOCIATION*

lx)  
ly)  
lz)  
ma)  
mb)



mc)

md)

me) *REPRESENTATIVE BY*  
*LAWS*

mf)



mg)

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mu)

mv)  
mw)  
mx)  
my)  
mz) **SECTION 1-REPRESENTATIVE OFFICIALS POLICIES AND**  
**PROCEDURE**

- na)  
nb) **1.1 GENERAL**  
nc)  
1 All representative Coaches and Officials must be registered members of Coffs Harbour Netball Association and abide by the CHNA Policies and Procedures  
nd)  
2 All Representative Team Officials must abide by the Child Protection Act and complete the *New Working with Children* Check. This must be completed and information brought back to the Association Secretary to complete the check.  
ne)  
nf) Link to website for application: <https://www.kidsguardian.nsw.gov.au> and follow the prompts.  
ng)  
3 Nominations for Coaches and Officials must be made on the CHNA Nomination form and address the specific criteria required  
nh)  
4 Must have an understanding of the current Codes of Behaviour, Member Protection Policy (including: NNSW Anti-Harassment Policy, NNSW Health and Safety Policy)  
ni)  
nj)  
5 Coaches/Managers must apply to CHNA when seeking permission to coach/manage both a Senior and Junior Representative team within the same playing season.  
nk)  
6 A minimum of two Representative Officials must wait with any players who have not been collected by Parents/Guardians at the completion of training sessions or on return from carnivals or championships.  
nl)  
7 Representative Officials must not instigate unnecessary contact with players. Representative Officials should avoid situations where they may be alone with a child ie. Dressing rooms, bedrooms or if transporting children in private vehicles (which is not recommended) ensure that there is more than one adult in the vehicle.  
nm)  
8 One on one coaching with a representative team/squad member is not permitted outside the gazetted twice-weekly training sessions.  
nn)

- 9 All team meetings must be held at the Coffs Harbour Netball Association facilities. Notification in writing for training outside of CHNA courts must be submitted to the Coaching Convenor and Association Secretary informing of event/venue for outside training ie: beach fitness , gym work.

- no)
- 10 CHNA does not permit individual fundraising by teams or officials. If teams are offered sponsorship/gifts by an organization or person, these sponsorship/gifts must be split evenly between all teams. Fundraising specific for Junior or senior teams is allowable on application to CHNA Council.
- np)
- nq)
- 11 Complaint Handling Procedure when attending State or State Age Championships:
- nr)
- 11.1 Will be dealt with in accordance to the NNSW Member Protection Policy and where possible will be addressed by the Association's MPIO or other trained personnel in attendance.
- ns)
- 11.2 In the event of any problems or disputes arising at State or State Age Championships {ie: players dispute, official v player, official v official or official v parent etc.} that may or will impact on the team and/or the Association, shall be addressed ASAP on the day after returning to the accommodation that evening
- nt)
- 11.3 Any official (ie: umpire, gopher, manager, coach) can call for a meeting
- nu)
- 11.4 A minimum of three (3) officials not directly involved can form a hearing committee
- nv)
- 11.5 The hearing committee can only advise a course of action and their council will be CONFIDENTIAL with a written report handed to the Association's MPIO within one week on returning from the Championships
- nw)
- 11.6 In the event of no solutions to the dispute forth coming, the matter will be handed over and addressed by the Association's MPIO within two weeks of the completion of the championships.
- nx)
- 12 After State /State Age Championships in the year of representation all representative team commitments are terminated, with teams being disbursed and Team Officials no longer having any responsibility/organized activities with any representative members. (Exception to this is if a team has been placed in a competition this may continue thus preventing a bye situation.)
- ny)
- 13 COACHES AND MANAGERS - Positions for State and State Age Championships must be filled by September council meeting, prior to Squad selections, otherwise no team will be entered.

- nz)
- oa)
- ob)

14 Representative Team Selection

oc)

14.1 If less than eight (8) players are available for any age group on this date no team will be entered into the Championships

od)

14.2 If nine (9) players who attend the selection are of a suitable standard then a team may be selected.

oe)

14.3 State and State Age Championships teams shall consist of not less than 9 players and not more than 10 players.

of)

14.4 A Presentation will be given to each Representative Player and Official.

og)

14.5 The 14 years and 15 years State Age Representative teams may be entered as a team into the Wednesday Senior Competition. The grading of each team to be decided by the Team Coach and the Selection Committee. Once entered, teams will be subject to the same conditions as other teams in the competition.

oh)

15 TEAM UNIFORMS

oi)

oj) Each player in each State or State Age Championships team shall wear the following:

ok)

15.1 The playing uniform of the Association and in the style decided on by CHNA.

15.2 The Track Suit of the Association in a style decided on by CHNA

ol)

om)

on) 1.2 DUTIES OF REPRESENTATIVE TEAM OFFICIALS

oo)

- 1 A meeting of State Championships and State Age Championships Coaches and Managers will be held prior to the commencement of team training on a date to be specified by the Executive Committee.
- 2 A meeting of all Coaches and Managers will be held after the State Age Championships on a date to be specified by the Executive Committee
- 3 Representative Officials must only offer basic first aid to players (unless suitably qualified) ie: Band-Aids, antiseptic and ice packs etc. for management of minor scratches, bruising and abrasions.
- 4 Representative Officials may not administer medication to players unless written permission is obtained from Parent/Guardian and

medication is supplied in its original packaging. An indemnity form must be completed for medications.

op)

oq)

or) SECTION 2 - COACH AND ASSISTANT COACH

os)

2.1 GENERAL

ot)

1 Must be registered members of Coffs Harbour Netball Association and abide by the CHNA Policies and Procedures

ou)

2 Must abide by the Child Protection Act and complete a Working with Children Check. This must be completed and information brought back to the Association Secretary to complete the check.

ov)

ow) Link to website for application: <https://www.kidsguardian.nsw.gov.au> and follow the prompts.

ox)

3 Should hold a current Development Accreditation Certificate or higher (netball specific) or Coaches that hold a Foundation Accreditation Certificate and working towards the Development Certificate will however be considered.

oy)

4 Nominations for a Coaching position must be made in writing on the appropriate nomination form stating qualifications and nomination for which age group is to be received by the Association Secretary or Coaching Convenor by the due date.

oz)

5 Coaches must apply to CHNA when seeking permission to coach/manage both a Senior and Junior representative team within the same playing season.

pa)

6 Must have an understanding of the current Codes of Behaviour, Member Protection Policy (including: NNSW Anti-Harassment Policy, NNSW Health and Safety Policy)

pb)

7 Shall become a member of the Representative Selection Committee when elected to coach a team.

pc)

8 Shall become a member of the Representative Selection Committee when their team is being selected.

pd)

9 CHNA Representative Coach cannot officiate in any capacity for another Association's Representative teams during their term of engagement.

pe)

pf) I O A minimum of six (6) training sessions shall be conducted with the representative squad prior to final team selections

pg)

11 A maximum of two training sessions per week to be held with one being Monday night, for six weeks prior to the State/State Age

Championships. If a team cannot train on the training night the team Coach must advise the Coaching Convenor of the reason. If a coach is unavailable for any reason, they must advise the Coaching Convenor of any alternate arrangements and any substitute coaches must be approved and affiliated with CHNA.

ph)

pi)

12 Any coach or assistant coach unavailable for anytime during the representative season

pj) must submit in writing to CHNA two weeks prior stating the reasons and any alternative arrangements for the team whilst absent.

pk)

13 Representative Coach must not instigate unnecessary contact with players. Representative Coach should avoid situations where they may be alone with a child ie. Dressing rooms, bedrooms or if transporting children in private vehicles (which is not recommended) ensure that there is more than one adult in the vehicle.

pl)

## 2.2 DUTIES OF A CHNA REPRESENTATIVE COACH

pm)

pn) Coaches shall submit a written confidential report on their squad members to the Representative Selection Committee for consideration prior to the final selections made for the Representative team.

po)

2 Must advise the Coaching Convenor of the team's training times on the Monday night and any other selected training night.

pp)

3 Must inform the Coaching Convenor of any training aids used (ie: boxing equipment etc. so as other teams are aware of these being used at specific times ), together with copies of any handouts the coach wishes to give to team members

pq)

4 All Association Representative Coaches must attend all carnivals and training sessions as set down by the Association in accordance with recommendations from the Coaching Committee. Representative Coaches wishing to attend carnivals other than those gazetted by the Coaching Committee must gain permission from the Coaching /Committee to attend.

pr)

5 Organise additional training sessions deemed necessary for the conditioning of the players. All additional training sessions are to be conducted in accordance with the current CHNA Rep Policy.

ps)

6 Shall report to the CHNA Coaching Convenor any player who is injured or is not complying with the representative players' responsibilities. The player's parents and club are to be advised concurrently.

pt)



- 7 Must abide by the Netball NSW minimum 30% game playing rule at State Age Championships, any Coach found breaching this rule will be held personally liable for any and all fines imposed by Netball NSW and will face the Coffs Harbour Netball Association Discipline Committee.  
pu)
- 8 Must only offer basic first aid to players (unless suitably qualified) ie: Band-Aids, antiseptic and ice packs etc. for management of minor scratches, bruising and abrasions.  
pv)
- 9 May not administer medication to players unless written permission is obtained from Parent/Guardian and medication is supplied in its original packaging. An indemnity form must be completed for medications.  
pw)  
px)  
py)
- 10 A minimum of two Representative Officials must wait with any players who have not been collected by Parents/Guardians at the completion of training sessions or on return from carnivals or championships.
- 11 Coaches shall submit a confidential written report to the Coaching Convenor on all players following the completion of their respective state championships.

pz)

• SECTION 3 -REPRESENTATIVE TEAM MANAGERS

qa)

3.1 GENERAL

qb)

- 1 Must be a financial member of CHNA and abide by the CHNA Policies and Procedures, Child Protection and complete the Working with Children Check. This must be completed and information brought back to the Association Secretary to complete the check

qc) Link to website for application: <https://www.kidsguardian.nsw.gov.au> and follow the prom pts.

- 2 Must nominate on the official CHNA Nomination Form
- 3 Appointment is subject to approval by the Coach of the nominated team and ratification by CHNA
- 4 Must adhere to the CHNA Representative By Laws
- 5 Will be responsible for the general conduct, well-being and appearance of all players in the team
- 6 Will attend all training sessions, games and carnivals as arranged for the team
- 7 Will compile a complete list of names, address, telephone numbers and medical forms
- 8 Will be responsible for the collection and receipting of all monies received from his/her team. They will ensure that all monies are forwarded to the Association Treasurer by the due date
- 9 Will distribute all prepared notes to the team. Individual team notes must be cleared by Rep Convenor, prior to distribution
- 10 Is the official scorer at all training carnivals and State events, unless otherwise directed by the Coach
- 11 a) Is to accompany any sick or injured player, requiring medical attention, unless the primary carer or Association Gopher is directed to do so. They will also notify parents immediately of any serious injuries, and keep them informed at all times as to the players' well-being.
- qd) b) If a parent is in attendance at the time, the player may be released into the care of the parent, to seek further treatment.
- qe) c) Players will not be released into the care of another person (other than their parent) without previous written consent. Verbal consent will be confirmed at the time, prior to release of the player into another persons' care.
- qf) d) Must only offer basic first aid (unless suitably qualified) ie. Band aids, antiseptic and ice packs etc for management of minor scratches, bruising and abrasions.
- qg) e) May not administer medication to players unless written permission is obtained from parent/guardian and medication is supplied in its original packaging. An indemnity form must be completed for medications.
- 12 Will notify the Coaching Convenor, in writing, two weeks prior to any event their team is attending or their unavailability and of any

replacement whilst absent. This replacement must be affiliated with CHNA.

13 Will submit a written report to CHNA with regard to the teams' activities, upon completion of the relevant State competition.

14 Will keep Representative Convenor informed of any and all development regarding players

15 A minimum of two (2) representative officials must wait with any player/s who have not been collected by parent/guardians at the completion of training sessions, or on return from carnivals or championships.

16 Representative Officials must not instigate unnecessary contact with players. Representative Officials should avoid situations where they may be alone with a child ie, dressing rooms, bedrooms, or if transporting children in private vehicles (which is not recommended), ensure that there is more than one adult in the vehicle.

qh)

qi)

qj)

#### qk) SECTION 4 – REPRESENTATIVE PLAYER

ql)

#### qm) 4 REPRESENTATIVE NETBALL STRUCTURE LEVEL

qn)

4.1.1 Australian Representation takes precedence over NSW Representation,

qo)

4.1.2 NSW Representation takes precedence over Zone and Regional Representation

qp)

4.1.3 Academy (North Coast) takes precedence over District Netball

qq)

qr)

4.1.4 Coffs Harbour Netball Representation takes precedence over Local affiliated Club netball, local school netball.

qs)

#### 4.2 GENERAL

qt)

4.2.1 All representative players must sit for the annual Umpires' Theoretical Examination (on line) as set by Netball NSW. This paper can be read to the 12 year representative players but their results will not be forwarded to Netball NSW. Any other results needed for other than representative purposes shall be conducted through CHNA Umpires Convenor.

qu)

4.2.2 Will attend all training, games and carnivals as agreed by the Representative Coaches and subject to ratification by Council

qv)

4.2.3 The completion of summer sports is to be negotiated between coach and player for non attendance at training, games and carnivals. The result of negotiation is to be reported to the Coaching Convenor within 48 hours of the player and their coach reaching agreement.

qw)

4.2.4 Coffs Harbour State representative commitments to training, games and carnivals will take precedence over club, school, for three (3) months before the State Championships.

qx)

4.2.5 Commitment to state representation is any cultural and sporting activity other than netball is negotiable with CHNA officials and is subject to ratification by Council.

qy)

4.2.6 Any extra individual training must have the permission of the Coach and Coaching Convenor and must be conducted by a qualified trainer/coach.

qz)

ra)

4.2.7 Any player who is injured or not complying with the Representative Players responsibilities will be reported to the

Coaching Convenor. The player's parents, Association MPIO and Affiliated Club are to be advised concurrently.  
rb)

rc)

4.2.8 If a player withdraws/ is withdrawn from a team, the Coach of the team must consult with the Coaching Convenor and the Selection Sub-Committee before selecting a replacement player. However, a player who did not trial may be selected in the following circumstances:

2.8.a) There is no one who trialed for the position left vacant

2.8.b) There is no one who trialed who can be utilized in the position left vacant

2.8.c) A player who arrived in town after selections had been completed and did not trial in the first instance

rd)

4.2.9 Representative game commitments shall cease after the relevant titles

re)

#### 4.3 **CANDIDATES FOR SELECTION**

rf)

rg) The requirements for all candidates for selection for State and State Age Championship teams are as follows:

a) Must be a registered member of a club affiliated with CHNA.

rh)

b) If 18 years of age, or older, at the time of selections, shall sign the Conditions of Selection Agreement Form drawn up by the Executive Committee of CHNA

ri)

c) If under 18 years of age, at the time of selections, shall have a parent/guardian sign the Conditions of Selection Agreement Form drawn up by the Executive Committee of CHNA

rj)

d) Must be present if ON COURT SELECTIONS are held. If because of extenuating circumstances, a player is unable to participate in On Court Selections, she must notify a selector in writing prior to selections starting, providing reasons for the inability to participate and the case will be dealt with on its merits by the Selection Convenor.

rk)

e) A prospective player who has relocated into the district, registered with an affiliated club but who has not been registered with the Association in the year of selections, and has been nominated by their club executive, shall be permitted to attend final selections.

rl)

rm)

f) Must be an active participant with the Association.

rn)

g) Must advise the Selection Committee by the day of selections of any known prior commitments which would interfere with training, competitions or championships.

ro)  
rp)

#### 4.4 REQUIREMENTS OF TEAM MEMBERS

rq)

rr) The requirements of selected team members in a State or State Age Championship team are as follows:

a) If required, undergo a medical examination by a Doctor/Physiotherapist.

b) Where the Coach and/or Manager of a team has concerns regarding the ability of a player to participate, without limitation, in training or any competition game, they may request that a medical clearance be provided for that player which states that the player is medically cleared to participate in without limitation.

rs)

rt) A player from which a medical clearance has been requested shall not be permitted to participate in any training or games until such a clearance has been provided.

ru) Any player failing to provide a medical clearance to the coach shall receive a written formal request for such a clearance from the Association. If such a clearance is not forthcoming then that player may be replaced in the team.

rv)

c) Carry out training as set by the Coach and attend all Coaching Sessions.

(d) Pay by the date set down, any portion of the expenses as decided by the Management Committee.

(e) Purchase any items necessary to comply with the Association uniform requirements.

(f) Notify the Team Manager immediately she becomes aware of the inability to attend training sessions or of any other commitment.

(g) Notify her Manager of any condition which may affect her play.

rw)

rx)

(h) Be subject to replacement for:

ry)

(i) Failure to comply with reasonable instructions given by the Coach or Manager.

(ii) Failure to follow reasonable instructions given by the Coach or Manager.

(iii) For any reason which the Management Committee may decide in the best interests of the player or team.

rz)

(i) Conduct herself in all particulars as a Sportswoman to uphold the honour of the Association and the prestige of Netball.

sa) (j) All selected players are to play in accordance with Netball NSW rules regarding court time.



sb)

#### 4.5 REQUIREMENTS OF TEAM CAPTAINS

sc)

sd) The requirements of State or State Age Championship Team Captains are as follows:

se)

(a) Help to develop a team spirit and ensure the team co-operates with the Manager and the Coach.

(b) Assist the Manager and Coach in enforcing rules of conduct and training.

(c) Be responsible for the conduct of the team while on Court.

sf)

#### 4.6 REPRESENTATIVE SQUADS

sg)

4.6.1 To be eligible for selection as a CHNA Representative Squad Player you have to be:

sh)

6.1.a) a financial member of CHNA

si)

6.1.b) or a new resident of the area not yet affiliated with CHNA

sj)

4.6.2 Representative squads shall consist of up to 20 players and will be determined by numbers nominating

4.6.3 The representative team will be selected from the representative squad at a time as set by CHNA

4.6.4 Representative teams will consist of no less than 9 players and no more than 12 players

sk)

4.6.5 Representative squad nominee's:

sl)

6.5.a) Shall submit player details as direct by CHNA

sm)

6.5.b) Shall attend squad selections in registered club uniform

sn)

6.5.c) Shall attend team selections in black skirt/shorts and predominately white t-shirt

so)

6.5.d) Shall nominate at least two playing positions

sp)

4.6.7 Senior players:

sq)

6.7.a) Shall on nominating indicate which team or teams they wish to be considered for [17's, 19's, Open's or State League].

sr)

ss)

#### 4.7 SELECTED PLAYERS

st)

4.7.1 Shall have completed and return to the Association the required Representative Players' Nomination and Information Form by the due date.

4.7.2 Abide by the rulings including responsibilities, training, competition, travel and accommodation arrangements as directed by CHNA

4.7.3 Shall be subject to replacement for:

su)

7.3.a) If they fail to attend three consecutive sessions which includes {representative and club training, club and representative games, carnivals or club responsibilities} without due cause or notification

7.3.b) If they fail to follow instructions by their coach in respect to training and fitness

7.3.c) If they fail to comply with instructions given by their manager

7.3.d) Any other reason, which CHNA may decide is in the best interest of the player, team or the game.

4.7.4 Any decision to suspend a player shall be made by the Representative Coaching Committee and subject to ratification by CHNA

#### 4.8 11 YEARS' DEVELOPMENT SQUAD COACH GUIDELINES:

- 1) Be a financial member of CHNA and abide by CHNA By Laws
- 2) Must abide by the Child Protection Act and complete the Working with Children Check. This must be completed, and information brought back to the Association Secretary, to complete the check.

sv) Link to website for application:

<https://www.kidsguardian.nsw.gov.au>

- 3) The CHNA Squad Coach will be responsible for the training of upcoming Juniors who wish to further enhance their netball skills in readiness for selections to CHNA to CHNA 12 years Representative Team the following year.
- 4) The CHNA Squad Coach is selected from nominations which have been submitted

- 5) Minimum coaching qualifications required to be held by the Squad Coach is Foundation Level and will gain further coaching qualifications
- 6) On being appointed as Squad Coach, the coach will be part of the Selection Committee to select the squad for that year (should number indicate the need for selections).
- 7) The player numbers for the squad will be determined by the nominations received by CHNA. Generally, the squad numbers will not exceed 21 players.
- 8) There will be one training session per week, conducted on Monday nights at the CHNA courts, at a time determined by the Coach (training should not be more than 2 hours in duration). In addition to the training night, the squad will be included in the CHNA Junior Competition for the year, and will not be eligible to play in the Finals' series.
- 9) Playing uniform for the squad will be determined by CHNA at the beginning of the season
- 10) The squad's will be nominated and play in CHNA Representative Carnival
- 11) The aim for the Coach will be to improve basic skills of all players within the squad, with emphasis on:

8.1.a) Basic Ball Handling Skills:

- Chest pass
- Shoulder pass
- Bounce pass

8.1.b) Basic Landing Techniques:

- Body control on landing
- Correct foot and knee alignment
- Two feed landing
- Left and right foot landing
- Pivoting on both left and right foot
- Side stepping

8.1.c) Basic Directional Leads:

- Basic lead
- Basic lead with a change of direction (left and right)
- Single dodge
- Double dodge

8.1.d) Basic Defence:

- Correct distance from landed foot
- Front defence
- Side defence
- From behind defence
- Rebounding position

8.1.e) Basic Australian Goal Shooting Technique:

- Concentrating on the one-handed high ball release
- Correct body posture
- Rebounding position

8.1.f) Basic Court Positioning:

- All players during the year, will have played in all court positions
- Ball movement down the court
- Back line, side line throw-in positioning
- Knowledge of the rules

sw) The Coach, at the completion of the training year, will provide a confidential report on the progress and attitude of all 11 years' Development players. The report is to be given to the Coaching Convenor, for consideration by the selection committee.

sx)

sy)

sz)

4.9 CLUB COMMITMENTS

ta)

4.9.1 Representative players commitments to their club, is negotiable between the player and their club and any agreement is to be enforced by the players club

tb)

4.9.2 Clubs will have the opportunity to comment on any of their club players nominating for representative selections, concerning their standard and commitment to their club

4.9.3 Selected representative junior players will play for their club in the Saturday afternoon competition as well as the organized CHNA rep game

4.9.4 Selected representative senior players will play in the Wednesday night competition for their club as well as the organized CHNA rep game

tc)

#### 4.10 RE-SALE OF REPRESENTATIVE PLAYER APPARREL

td)

te) If any representative player wishes to resell unwanted representative apparel providing it is in a good reasonable condition, may do so at their own discretion.

tf) Items need to be clearly labelled as to amount requesting and contact person's name.

tg)

th) If they are asking for CHNA to sell this property on their behalf the process to follow is:

ti)

- Our Marketing Officer will advise the re-seller if they think their garment will resell, as uniforms may change.
- All items need to be in a clean and re-sellable condition
- Items need to be given to the Marketing Officer for CHNA
- The amount for resale and a contact person and telephone number given to Marketing Officer.
- Contact with the Marketing Officer within 1 month of offering garment for re-sale

tj)

tk) Coffs Harbour Netball Association shall not be held responsible if any items offered for resale are misplaced, lost or stolen that have not been handed to the Association Marketing Officer.

tl) Coffs Harbour Netball Association shall not refund any monies payable for garments purchased, but may exchange garments for a different size provided that the garments have not been worn.

tm) .  
tn)

to) COFFS HARBOUR NETBALL ASSOCIATION INC.

tp)

tq) **No Smoking Policy**

tr)

ts) Coffs Harbour Netball Association Inc. has adopted and put into place the following:

tt)

tu) *Under Section 6A of the Smoke-free Environment Act 2000 where this makes a number of outdoor public places smoke-free.*

tv) *From January 2013 smoking is banned in spectator areas at public sports grounds and other recreational areas in NSW. However, smoking will only be banned when an organized sporting event is being held.*

tw) *This law applies to both covered and uncovered spectator areas and whether seating is provided or not.*

tx) *The smoking ban applies during the entire duration of the organized sporting event. This will include not just when the players are competing but pre-match and half time games and entertainment that form part of the sporting event.*

ty) *A spectator area is an area set aside for, or being used by, spectators to watch an organized sporting event at a sports ground or other recreational area, but only when an organized sporting event is being held there.*

tz) This ban applies to all patrons, players and spectators attending events being held at Coffs Harbour Netball Association.

ua)

ub) If you feel that you need to smoke the designated area for this is outside of our boundary fences near the roadway.

uc) We do ask that you please abide by these laws and the signage in place at the courts

ud)



ue)  
uf)  
ug) .  
uh)

## *MEMBER PROTECTION*

ui) COFFS HARBOUR NETBALL ASSOCIATION INC

uj)

uk) MEMBER PROTECTION POLICY

1. Coffs Harbour Netball Association Inc. shall be guided by the Netball NSW Member Protection Policy.
  - ul)
2. NSW Government Working With Children Check
  - um)
  - un) All Association Executive members, Association Representative Coaches, Association Assistant Representative Coaches, Managers and Officials, Associated Club Executive and Officials are required to provide a copy of approval for working with children check to the Association for verification
  - uo)
3. Disciplinary
  - up) The authority of the Association shall extend to and be recognised by all Registered Members of the Association and shall be primarily vested by Council
  - ur)
  - us) The Executive Committee shall hold power to deal with and adjudicate upon any matters of complaints, misconduct generally detrimental to this policy, interests or welfare of the Association within the guidelines of Netball NSW Member Protection Policy