



By-laws
Club Policies and Procedures
January 2020

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1. Objectives

The objects for which Attadale Netball Club Inc is established are:

- a) To conduct, promote, encourage, and administer netball in the local area, and;
- b) To act on behalf of, and in the interest of, the Club Members and netball in the local area, and;
- c) To affiliate and liaise with Fremantle Netball Association ("FNA") on behalf of the Club Members, and;
- d) To undertake what is necessary to advance these objects.

2. Affiliations

The Club shall affiliate with FNA and Netball WA on matters pertaining to netball.

The Club shall affiliate with the Troy Park Sports Association on matters pertaining to the management of property and grounds at Troy Park.

The Club shall nominate for the use of training grounds at Troy Park with the City of Melville.

The Club shall pay fees and adhere to the rules and regulations set out by the parties with which the Club affiliates.

3. Procedures Governing Membership

Any netball Player in Western Australia shall be free to play with Attadale Netball Club providing the Player qualifies by age and that a position on a suitable team is available.

A Player may only be registered with Attadale Netball Club during any particular season of competition.

A person who has applied to become a Member in any particular season only becomes a Member once the Club has accepted the Membership. Acceptance of Membership is indicated by a welcome email that includes a Club constitution, sent prior to the commencement of trials to the email address as provided by the applicant in MyNetball.

3.1 Club Registrations

- To register as a Member for a season, a Player must complete a Registration form in MyNetball by the registration closing date. Parent or Guardian consent is required for all Players under 18 years of age.
- Fees must be paid upon registration or by special arrangement with the Treasurer.
- Players who register after the registration closing date set by the Management Committee cannot be guaranteed a place in a team.
- New applications for registration and late registrations shall be placed on a waiting list and places allocated as and when they become available and at the discretion of the Management Committee.
- A Player transferring from another Club must satisfy all financial obligations to said Club prior to transferring.
- All applications for Membership on the waitlist will be considered for suitability based on the following criteria:
 - a) Availability of a position in the appropriate age category

- b) Preference will be given to applicants with siblings or parents who are Members, and past Players returning to the Club
- c) Preference will be given to applicants who live locally to the Club, particularly within the Attadale area
- d) Other factors will be considered by the Management Committee including preferred playing position of the applicant, past playing history if known and any other factor considered appropriate at the time.
- Unsuccessful applications for Membership will be notified in writing.

3.2 Withdrawals

- A Player may withdraw from the Club prior to the commencement of the playing season by giving notice in writing to the Registrar.
- Payments may be refunded at the discretion of the Executive Committee, and a 10% handling fee may be withheld.
- Any Player who withdraws after commencement of the season will be deemed ineligible to play with another Club without the written consent of the Attadale Netball Club and only after written application and payment of any monies owing the Club.
- Partial refunds may be given at the discretion of the Executive Committee.

3.3 Non-financial Members

In the event of any Member in any competition failing to pay the necessary fees on the date set by the Management Committee, the Member concerned shall not play in any game until such time as the amount owing is paid.

- The Treasurer is responsible for notifying Members of their non-financial status within a reasonable time after a payment has become overdue.
- The Treasurer is responsible for following up overdue payments or otherwise delegating this responsibility in writing to another Member of the Management Committee.
- The Treasurer must report any overdue payments to the appropriate Team Coordinator (e.g. Junior, Intermediate, Senior Coordinators).
- Where a payment is overdue and overlaps with a playing date, the Treasurer must notify the Team Coordinator that the Player is non-financial.
- The Team Coordinator is responsible for notifying any Player whose fees are overdue (and that Player's Coach, where applicable) that they are not permitted to take the court while they are non-financial.
- A Player who has been non-financial in the week prior to a playing date will be permitted to take the court only if, prior to the first game in which the Player is to play:
 - (a) their payment is received into the Club bank account, or;
 - (b) the Player is able to produce a receipt that satisfies a Member of the Executive Committee that the payment has been made into the Club bank account
- Where an non-financial Player takes the court on a playing date against the request of the Treasurer or their age-group coordinator and they are not able to show that a payment was made prior to that Player taking the court per the above criteria, then that Player may incur a penalty as determined by the Executive Committee, which may include, but is not limited to:
 - (a) Exclusion from participating on future playing dates
 - (b) The rejection of the Player's existing Membership application
 - (c) The rejection of the Player's future Membership applications

- Where a non-financial Player transfers to another club, the Club may notify that club of the Player's non-financial status.

4. Procedures Governing Play

4.1 Selections and Grading

- Team selection decisions shall be made by the Selection Coordinator with assistance from the Selection Committee.
- Players shall be selected by criteria such as age, ability, on court position and attitude with regards to other team Members, the Club, and the game.
- Mixed age group teams may be formed where numbers are insufficient in any one age group.
- Players and parents are expected to respect and accept all selection decisions as final.
- Any queries with regards to selections shall be referred to the relevant Team Coordinators and dealt with in accordance to the Clubs official Procedures Governing Complaints, refer to Section 6.
- The Selection Coordinator assisted by the Selection Committee will make recommendations with regards to a team's grading based on their observations during selection trials and the general guidelines set out by FNA.

4.2 Uniforms

- The Club uniform is either a two piece uniform or a sports dress with a combination of Club colours of royal blue, sky blue, and white and of a design approved by the Management Committee and which may be changed by the Management Committee from time to time.
- No jewellery may be worn during match play or training, excluding adornments that are permitted under the Rules of Netball.
- The Club encourages the use of appropriate footwear to be selected by the Player for training as well as match play.
- The Player shall be required to wear the Club uniform appropriately and present themselves in accordance with the Rules of Netball.

4.3 Team Management

- Each team shall appoint a Team Manager or Captain who shall be responsible for:
 - a) Organising and supervising team rosters for scoring, timing and any umpiring duties as allocated by the Club for their team.
 - b) Assisting Coaches in all team affairs and acting as a liaison between Players, parents and the Coach.
 - c) To organise and administer a point system, in liaison with the Coach, to determine the Fairest and Best Player in each team.

4.4 Team Registrations

- An initial registration of between seven (7) and twelve (12) Players per team shall be lodged at a date stipulated by FNA and fulfilling all requirements of FNA by the Selections Committee in liaison with the Management Committee.
- Alterations to teams may be made within the rules governing play within FNA and in liaison with the Management Committee and the Registrar.
- Details of new Players to be registered during the season may be entered via MyNetball only after the consent of the Team Coordinators and the Registrar.

4.5 Court Time

- During the regular season, each Player in a team participating in any division for Players aged 15 or under must be allocated equal court time across the regular season if they have adhered to the Procedures Governing Behaviour.
- During finals, each Player in team participating in any division for Players aged 15 or under must be allocated a minimum of one quarter of court time in each games of finals played if they have adhered to the Procedures Governing Behaviour.
- During finals, each Player in a 17U, 19U or Seniors division must be allocated court time if they have adhered to the Procedures Governing Behaviour.
- Where a Player is participating in a team as a fill-in or permit Player and is not a registered member of that team, then their court time in any game is at the discretion of the Coach and the Coach is responsible for communicating likely court time to that Player.
- If a Player has not observed the Procedures Governing Behaviour then the Coach must notify the Player (where possible) during the practice prior to the game of any action the Coach intends to take.
- Where the above rules have not been adhered to by the Coach due to exceptional circumstances, this must be communicated to the relevant Team Coordinator (Juniors, Intermediates, Seniors) as soon as the circumstances become known.
- Penalties may be applied to a Coach who does not adhere to these rules.

5. Procedures Governing Behaviour

This rule outlines the expected behaviours of all people involved in the Club. Failure to adhere to these rules may result in penalties being applied.

5.1 Players

- Play within the rules set out in the Rules of Netball.
- Cooperate with your Coach and your teammates and work equally hard for yourself, your team and your Club.
- Never argue with an official or engage in verbal abuse of Players, officials or spectators.
- Give notice to the Coach if you cannot attend training.
- Give notice to the Coach if you are unable to attend a match at the earliest possible time, including if you are delayed.
- The Coach has the sole right over which Player plays in any given position at any time and to refuse a Player court time if the behaviour code is not adhered to.

5.2 Parents and Spectators

- Encourage Players to always participate according to the rules, support Coaching decisions and encourage all Players to do likewise.
- Show appreciation and support of volunteer Coaches, officials and administrators; they make participation possible.
- Do not engage in any behaviour that may harass, intimidate, upset or bully Players, Coaches, officials or other spectators.
- No parent or spectator should approach the Coach regarding Coaching decisions during a game or training session.
- Should parents have any queries they should direct them to the appropriate Team Coordinator or follow the Procedures Governing Complaints outlined in Section 6.

5.3 Coaches

- Coach within the rules set out in the Rules of Netball.

- Foster team spirit, enhance skills and encourage fair play.
- Encourage Players to always participate according to the rules, support Coaching decisions and encourage all Players to do likewise.
- Show appreciation and support of volunteer Coaches, Umpires, officials and administrators.
- Never argue with an official or engage in verbal abuse of Players, Umpires, officials, spectators, or other Coaches.
- Do not engage in any behaviour that may harass, intimidate, upset or bully Players, other Coaches, officials or spectators.
- No Coach should approach any umpire before, during, or after a game regarding umpiring decisions or capabilities.

5.4 Umpires

- All Umpires are required to be knowledgeable in the current Rules of Netball and conduct themselves in a responsible manner whilst fulfilling their duties.
- Each team shall be responsible for providing a suitable Umpire for each match allocated for the team by FNA, unless the team has been advised by the Management Committee that an Umpire will be provided by the Club.
- Failure to fulfil umpiring duties will result in fines being imposed by FNA and possible loss of match points. The Team responsible will be asked to reimburse the Club for the fines incurred and an administration fee of 10% may be added at the discretion of the Executive Committee.

6. Procedures Governing Complaints

In the event a Member has a grievance with procedures within the Club or any person acting on behalf of the Club, the following procedure should be adhered to:

- Advise your Team Manager of your concern and try and resolve matters.
- Discuss your concern with the Team Coordinator that is responsible for your team.
- Present your grievance in writing to the Management Committee in writing.
- The Complaints Handling Policy as set out in Appendix 4 which may be altered from time to time by the Management Committee will be adhered to.
- The Member will then be advised in writing of the decision of the Management Committee and this decision is final.

7. Procedures Governing Social Events and Wind-up

- The Club may require Members to participate in fundraising activities as deemed necessary.
- The Club may encourage social events within certain age groups and to promote Club and team spirit as it deems necessary.
- The Club will arrange an end of season celebration where teams and Players will be presented with awards, and acknowledgements can be given to Coaches and other Members as deemed appropriate.

8. Procedures Governing the Award of Trophies

8.1 Annual Trophies

- Participation awards in the form of a medal or trophy will be given to each Player in NetSetGO grades.

- All other teams will select two Players to receive trophies at the end of the regular playing season. These Players' names will be presented by the Team Manager or Coach to the Management Committee at the end of the playing season before finals. The Player trophies may include any two of –
 - Fairest and Best – Player to be selected on points system throughout the season to be administered by the Team Manager
 - Runner-up Fairest and Best – Player to be selected on points system throughout the season to be administered by the Team Manager
 - Coaches Award – Player to be selected by the Coach for individual merit
 - Another award, decided in consultation with the Trophy Coordinator and approved by the Management Committee
- Most Outstanding Junior - Awarded to the 'Fairest and Best Player' in the highest graded Junior Team.
- Most Outstanding Senior - Awarded to the 'Fairest and Best Player' in the highest graded Senior Team.

8.2 Perpetual Trophies

Perpetual Trophies will be awarded after nominations have been discussed and voted on by the Management Committee.

The criteria for these trophies will remain consistent unless a change is requested by those associated with said trophy.

8.2.1 Susan Philpott Memorial Trophy for Excellence

Donated by Mr & Mrs Philpott in memory their daughter who played for Attadale Netball Club for many years and to be awarded to someone who:

- Gives excellent service to the Club
- Attends majority of Club functions
- Demonstrates leadership qualities
- Has an ongoing commitment to the future of the Club
- Is a good role model for all Members of the Club
- Shows enthusiasm for the Club

8.2.2 Coaches Trophy

Awarded to a Coach who has been nominated and respected by their team and has shown exemplary enthusiasm and commitment to the Club and the game of netball in general.

8.2.3 Loyalty Badges

Ten year loyalty badges are awarded to Club Members who have been active for the Club for at least ten (10) years.

Fifteen year loyalty badges are awarded to Club Members who have been active for the Club for at least fifteen (15) years.

Twenty year loyalty badges are awarded to Club Members who have been active for the Club for at least twenty (20) years.

8.2.4 Life Membership Badges

A Life Membership Badge will be awarded to Members who have been nominated and approved by resolution in accordance with the Constitution section 14, after considering all factors relevant to the nomination.

8.2.5 ANC Club Girl

Awarded to a playing Member of the Club; not chosen on playing ability, but rather on service to the Club, attendance at Club activities and assistance to other Club Members. Actively working for the Club e.g. coaching, extra umpiring, assisting committee Members etc. Setting a good example for others to follow in regard to Club spirit, loyalty, sportsmanship etc.

8.2.6 Marilyn Williams Umpire of the Year Award

Awarded to an umpire actively working for the Club who is viewed as an outstanding umpire and is an example to others in regard to Club spirit, loyalty and sportsmanship.

9. Management Committee

9.1 Nominations and Appointments

The Management Committee is elected at the Annual General Meeting. Nominations for Office Bearers on the Management Committee may be received at or prior to the meeting.

9.2 Term of Office

Members elected shall assume office at the conclusion of the Annual General Meeting and shall hold office until the conclusion of the Annual General Meeting in the following year.

9.3 Duties:

9.3.1 President

- Preside at meetings of the Club and represent the Club wherever possible or delegate such duties to other Members.
- Consult with the Secretary regarding the business to be conducted at each Management Committee meeting and general meeting.
- Convene and preside over Management Committee meetings and general meetings.
- Be ex-officio on all sub committees.

9.3.2 Vice President

- In the absence of the President, preside at meetings of the Management Committee.
- Give assistance to the President where needed.

9.3.3 Secretary

- Attend all the meetings of the Club and Management Committee and record minutes of all meetings.
- Consult with the President regarding the business to be conducted at each Management Committee meeting and general meeting;
- Prepare the notices required for meetings and for the business to be conducted at meetings
- Maintaining full and accurate minutes of Management Committee meetings and general meetings;
- Circulate minutes of meetings to the Management Committee, and on request to Life Members and other interested parties.
- Receive, dispatch and deal with all correspondence of the Club.

- Transact business and other duties as directed by the Management Committee

9.3.4 Treasurer

- Receive all monies and issue receipts for all payments and pay such monies into the bank within five (5) days of receipt.
- Pay accounts incurred by the Club as directed by the Management Committee.
- Keep all the books and accounts of the Club and prepare monthly statements of receipts and expenditure for presentation to meetings.
- Prepare a balance sheet for the inspection and signature of the Auditor and present the same to the Annual General Meeting.
- Allocate approved petty cash and receive expenditure records of the same as directed by the Management Committee.
- In conjunction with the Management Committee prepare an Annual budget for the Club

9.3.5 Registrar

- Receive and file all team registrations and affiliation forms.
- Maintain the register of Members and record in that register any change in the Membership of the Club within MyNetball.
- Keep a record of names and addresses of Team Managers or Captains of all registered teams.
- Liaise with FNA on registration of teams and keep necessary files and relevant records season by season in liaison with Treasurer.
- Attend Selection Committee meetings.

9.3.6 Team Coordinators (Seniors, Intermediates and Juniors Coordinator)

- Keep records of names and contacts of Captains and Coaches to teams in consultation with the Registrar.
- Provide support to Coaches, Team Managers, Players, Umpires and Parents.
- Liaise with Coaches and represent Coaches at Management Committee meetings.
- Attend Management Committee meetings and report on teams during the season.
- Attend Selection Committee meetings.
- The Juniors Coordinator will be responsible for teams in NetSetGO divisions.
- The Intermediates Coordinator will be responsible for teams in grades JE to JA.
- The Seniors Coordinator will be responsible for teams in grades 17u, 19u and Seniors.

9.3.7 Development Coordinator

- Keep records of Coaching qualifications held by Club Coaches.
- Formulate, supervise, monitor and evaluate Coaches and Coaching programs at all levels for the Club in conjunction with FNA.
- Act as liaison officer between the Club, FNA and Netball WA on all Coaching matters.

9.3.8 Umpiring Coordinator

- Maintain an up to date list of Umpires within the Club, including qualifications.
- Organise Umpires of a competent standard for all Club fixtures, including finals, as required within FNA competition.
- Formulate, supervise, monitor and evaluate Umpires and umpiring programs at all levels for the Club in conjunction with FNA.
- Act as liaison officer between the Club, FNA and Netball WA on all umpiring matters.

9.3.9 Property Coordinator

- Responsible for the purchase, maintenance and distribution of all training and match equipment.
- Keep records of Club property and organize distribution and return of team equipment.
- Monitor, evaluate and organize the purchase of new equipment in liaison with Management Committee.

9.3.10 Uniforms Coordinator

- Responsible for the purchase, maintenance and sale of Club uniform and accessories in liaison with the Management Committee.
- Process orders and collect money for payment of uniform from Members and deposit with Treasurer for banking within five (5) working days of receipt.
- Keep records of available stock and present all prices and invoices to the Management Committee for authorization.
- Maintain relationships with third party providers to assist in some or all of the above duties as approved by the Management Committee.

9.3.11 Media Coordinator

- Maintain the user access for the Club MyNetball page.
- Coordinate the design, content and maintenance of the Club website.
- Manage social media pages utilised by the Club.
- Assist in other Information Technology and communication requirements including newsletters, if applicable.

9.3.12 Member Liaison Officer

- Administer the complaints handling policy.

9.3.13 Social Events Coordinator

- Organise any social, fundraising and wind up events in liaison with the Management Committee.
- Appoint and manage a subcommittee to assist in these duties as required and sit as the chair of this subcommittee.

9.3.14 Selections Coordinator

- Coordinate the selection process for Attadale Netball Club
- Appoint a subcommittee to assist in the selection process.
- Coordinate team selections in accordance with Club procedures and FNA guidelines.
- Appoint independent selectors.
- Review and report on the selection process to the Management Committee.

9.3.15 Troy Park Representative

- Attend all meetings held by Troy Park Sports Association Committee and report to Management Committee.
- Conduct business on behalf of Troy Park Sports Association Committee with the interests of Attadale Netball Club foremost.

9.3.16 Trophies Coordinator

- Organise to receive names of recipients for all awards and trophies contemplated in Section 8 of these Rules from the Management Committee, Team Managers and Captains.

- Organise for the trophies and awards to be prepared and awarded to the recipients at a time decided by the Management Committee.

9.3.17 General Committee Member

- Attend Management Committee meetings and partake in discussions concerning the running of the Club.
- Undertake business on behalf of the Attadale Netball Club and to assist in the organization of Club events as directed by the Management Committee.

9.4 Sub-Committees

9.4.1 Selections Committee

If formed:

- Must consist of a minimum 3 people
- To assist the Selections Coordinator as required
- To comprise of Development Coordinator and Team Coordinators and others appointed by the Selection Coordinator
- No selector is to select a team with the selector's child in that age group.

9.4.2 Social Events Committee

If formed:

- Must consist of a minimum of 3 people.
- To assist the Social Events Coordinator as required.
- To comprise of Members as appointed by the Social Events Coordinator.

9.5 Resignations

- Resignations of committee Members shall be submitted to the Secretary or President in writing.
- Should any Member resign before the expiry of the term of office a substitute will be elected at the next Management Committee meeting if required by the Constitution, to hold office until the term of office expires.

10. Meetings

10.1 Conduct

All meetings shall be conducted in accordance with the Standing Orders set out in Section 11.

10.2 Annual General Meetings

The Business of the Annual General Meeting shall be:

- a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed;
- b) to receive and consider
 - a. the committee's annual report on the Club's activities during the preceding financial year; and
 - b. the financial statements of the Club for the preceding financial year presented under Part 5 of the Act; and
 - c. the financial report of the Club for the preceding financial year presented under Part 5 of the Act; and

- d. a copy of the report of the review or auditor's report on the financial statements or financial report;
- c) to elect the office holders of the Club and other committee Members;
- d) appoint or remove a reviewer or auditor of the Club in accordance with the Act; to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by Members.
- e) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

10.3 Management Committee Meetings

Business of the Management Committee Meetings shall be:

- Opening of meeting
- Acknowledgement of Apologies
- Confirmation of Minutes of Previous Meeting
- Business arising from previous Meeting's Minutes
- Correspondence in and out
- Adoption of Financial Statement
- Presentation of Accounts for Payment
- Reports of Office Bearers
- General Business
- Conflict of Interest Register
- Confirmation of date of Next Meeting
- Closure of meeting

11. Standing orders

11.1 The Chairperson

The chairperson Chairperson will:

Make sure that a quorum of seven (7) is present at all times.

Conduct the meeting in accordance with standing orders, Club constitution and policies.

Ensure that no speaker speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.

Terminate any discussion which is not, at that time, relevant to the business before that meeting.

Decide who is entitled to the floor when two or more speakers wish to speak at the same time.

If desired, request a motion or amendment, to be submitted in writing.

11.2 Conduct of Speakers

All remarks shall be addressed to the Chairperson, and any question to another person shall be put through the Chairperson.

A speaker wishing to speak or move a motion shall raise their hand to address the Chair.

If a point of order is raised the person raising that point of order shall have their say and the Chairperson shall rule thereon.

11.3 Chairperson's Ruling

The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved and seconded and carried: "that the Chairperson's ruling is disagreed with".

The mover may speak briefly in support of their motion and the Chairperson explains why the ruling was given.

The Chairperson takes the vote.

11.4 Motions

A motion shall be seconded before it is debated, and shall not then be withdrawn without the consent of the Secunder and the unanimous consent of the meeting.

No speaker shall speak more than once to any motion or amendment, except in personal explanation, unless the speaker is the mover of the original motion exercising the right of reply.

No more than two (2) speakers shall speak successively on the same side of the motion.

11.5 Amendments of Motions

An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. The mover of an amendment which is carried becomes the motion and is open for further amendment.

No second or subsequent amendment shall be received until the first amendment has been voted upon.

An amendment which is carried becomes the motion and is open for further amendment.

The mover and Secunder of a motion under discussion are not entitled to move or second an amendment to it.

The mover and Secunder of a motion or amendment may speak to subsequent amendments. If the mover is in agreement with any proposed amendment they can accept it and may seek leave to alter the motion accordingly.

An amendment which is a direct negative of the motion shall not be allowed.

11.6 Rescinding Resolutions

Upon evidence of a mistake in facts that have been presented to the meeting a resolution may be rescinded, provided that all persons who voted on the motion are present and agree to the rescission.

A resolution may be rescinded on notice of motion at a subsequent meeting.

11.7 Closure

Any person may at any time move "that the question be now put", which motion, if accepted by the Chairperson, shall be put without debate.

If carried by a majority vote, the motion or amendment before the meeting shall be put at once. It does not prevent the mover of the original motion exercising the right of reply.

11.8 Voting

Voting shall be by voice or show of hands except where a ballot is specified in the Constitution.

In the event of voting being equal, the question shall be declared on the vote of the President.

Appendix 1 – Selections Policy

Team Selection Procedure

Three trial sessions to be planned and provisional selectors to be approached for each age group at the discretion of and by the Selection Committee.

Selectors to have no prior involvement (i.e. past Coach or manager) or personal connections (i.e. parents) with the age group to be selected where possible.

All registered Players to be listed in age groups and given an identity number (can be done at registration).

Assign 1 selector per 6-8 Players with a minimum of 2 selectors per age group.

Each Player to write their identity number on the outside of both legs using permanent marker during each trial session.

Selectors to hand comments and notes to the Selection Committee each week.

Selection Committee to form teams taking account of the selectors' notes and Coaches' assessment notes from previous season.

The Selection Committee to discuss the desired grades for each team and complete FNA registration documents.

Grades are to be added to the lists when they have been confirmed by FNA.

Selection Process

The Selection Committee will prepare lists of Players in provisional teams using their preferred positions (GA, WA, C etc.) and following previous years' grading, where possible, using first names and identity numbers only.

Selectors are to observe Players and identify Players who appear stronger or weaker than other Players in each team in equivalent positions.

Selector are to rotate Players identified into a higher or lower graded team (if available) to see how they compare with Players in that team.

At the end of each trial session the selector needs to note down their findings with comments on the selection forms (the more info the better)

The Selection Committee will then collate the information and present adjusted teams for the second trial session to the selectors.

The process is then repeated once more to confirm the correct selections have been made and final decisions on teams are made by the Selection Committee.

If selectors are unsure about any Player a different selector may be asked to look at that particular Player during the final trial session.

Selection Committee to advise the selectors and Players if no further trials are needed.

Appendix 2 – Privacy Policy

Purpose

To clearly state the accountabilities and responsibilities for maintaining the privacy of personal information collected by the Club.

Attadale Netball Club Inc. comes under the definition of a Small Business and is not subject to the provisions of the Privacy Act 1988 whilst it meets all of the following conditions:

Income is \$3,000,000 or less, and

Does not provide a health service, and

Does not disclose personal information for a service or advantage, and

Does not provide someone else a benefit, service or advantage to collect personal information, and

Is not a contracted service provider for a Commonwealth contract.

Attadale Netball Club has developed this Privacy Policy for the purpose of providing clear instructions on how personal information will be handled by the club.

The Attadale Netball Club Privacy Statement will be issued with Registration Forms and be available on the web site.

Definitions

Personal information: means information about an individual whose identity is apparent, or can reasonably be ascertained, from the information, eg our member records; committee list; coaches, teams and umpires lists; working with Children check lists and similar.

Accountabilities

Registrar	Responsible for keeping records up to date and correct. Responsible for maintaining the security of records by granting access only for authorized use as described in this Policy and in the Privacy Statement.
Committee Members Coaches Umpires Team Managers	Responsible for maintaining the security of, and for the protection against unauthorized access to or use of, personal information collected by the club, by using it only for purposes for which it was released.

Minimum Standard

To respect the individual's right to the privacy of their personal information by not using this information for any purpose except for that which it has been provided.

To not divulge or share personal information except as allowed by the Attadale Netball Club Privacy Statement.

To comply with the Attadale Netball Club Privacy Statement.

References

Attadale Netball Club Inc. Privacy Statement.

PRIVACY STATEMENT

This privacy statement applies to the Attadale Netball Club Inc. and your use of the Attadale Netball Club website.

At the Attadale Netball Club, we recognise that our members and volunteers may have concerns about their privacy and confidentiality whilst dealing with us. We have prepared this Privacy Statement to explain how we collect and use personal information.

Information we collect

The type of personal information we may collect from you generally comprises name, address, age, gender, injury & medical information, contact details (including phone, fax and email) and other information collected primarily for the following purposes, in the course of operating Attadale Netball Club Inc.:

- Personal information of members, to effectively operate as a netball club and for insurance purposes;
- Personal information of our committee members, coaches, umpires and team managers and volunteers to effectively operate netball training, competitions and other club related events;
- Personal information of those persons nominated by members as their emergency contact person;
- Personal information provided by affiliated clubs, associations and the like;
- Other personal information collected from time to time for the purpose of carrying out netball club related activities.

We collect information on website activity, such as the number of users who have visited, the number of pages viewed, navigation patterns, what systems users have and the date and time of visits. This information is collected for statistical purposes only and cannot be used to identify you.

Use and disclosure of personal information

During the course of operating the netball club, we will disclose personal information to various parties. Typical standard information disclosure includes:

- Member registration details are disclosed to Committee Members for the purpose of selecting and grading teams;
- Member information is sent to Fremantle Netball Association ("FNA"), including but not limited to: ID number, name, address, age, date of birth, club history;
- Names, grades, and contact details are distributed amongst team members, umpiring squads, coaches and team managers for the purpose of managing and coordinating teams, coaches and umpires.
- Name, grade, netball qualifications, volunteer position, and contact details are available to Committee Members for the purpose of contacting members with regard to netball club issues and activities.
- Medical information and emergency contact details are given to Team managers and Coaches.
- To facilitate Attadale Netball Club in its operations, personal information collected may be shared with other organizations including FNA, Netball WA, and other organizations.

However personal information shall not be provided to another party for benefit, service or advantage.

We may disclose personal information if we are required to do so by law or we in good faith believe that such action is necessary to (1) comply with the law or with legal process; (2) protect and defend our rights and property; (3) protect against misuse or unauthorised use of the Attadale Netball Club website; or (4) protect the personal safety or property of our users or the public (among other things, this means that if you provide false information or attempt to pose as someone else, information about you may be disclosed as part of any investigation into your actions).

Quality of personal information

The Attadale Netball Club aims to ensure that your personal information is accurate, complete and up-to-date. To help us with this, please maintain current details within MyNetball.

Security of personal information

Attadale Netball Club is committed to keeping secure the data you provide us. To prevent unauthorised access, maintain data accuracy and ensure the appropriate use of information, we have put in place procedures to protect the information we collect from you.

Access to personal information

You can request us to provide access to the personal information that we hold about you. Please advise the club Registrar of any updates, and maintain current details within MyNetball.

Emails and Email Addresses

Emails we receive from you will only be used for the purposes given and are subject to the conditions set out in this privacy statement. Due to the nature of the Internet, sending personal information in an email remains entirely at your own risk.

We may from time to time use your email address to contact you regarding Attadale Netball Club activities, events or for the distribution of newsletters and the like.

By providing any information, you agree to the collection, use and disclosure of that information as contemplated by this privacy statement.

We reserve the right to change this privacy statement at any time.

Appendix 3 – Working With Children Policy

Policy

Attadale Netball Club is committed to providing an environment that is safe for children. The Club has an obligation to implement [Working with Children checks](#) as required by the *Working with Children (Criminal Record Checking) Act 2004*.

The following procedure describes how we implement Working With Children (WWC) checks.

WWC Procedure

Aim:

To implement WWC checks and keep records as required under the WWC Act 2004.

Definitions:

Staff – paid workers.

WWC – Working with children

Child Member – A Club member who is under 18 years old and plays in a team.

Class 1 offence - serious sexual offences against young children

Class 2 offence - other serious offences mostly of a sexual or violent nature

Accountabilities:

The President of the Club shall implement the WWC procedure.

Team Coordinators shall provide details on all Team Managers and Coaches.

Umpiring Coordinator shall provide details on all Umpires.

Procedure:

At the start of each season identify and record all volunteers and staff by name, position, age, and whether they have a Child Member of the Club (name of child to be recorded).

Apply the WWC flowsheet to each volunteer and record whether a WWC check is required.

Record where WWC check cards have been sighted. Record against each name the card number, expiry date, date when sighted.

Do not allow the volunteer or staff person to continue in a role in the Club where:

- There is knowledge of an Interim Negative Notice or a Negative Notice issued.
- WWC check is required but the person does not hold a current WWC Card and has not submitted an application for a WWC check.
- There is knowledge of a conviction or a pending charge for a Class 1 or Class 2 offence.
- Maintain the records and apply the procedure during the season as positions change.

References

Working with Children Check, Doc. No. 013540, Working with Children Screening Unit.

Appendix 4 – Complaints Handling Policy

Purpose

To set out the procedure for the handling of a formal complaint made to the Club.

Policy

If a formal complaint has been made in writing, the Member Liaison Officer and/or Management Committee will, on receiving the formal complaint and based on the material provided, decide:

- who is the most appropriate person to receive and handle the complaint;
- whether the nature and seriousness of the complaint warrants a formal resolution procedure. Some complaints may be of a minor and/or purely personal nature with no connection to the activities of the Club. In these cases, the Member Liaison Officer and/or Management Committee may determine that the complaint does not warrant a formal resolution procedure;

In making the decision(s) outlined above, the Member Liaison Officer and/or Management Committee will take into account:

- whether, due to the nature of the complaint, specific expertise or experience may be required to manage the complaint;
- the nature and sensitivity of any information or other material that must be provided by you, the respondent, and any of the other people involved in the complaint;
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the likelihood and the consequences (if the complaint is ultimately proven) that you will be subject to further unacceptable behaviour while the complaint process set out in these procedures is being conducted.

The person handling the complaint will, to the extent that these steps are necessary:

- get full information from the complainant about the complaint and how they want it resolved (if this information has not already been obtained through earlier steps);
- put the information received to the person/people against whom the complaint has been made and ask them to provide their side of the story;
- decide whether they have enough information to determine whether the matter alleged in the complaint did or didn't happen; and/or
- determine what, if any, further action to take.

The complainant will then be advised in writing of the decision of the Member Liaison Officer and/or Management Committee and this decision is final.

If the internal complaints processes set out in this Policy and the Club constitution do not achieve a satisfactory resolution for the complainant, then an application may be made to the State Administrative Tribunal to have a dispute determined.

Appendix 5 – Sponsorship Policy

Purpose

To provide a guide to safeguard against inappropriate commercial interests becoming associated with the Club and to ensure the Club's values and vision are reflected by its dealings with outside organisations.

Policy

The Attadale Netball Club Management Committee encourages the involvement of appropriate community and corporate sponsors in the provision of programs, facilities, and events.

The President and/or a nominated Sponsorship Officer have the authority to seek and negotiate sponsorship agreements for the approval of the Management Committee. These negotiations must be in line with the policy statements below.

Sponsorship participants must all be from reputable organisations whose public image, products and services are consistent with our values and goals.

Policy Statements

The Committee and the Nominated Sponsorship Officer(s) -

- discourage arrangements with organisations such as tobacco related companies, alcohol products or outlets, fast food outlets, online dating services, and gambling related companies
- will ensure that the sponsorship arrangement does not conflict with club policies or impose conditions that would impact on the club's ability to carry out its functions
- will ensure that the sponsorship agreement maintains the professional image of all parties
- reserve the right to accept products for distribution on merit, not because they are free
- will ensure that the club obligations under the sponsorship arrangement are met
- will ensure that the sponsorship allocated is spent in the manner for which it was provided
- will ensure that no office bearer or member receives any personal benefit as a result of a sponsorship arrangement
- do not explicitly endorse the sponsor or its product through its association.